The purpose of this bulletin is to provide information about CMU's academic programs available in the 2015-16 academic year and information concerning admissions, academic regulations and requirements, services available to students, and CMU staff and faculty.

Students are responsible for ensuring that all requirements for graduation have been met. It is expected that students will regularly discuss their plans of study with academic advisors. Central Michigan University reserves the right to modify curricula, rules, policies, fees, program requirements, and courses offered and other information contained in this Bulletin at any time, without notice. The provisions of this bulletin do not constitute a contract, express or implied.

CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. https://www.cmich.edu/office_president/ocrie/Pages/default.aspx

**Tobacco-Free Policy:** Central Michigan University (CMU) is committed to the health and wellness of its students, faculty, staff and visitors. The tobacco-free policy will ensure that every student, employee and visitor has a healthy living, learning, and working environment.
Administration 2015

George E. Ross (2002)* President; B.A., M.B.A., Michigan State University; Ph.D., University of Alabama
David E. Ash (2005) Interim Vice President for Research and Dean of Graduate Studies, B.S., Pennsylvania State University; Ph.D., University Of Pennsylvania
Raymond L. Christie (1998) Senior Vice Provost for Academic Administration; B.A., Saginaw Valley State University; M.B.A., Central Michigan University; Ph.D., Georgia State University
Roger L. Coles (1973) Interim Associate Vice Provost for Community Engagement; B.A., Western Washington State College; M.A., Ed.S., Central Michigan University; Ed.D., Columbia Pacific University
Charles T. Crespy (2010) Dean, College of Business Administration; B.U.S., M.A., M.B.A., Ph.D., University of New Mexico
Ian R. Davison (2008) Dean, College of Science and Technology; B.Sc., University of London; Ph.D., University of Dundee
Claudia B. Douglass (1976) Vice Provost for Academic Effectiveness; B.S., M.A.T., Indiana University; Ph.D., Purdue University
Carolyn M. Dunn (2014) Associate Vice President/Institutional Diversity; B.A., Humboldt State University; M.A., University of California - Los Angeles; Ph.D., University of Southern California
John S. Fisher (1975) Associate Vice President/Residences & Auxiliary Services; B.S., Central Michigan University; M.B.A., Central Michigan University; Ed.S., Central Michigan University
Pamela S. Gates (1987) Dean, College of Humanities and Social and Behavioral Sciences; B.S., M.A., Central Michigan University; Ph.D., Michigan State University
Michael A. Gealt (2013) Executive Vice President/Provost, B.A., Temple University; M.A., Harvard Graduate School of Education; Ph.D., Rutgers University
David Wood Heeke Jr. (2006) Associate Vice President/Director Of Athletics; B.A., Albion College; M.A., Ohio State University
Lori L. Hella (1996) Associate Vice President/Human Resources; B.A., Alma College; M.S.A., Central Michigan University
Mary Moran Hill (1986) Associate Vice President/Financial Services & Reporting/Controller; B.S.B.A., Central Michigan University
Janet Hethorn (2015) Dean, College of Communication and Fine Arts; B.A, B.A.Ed., Central Washington University; Ph.D., University of Minnesota
Steven L. Johnson (2012) Vice President for Enrollment and Student Services; A.B., Davenport University; B.B.A., Davenport University; M.A., Eastern Michigan University; M.LED., Harvard University
George Kikano (2015) Dean, College of Medicine; B.S., American University of Beirut; M.D., American University of Beirut
Sherry S. Knight (2012) Associate Vice President of University Communications; B.A.A., Central Michigan University
Thomas J. Masterson, Jr. (1999) Interim Dean/Health Professions, The H.H. & G.A. Dow College Of Health Professions; B.A., University OfWisconsin At Madison; M.A., University Of Wisconsin At Madison; Ph.D., University Of Wisconsin At Madison
Thomas J. Moore (1988) Dean of Libraries; A.B., Belmont Abbey College; M.A., State University of New York at Binghamton; M.S.L.S., Syracuse University
Dale-Elizabeth Pehrsson (2012) Dean, College of Education and Human Services; B.S., University of the State of New York; M.Coun., Ed.D., Idaho State University
Roger E. Rehm (1975) Vice President/Technology/CIO; B.M., M.M., Cleveland Institute of Music
Peter G. Ross (1991) Vice President/Global Campus; B.A., Polytechnic OfWales; M.S., Southern Illinois University At Carbondale; Ph.D., Southern Illinois University At Carbondale
Manuel R. Rupe (2009) Vice President and General Counsel; B.A, Kalamazoo College; J.D., DePaul University; Ph.D., Western Michigan University
Anthony A. Voisin (1985) Associate Vice President for Student Affairs; B.A.A., M.A., Central Michigan University
Kathleen M. Wilbur (2002) Vice President for Development and External Relations; B.A., Michigan State University, M.A., Michigan State University
Barrie J. Wilkes (1992) Vice President for Finance and Administrative Services; B.A., Michigan State University

*The year in parentheses indicates the date first employed by the university.
Offices for Global Campus

Central Michigan University Global Campus
802 Industrial Drive
Mount Pleasant, Michigan 48858
989-774-3865 or 800-950-1144

Or visit the Global Campus website at
http://global.cmich.edu/

For more information, please contact the Program Center nearest you, or write or call the Mount Pleasant office.
The University

Central Michigan University is in its second century as an institution of higher learning focused on creating a caring and engaging environment for students to achieve success.

Central Michigan University is among the nation’s 100 largest public universities, with more than 19,000 students on its Mount Pleasant campus. CMU also has nearly 7,300 students enrolled online and at more than 50 locations across North America, including 16 centers and sites across the state of Michigan.

The Main Campus

Central Michigan University is located at the southern boundary of Mount Pleasant, a growing city of over 25,000, accessible from highways US-27 and M-20. The university’s enrollment includes students from every county in Michigan and from other states and countries, representing both rural and metropolitan areas.

All Global Campus students are encouraged to visit Mount Pleasant and the CMU community any time. Campus tours are provided weekdays and occasional Saturdays through the Admissions Office, Warriner Hall, 989-774-3076 or toll-free, 1-888-292-5366. Parking information and guest passes are available by contacting the Undergraduate Admissions office in advance of your visit.

Vision, Mission, Values, and Priorities

Vision Statement

Central Michigan University, an inclusive community of scholars, is a national leader in higher education inspiring excellence and innovation.

Adopted by the Board of Trustees, December 6, 2012

Mission Statement

At Central Michigan University, we are a community committed to the pursuit of knowledge, wisdom, discovery, and creativity. We provide student-centered education and foster personal and intellectual growth to prepare students for productive careers, meaningful lives, and responsible citizenship in a global society.

Adopted by the Board of Trustees, December 2, 2010

Core Values

To achieve our mission, we adhere to the core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation.

Adopted by the Board of Trustees, December 2, 2010

Definition of Mission Statement Core Values

- **Integrity:** A steadfast adherence to the principles of honesty, trustworthiness, reliability, transparency, and accountability.
- **Respect:** Consideration of the rights, opinions, and ideas of others in a civil, fair, and thoughtful manner.
- **Compassion:** Empathy, concern and support for the needs and challenges of others.
- **Inclusiveness:** Conducting the activities of the university in a way that embraces shared governance, inspires tolerance, and welcomes diversity into our community.

- **Social Responsibility:** Fostering citizenship to promote the public good, environmental sustainability, global understanding, and informed political engagement.
- **Excellence:** Expectation that all activities are conducted with attention to quality and the highest levels of academic and professional standards.
- **Innovation:** Supporting progressive and meaningful research, creative activity, and teaching, Addressing challenges and issues from multiple perspectives to solve problems and advance knowledge.

Strategic Priorities

Priority 1: Student Success

Challenge our students to develop the knowledge, skills, and values to be successful and contributing global citizens.

Priority 2: Research and Creative Activity

Promote excellence in research and creative activities.

Priority 3: Quality Faculty and Staff

Foster a vibrant, innovative, intellectual community of high quality faculty and staff who value inclusiveness, diversity, shared governance, and respect.

Priority 4: Community Partnerships

Develop and strengthen learning experiences through collaboration with local, national, and global partners to enhance cultural awareness, the natural environment, health and wellness, and local economies.

Priority 5: Infrastructure Stewardship

Align university resources and infrastructures to support the university’s mission and vision.

Adopted by the Board of Trustees, December 6, 2012

The Enduring Philosophy

In its more than 120 years as an institution of higher learning, Central Michigan University has supported a liberal arts education as the common base for all degree programs. In the words of a founder, “Education in its best and truest sense is a much larger thing than any or even all of the so-called practical uses that may be made of it. Accordingly... the school shall stand squarely and strongly for the larger idea, that education is a rightful heritage of the human soul...Breadth and liberality of scope will always prove the better investment in the long run.”
Accreditations

Regional accreditation has been granted to more than 2,500 higher education institutions throughout the United States. This accreditation must be awarded by one of six organizations, each focusing on a specific region of the country. Accreditation is recognized by the United States Department of Education and federal financial aid is available to students attending schools that are accredited.

Central Michigan University was first accredited in 1915 by the North Central Association of Colleges and Schools (NCA) as Central State Teachers College and has been accredited since, with the exception of 1922-23. NCA accredited the first master's program in 1957 and approved the offering of doctoral programs in 1992. The last comprehensive evaluation took place in 2005-2006, at which time CMU was reaccredited for 10 years. The current accrediting body is now known as The Higher Learning Commission (HLC) and is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; www.hlcommission.org.

A number of CMU programs have been reviewed and accredited by one or more specialized accrediting organizations. The teacher education programs are accredited by the Teacher Education Accreditation Council (TEAC). CMU's education programs leading to certification are also approved by the Michigan Department of Education. The College of Business Administration is accredited by the AACSB International - The Association to Advance Collegiate Schools of Business. This accreditation covers all undergraduate and master's degree programs in business offered by the College. AACSB International is the premier accrediting agency and service organization for business schools.

Other programs hold national accreditation by one or more of the following organizations: National Association of Schools of Art and Design; Commission on Accreditation of Athletic Training Education; Accreditation Commission for Audiology Education; Council on Accreditation in Audiology and Speech-Language Pathology; American Chemical Society; Engineering Accreditation Commission of ABET (http://www.abet.org); National Environmental Health Science and Protection Accreditation Council (EHAC); National Council on Family Relations; Association of University Programs in Health Administration; Council for Interior Design Accreditation; Accrediting Council of Education in Journalism and Mass Communication; Liaison Committee on Medical Education, National Association of Schools of Music; Accreditation Council for Education in Nutrition and Dietetics; Council on Accreditation of Parks, Recreation, Tourism, and Related Professions; Commission on Accreditation in Physical Therapy Education; Accreditation Review Commission on Education for the Physician Assistant, Inc. (see the M.S. in Physician Assistant information in the Graduate Bulletin regarding this accreditation); American Psychological Association; National Association of School Psychologists; National Association of Schools of Public Affairs and Administration; Council on Social Work Education; Commission on Sport Management Accreditation, Association of Technology, Management and Applied Engineering. The National Association for the Education of Young Children (NAEYC) accredits CMU's Human Growth and Development Pre-School lab.

Questions related to Psychology programs' accredited status should be directed to:
Commission on Accreditation:
Office of Program Consultation and Accreditation
American Psychological Association
750 First Street, NE, Washington, DC 20002
Phone: 202-336-5979
E-mail: apaaaccred@apa.org
Web: www.apa.org/ed/accreditation

CMU is also on the approved list of the American Association of University Women of Michigan.

Individuals who wish to review the accreditation documents should contact the Office of Academic Effectiveness. Further information regarding specific program accreditation status is located at: https://www.cmich.edu/office_provost/AcademicAffairs/Accreditation/Pages/default.aspx.

Student Learning Outcomes Assessment

To assure that Central Michigan University's programs are strong and that students in them are attaining appropriate levels of knowledge, skills, beliefs and attitudes, the faculty and staff of Central Michigan University have developed ongoing processes to assess the learning and academic achievement of students in academic programs. Through this process, faculty carefully articulate program goals and learning outcomes while focusing experiences and assignments to prepare students to achieve those outcomes. An assessment plan is developed to measure progress toward the student learning outcomes, data are collected, and annual reports are developed and discussed by department faculty, chairs, and deans. An action plan is designed to drive program improvement.

Students participate in a wide range of assessment activities designed to provide useful information about the effectiveness of academic programs. From time to time during their courses of study, CMU students may be asked to demonstrate the breadth and depth of their knowledge, skill, beliefs and attitudes. We ask alumni their views about programs and their careers since graduation with regard to how well CMU's programs have met their needs. In addition, we ask employers what qualities they desire and expect of CMU's graduates. These efforts all combine to improve student learning and program quality and form the basis of our culture of continuous improvement in support of CMU's commitment to excellence.

Civil Rights & Institutional Equity

CMU is an affirmative action/equal employment (AA/EO) institution, providing equal opportunity to all persons, including minorities, females, veterans and individuals with disabilities. CMU strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. CMU is committed to protecting the constitutional and statutory civil rights of persons connected with the university.

The Office of Civil Rights and Institutional Equity coordinates and monitors CMU's AA/EO efforts and programs to assure compliance with Americans with Disabilities Act, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, the Violence Against Women Reauthorization Act of 2013, Elliott-Larsen Civil Rights Act and other relevant state and federal statutes. The Office of Civil Rights and Institutional Equity also supervises the maintenance of related reports and records, provides and develops related educational programs and materials, offers guidance and advice to all community members on CMU's nondiscrimination and affirmative action policies and procedures, and assists departments with recruitment and retention activities. For more information, contact the Office of Civil Rights and Institutional Equity, Bovee UC 306, Central Michigan University, Mt. Pleasant, MI 48859, 989-774-3253 (fax: 989-774-2022); https://www.cmich.edu/offce_president/OCRIE/Pages/Contact_Information.aspx.

NonDiscrimination Policy

CMU's NonDiscrimination Policy and Equal Opportunity and Affirmative Action Protocol prohibit acts of discrimination or harassment on the basis of age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight by members of the university community. Prohibited acts of discrimination or harassment include discrimination or harassment in employment, education, housing, public accommodations, public services, and telecommunications. In addition, retaliation for the participation in a protected activity is also expressly prohibited under CMU's policies.
The Office of Civil Rights and Institutional Equity receives and resolves complaint of discrimination and harassment from students, employees, and others. To file a complaint of harassment or discrimination, contact the Office of Civil Rights and Institutional Equity (see above). To view the Board of Trustees Nondiscrimination Policy, see https://www.cmich.edu/office_president/OCRIE/Pages/Nondiscrimination-Statement.aspx. To view CMU’s Equal Opportunity and Affirmative Action Protocol, see https://www.cmich.edu/office_president/OCRIE/Pages/Equal_Opportunity_and_Affirmative_Action_Protocol.aspx.

Sexual Misconduct Policy

CMU’s Sexual Misconduct Policy prohibits sexual misconduct, including dating violence, domestic violence/intimate partner violence, sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation by members of the university community. CMU employees, except those named as a confidential resource in the Sexual Misconduct policy, are responsible employees who are required, under CMU’s policies, to report any information they know about possible sexual misconduct to the CMU Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator can contact confidential resources identified in the Sexual Misconduct policy, such as the CMU Sexual Aggression Peer Advocates or the CMU Counseling Center. To file a complaint of sexual misconduct or to learn more information about the policy, contact the Director of the Office of Civil Rights and Institutional Equity, who is the Title IX Coordinator for CMU. To view CMU’s Sexual Misconduct Policy, https://www.cmich.edu/office_president/ocrie/documents/Sexual-misconduct-policy-w-appendices-webcopy.pdf.

Office of Student Conduct

The Office of Student Conduct upholds the Code of Student Rights, Responsibilities and Disciplinary Procedures (the Code). The Office of Student Conduct is committed to ensuring students due process through a fair and just educational experience. You may contact the Office of Student Conduct to ask questions, file a disciplinary report, or to make an appointment with a Conduct Proceedings Officer. Contact 989-774-1345 or StudentConduct@cmich.edu.

University Policy for Student Conduct

The university’s philosophy of a student’s relationship to CMU is expressed in the Code of Students Rights, Responsibilities, and Disciplinary Procedures (see Appendix 1).

Anyone wishing to use the procedures or who has questions concerning them should contact the Conduct Proceedings Officer, Office of Student Conduct, who administers the policies and procedures.

Sexual Aggression Services

The Sexual Aggression Services Director, through the Office of Student Affairs, coordinates services and educational programs on campus relating to sexual assault, stalking, and dating violence. The university encourages a proactive approach to this problem through educational programs and counseling to both men and women. Concerns and reports of sexual aggression should be made to the Office of Student Conduct, the CMU Police Department, the Office of Civil Rights and Institutional Equity Title IX Coordinator, a counselor in the Counseling Center, or SAPA (Sexual Aggression Peer Advocates). For more information, see https://www.cmich.edu/ess/studentaffairs/SAPA/Pages/default.aspx.

Student Ombuds Office

The Student Ombuds Office is a place for student voices to be heard. When contacting this office, you can expect accessibility, confidentiality, and impartiality. When your problem does not have a simple solution, it can be difficult finding someone who can help. Most of the time, your problem can be handled through normal academic or administrative channels. Sometimes you may not know what this “normal” administrative channel is. That is when the Student Ombuds Office can help.

The Student Ombuds Officer listens to students who have complaints and tries to help them resolve their problems. If you need help with a disagreement or dispute with a University office, department, or individual, contact the Ombuds Office. It is important to understand that taking a concern to the Ombuds Office does not necessarily mean that the dispute will be resolved in your favor. You can be assured, however, that your concern will be addressed through impartial investigation of facts and circumstances.

The Student Ombuds Officer may: 1) explain the process you might follow to resolve your situation; 2) refer you to the appropriate person who can help you; and/or 3) informally look into your situation and make recommendations. Contact the Global Campus Student Ombuds Office at 800-950-1144, ext. 4456. Office hours are Monday through Friday from 8 a.m. to 5 p.m. EST. Online: https://www.cmich.edu/ess/ombuds/Pages/contact.aspx.

Student Disability Services

Central Michigan University is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs and activities. In addition to the university’s campus wide efforts to promote access and inclusion, students with disabilities are further accommodated based on specific individual needs. The Office of Student Disability Services is responsible for determining these accommodations. Our office is part of the Office of Student Affairs. We provide services and assistance to enrolled students who are either permanently or temporarily disabled. CMU has many services for students, offered by various offices. Although decisions regarding disability specific accommodations are made on a case by case basis, view the Accommodations page on the department website for information on services most often provided, in general, for each type of disability.

For additional information, please contact the SDS office via mail at 120 Park Library, Mt. Pleasant, MI 48859; via phone at 800.950-1144, Extension 3018 or 989.774.3018 (V) 989.774.2568 (TDD); or refer to the SDS office web page at https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx.

Servicemember’s Opportunity College

Central Michigan University recognizes the unique nature of the military lifestyle and is committed to ensuring the transfer of relevant credits, scheduling courses at convenient times and locations and providing credit opportunities for prior learning experiences and military education relevant to the degree. SOC is cosponsored by the American Association of State Colleges and Universities (AASCU) and the American Association of Communication Colleges (AACC) in cooperation with 13 other educational associations, the Military Services, the National Guard, and the Coast Guard. SOC is funded by the Department of Defense (DoD) through a contact with AASCU.

Development and External Relations

Kathleen M. Wilbur, Vice President
Carlin Alumni House; 989-774-2382
Development

Development serves as the administrative home of the CMU Alumni Association and generates private gift revenues from individuals, corporations and foundations in order to accomplish the purposes and objectives of Central Michigan University. In pursuit of its mission, Development provides fundraising leadership to complement, encourage, and support universitywide efforts to achieve comprehensive objectives for resource acquisition. At the same time, Development seeks to ensure the continuity of the fundraising effort and to achieve a continual and substantial growth in gift revenues throughout the university. For assistance or additional information, contact the Vice President of Development and External Relations at 989-774-2382.
Alumni Relations

The Alumni Relations Office exists to perpetuate and enhance the lifelong relationship between the university and its graduates. The office develops multiple avenues to involve graduates and current students with CMU in a productive and positive manner.

Alumni are encouraged to return to campus and participate in traditional campus activities such as Homecoming and Alumni Reunion Weekend. Additionally, we encourage CMU alumni to get involved in their local Alumni Association chapters and clubs.

The Alumni Office helps foster a sense of spirit and pride in Central Michigan University students through the Student Alumni Association. The association was established to create opportunities for both alumni and students to build relationships and assist with the growth and development of CMU.

The Alumni Relations Office also publishes *Centralight*, the alumni magazine, four times yearly and online as a source of campus and alumni news to communicate with graduates of CMU.

CMU encourages alumni to enjoy an ongoing relationship with the university and to remain active with their alma mater. In recognition of this lifelong relationship, Central Michigan University has dedicated the Carlin Alumni House on campus to welcome over 200,000 graduates. For further information, please contact the Executive Director of Alumni Relations, located in the Carlin Alumni House at telephone 989-774-3312 or toll free 800-358-6903.

Governmental Relations

The Government Relations office works closely with state, federal and local officials on funding and policy issues that impact the CMU community. The office also works closely with students, faculty and administrators, in planning and developing CMU’s response to proposed legislation, agency policies and developing relationships with key policy makers. The office also facilitates meetings with policy makers and handles inquiries from legislators regarding CMU’s academic and research activities on campus. For additional information please contact the Governmental Relations Office at 989-774-3871.

Public Broadcasting

Central Michigan University operates the largest university-owned public broadcasting network in the United States. With five television and seven radio stations, CMU Public Broadcasting is one of the university’s primary public service initiatives.

**Television.** Central Michigan University owns and operates public television station WCMU-TV, channel 14, Mt. Pleasant; WCML-TV, channel 6, Alpena; WCMW-TV, channel 21, Manistee/Ludington; and WCMV-TV, channel 27, Cadillac, and WCMZ-TV, channel 26, Flint.

CMU Public Television broadcasts 24 hours per day, the year around, servicing a potential audience of over 5 million people. The stations are also on cable systems throughout the state.

**Radio.** CMU Public Radio operates seven transmitters serving central and northern Michigan, and portions of Ontario, Canada. These include: WCMU-FM (89.5 MHz) from Mt. Pleasant; WCML-FM (91.7 MHz) from Alpena; WCMB-FM (95.7 MHz) from Oscoda; WWCM (96.9) from Standish; WUCX-FM (90.1 MHz) from Bay City; WCMZ-FM (98.3 MHz) from Sault Ste. Marie; and WCMW-FM (103.9 MHz) from Harbor Springs.

The stations broadcast 24 hours a day, 365 days a year, providing programming of an informational and cultural nature. The broadcast schedule includes NPR news, and classical music, traditional music, jazz, opera, and radio drama.

CMU Public Television and Radio are staffed by professional personnel, as well as by students seeking a practical background in broadcasting. The network is affiliated with the Public Broadcasting Service and National Public Radio. CMU Public Broadcasting is located in the Public Broadcasting Center on the corner of Mission and Broomfield.
A major goal of Central Michigan University is to provide academic programs for students whose career or personal circumstances limit their access to traditional forms of higher education. In keeping with this goal, the mission of Global Campus is to deliver high quality, fiscally sound, responsive-to-market programs to adult learners. CMU’s Global Campus, established in 1971, is committed to the university’s recognition of education as a lifelong process that extends beyond traditional academic learning. Global Campus aims to provide opportunities for adult students to achieve their individual educational goals for personal growth and career development.

Global Campus will implement university policies and make operational goals as follows:

• Each course or degree program offered will meet the same rigorous academic standards as comparable courses and degrees offered on CMU’s main campus.

• Undergraduate and graduate courses and degree programs will be structured and offered at times and places most suitable to the clientele served.

• Only those courses and/or degree programs will be offered which meet a documented need and are academically sound.

• Student selection and course design and delivery will enhance Global Campus as the premier extended degree program in the United States.

• Courses and degree programs will be offered at a competitive and fiscally responsible cost to the clientele.

• The provision of administrative and academic services to students will reflect a level of excellence concomitant with overall program goals.

• The environment will be continually monitored to identify changes which require new approaches to meet clients’ needs.

• All courses and degree programs will be monitored closely to ensure the high quality of the product provided to the client groups.

• New approaches/processes will be developed and evaluated to provide educational opportunities to our target populations.

– Adopted by the Academic Council 6-27-87

Authorization

Central Michigan University complies with authorization requirements in the states/provinces in which it offers classes. Some states require that specific statements regarding an institution’s status within the state be made available to students. The following statements are included here to fulfill the requirements of these states/provinces.

Alaska: Central Michigan University is exempt from authorization by the Alaska Commission on Postsecondary Education Institutional Authorization under AS 14.48 and 20 AAC 17 as an online distance delivered program and does not have a physical presence in the state.

California: Central Michigan University received verification of exemption from the California Bureau for Private Postsecondary Education pursuant to CEC section 94874.1.

The following statement is required by the Council for Private Postsecondary Education: The Student Tuition Recovery Fund (STRF) was established by the California Legislature to protect any California resident from losing money if the student prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

It is important that students keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916-431-6959.

Georgia: Central Michigan University is authorized by the Non-public Postsecondary Education Commission to deliver the following degrees at Atlanta Metro: the Master of Arts degree in Education with concentrations in Curriculum and Instruction, Guidance and Development, and Training and Development; Master of Arts in Educational Technology; Master of Arts in Humanities; Master of Arts in Reading and Literacy; Master of Arts in School Principalship, Master of Arts in Sport Administration, Master of Arts in Teacher Leadership; Master of Public Administration; Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Long Term Care and Public Administration; and the Specialist in Education with concentrations in Administrative Leadership K-12 and Instructional Leadership K-12; and through Online distance delivery to offer the Bachelor of Applied Arts, Major in Administration with concentration in Organization Administration; Bachelor of Science, Major in Administration with concentrations in Building Code Administration and Organizational Administration; Bachelor of Science, Major in Integrated Leadership Studies; Bachelor of Science, Major in Psychology; Bachelor of Science, Option in Community Development; Bachelor of Science, Major in Political Science; Undergraduate Certificate in Social Media; Graduate Certificates in College Teaching, Cyber Security, ERP Using SAP Software, International Health, and Logistics Management; Master of Arts in Education with concentrations in Curriculum and Instruction and Training and Development; Master of Arts in Educational Technology; Master of Arts in Teacher Leadership; Master of Business Administration with concentrations in ERP Using SAP Software, Human Resource Management, Logistics Management, Marketing, and VDO Emphasis; Master of Science in Nutrition and Dietetics; Master of Science in Administration and Graduate Certificates with concentrations in Engineering Management, General Administration, Human Resources Administration, Information Resource Management, Leadership, International Administration, and Philanthropy and Fundraising; Doctor of Education (EdD) in Educational Leadership; and Doctor of Health Administration (DHA). In the State of Georgia, student grievances not resolved at the university level can be addressed to the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084, via phone at (770) 414-3300, or via website at http://gnpec.org/consumer-resources/gnpec-authorized-school-complainant-form/

(continued)
Programs

Indiana: This institution is authorized by The Indiana Board of Proprietary Education, 101 W. Ohio St., Suite 670, Indianapolis, IN 46204-1984.

Kansas: Central Michigan University is authorized by the Kansas Board of Regents to deliver degrees as online distance delivery to offer the Bachelor of Applied Arts, Major in Administration; Bachelor of Science, Major in Administration; Bachelor of Science, Option in Community Development; Bachelor of Science, Major in Integrated Leadership Studies; Bachelor of Science, Major in Political Science; Bachelor of Science, Major in Psychology; Undergraduate Certificate in Social Media; Graduate Certificates in Cyber Security, ERP using SAP Software and Logistics Management; Master of Arts degree in Educational Technology; Master of Arts in School Principalship with Emphasis in Charter School Leadership; Master of Arts in School Principalship with an Emphasis in Site-Based Leadership; Master of Business Administration with concentration in ERP using SAP Software, Human Resource Management, Logistics Management, Marketing and VDO; the Master of Science in Administration degree and Graduate Certificates with concentrations in Engineering Management (MSA only), General Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Public Administration, and Research Administration; Master of Science in Nutrition and Dietetics; and the Doctor of Health Administration.

Louisiana: Central Michigan University is currently licensed by the Board of Regents of the State of Louisiana. Licenses are renewed by the State Board of Regents every two years. Licensed institutions have met minimal operational standards set forth by the state, but licensure does not constitute accreditation, guarantee the transferability of credit, nor signify that programs are certifiable by any professional agency or organization.

Maryland: Central Michigan University is authorized by the Maryland Higher Education Commission to deliver programs at: Aberdeen Proving Ground, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, Leadership and Public Administration; Joint Base Andrews, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Public Administration; Fort Meade, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Information Resources Management, and Public Administration. The following fully online programs are registered with the Maryland Higher Education Commission: Bachelor of Applied Arts, Major in Administration with concentration in Building Code Administration and Organization Administration; Bachelor of Science, Major in Administration with concentrations in Building Code Administration and Organization Administration; Bachelor of Science, Option in Community Development with concentrations in Community Services, Health Sciences, and Public Administration; Bachelor of Science, Major in Integrated Leadership Studies; Bachelor of Science, Major in Political Science; Bachelor of Science, Major in Psychology; Graduate Certificates: ERP Using SAP Software, General Administration, Human Resources Administration, Information Resource Management, International Administration, International Health, Leadership, Logistics Management, and Research Administration; Master of Arts in Educational Technology; Master of Business Administration with concentration in ERP Using SAP Software, Logistics Management, and Value Driven Organization (VDO); Master of Science in Nutrition and Dietetics; Master of Science in Administration with concentrations in General Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Research Administration, and the Doctor of Health Administration; and three programs with experiential learning components: The Master of Arts in Education, Master of Arts in School Principalship, and Master of Arts in Teacher Leadership.

Minnesota: Central Michigan University is registered as a private institution with the Minnesota Office of Higher Education pursuant to Minnesota Statutes, sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

All Minnesota students enrolling in any program shall be notified if graduates of the program in which they are enrolling qualify or do not qualify to become licensed or sit for mandatory or voluntary licensure, licensure exam, third party certification, third party certification exam, or similar credential related to the program’s field of study. Such disclosure requirements shall apply only to those programs where a student’s eligibility for licensure or certification is solely dependent on an institution holding applicable programmatic or institutional accreditation. This notice shall be clearly stated in writing and signed or otherwise acknowledged by the student.

North Carolina: Central Michigan University is licensed by the Board of Governors of the University of North Carolina to conduct for civilians at Lenoir Community College, Kinston, NC, the Master of Arts degree in Education with concentrations in Adult Education and Instruction; and Seymour Johnson Air Force Base, NC, the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Leadership, and Public Administration.

Central Michigan University maintains a tuition guaranty bond as required by the Rules and Standards established by the Board of Governors of University of North Carolina for non-public institutions conducting post-secondary degree activity in North Carolina. Students may obtain a copy of the tuition guaranty bond by submitting a request via letter to CMU’s Global Campus, Coordinator, Licensure & Regulatory Services, 802 Industrial Drive, Mount Pleasant, MI 48858. CMU does not provide health care services at locations within North Carolina. Students will be provided with contact information regarding locally available health care facilities; however, students are responsible for securing their own health care services. For NC residents who enroll in courses delivered electronically through CMU Online in Mount Pleasant, MI, students are provided information regarding faculty/student interaction, prerequisite technology competencies and skills, technical equipment requirements, and availability of academic support either online at http://global.cmich.edu/services/advising/ or upon registration for each course delivered electronically. Students grievances that are not resolved on the local level or regional level can be forwarded to the office of the Vice President, Global Campus, Central Michigan University, Mount Pleasant, MI 48859, 989-774-4456. In the state of North Carolina, student grievances not resolved at the university level can be addressed to Board of Governors of the University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, NC, 27515-2688, 919-962-4558.

Ohio: Central Michigan University is licensed by the Board of Regents of the State of Ohio to deliver programs at: Columbus to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Health Services Administration, Human Resources Management, Information Resource Management, Leadership, and Public Administration; and Wright Patterson AFB to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Health Services Administration, Human Resources Management, Information Resource Management, Leadership, and Public Administration.

Tennessee: Central Michigan University is authorized for operation as a postsecondary educational institution by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation by minimum standards concerning quality of education, ethical business practices, health and safety, and fiscal responsibility. In order to view detail job placement and graduate information on the programs offered by Central Michigan University, please visit www.tn.gov/ethec/ and click on the Authorized Institutions Data button.
Virginia: Central Michigan University is certified by the State Council of Higher Education to deliver degree programs at: Defense Supply Center Richmond/Defense Logistics Agency to offer the Master of Science in Administration with concentrations in Acquisitions Administration to their employees; Fort Belvoir to offer the Master of Public Administration with concentrations in General, Public Management, and State and Local Government; and the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, and Leadership; Fort Lee to offer Master of Public Administration with concentrations in Public Management and State and Local Government and the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration (MSA Only), General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Public Administration; Joint Base Myer-Henderson Hall to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration; and Pentagon to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration.

Student grievances can be forwarded to the office of the Vice President, Global Campus, Central Michigan University, Mount Pleasant, MI 48859, 989-774-4456.

In the state of Virginia, student grievances not resolved at the university level can be addressed to Commonwealth of Virginia, State Council of Higher Education for Virginia, James Monroe Building, 101 North Fourteenth Street, Richmond, VA 23219, 804-225-2600. website at www.schev.edu.

The University prohibits retaliation against any student for filing a grievance under this process or against any other individual participating in the investigation of the grievance. Anyone committing retaliation may be subject to disciplinary action up to and including termination or sanctions in accordance with applicable student conduct and academic integrity policies.

Ontario: “This program is offered under the written consent of the Ministry of Training, Colleges and Universities granted for a five year term commencing on November 24, 2015. Prospective students are responsible for satisfying themselves that the program and the degree will be appropriate for their needs (e.g. acceptable to potential employers, professional licensing bodies or other educational institutions).”

Central Michigan University and Global Campus are accredited by the Higher Learning Commission. Students will generally find that CMU credits are transferable to any institution that accepts credits from regionally accredited institutions, provided that the credits requested for transfer are relevant to the program the students plan to pursue. Students should contact any institution to which they may want to transfer credit to determine transferability.

For Academic Programs Leading to Professional Licensure

Important Message for Prospective Students: It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at http://dev.cel.cmich.edu/compliance/professionallicensure.aspx with web links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

Program Initiation and Administration

Programs offered by CMU outside the state of Michigan are initiated at the request of a corporation, an association, governmental agency or another organization, which serves as a sponsor of the program. When planning a program, Global Campus typically identifies student needs and determines needed courses, course formats, and advising schedules. The program format is determined by the number of interested students, the availability of faculty, the availability of instructional facilities, and, where pertinent, organizational work patterns. Arrangements are then made for instructors and for space and support resources.

Global Campus is administered by a Vice President/Executive Director. There are six major divisions within Global Campus: Academic and Professional Programs; Financial Planning and Operations; Information Technology; Licenses, Regulatory Services and Human Capital; Marketing, Recruiting and Outreach; and Student Services and Enrollment Management.

Facilities and Equipment. At most out-of-state locations, office space, equipment and classroom space are provided on site through the cooperation of the program sponsor. Size and scope of facilities vary with the size of the program.

Program Offerings/Program Operations

Global Campus delivers CMU’s undergraduate and graduate degrees in Michigan, and degree and certificate programs in other states, Canada and Mexico. Some degree programs are available through CMU Online. Undergraduate degrees lead to a bachelor of science degree with an option in community development; a bachelor of science degree with a major in administration, information technology, integrated leadership studies, or psychology general; a bachelor of applied arts degree with a major in administration; or a bachelor of science in education degree with provisional elementary certification. Students may use a combination of transfer credit, prior learning credit, online courses, and on-site classes available at program locations to complete their baccalaureate degrees.

At the graduate level, studies lead to a master of arts degree in counseling, education, educational technology, humanities, reading and literacy K-12, school principalship, or sport administration; a master of business administration, a master of public administration; a master of science in administration; a specialist in education; a doctor of audiology degree, a doctor of education, or a doctor of health administration. In addition, graduate certificates are offered in acquisitions administration, college teaching, ERP using SAP software, general administration, health services administration, human resources administration, information resource management, international administration, international health, leadership, long-term care administration, public administration, research administration, and vehicle design and manufacturing administration.

At some locations, the cohort or group format is used to deliver programs. In a cohort format, students proceed through the program as a unit, beginning and ending coursework together. Many cohorts are sponsored by a particular organization or group of organizations, which may select the students or may allow participants to be self-selected. Cohorts are typically offered on site at a location chosen by the sponsor. Some CMU program centers offer the cohort format on a recurring basis to individual students, whenever a sufficient number sign up to pursue the degree or certificate as a group.

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Mini-cohorts are sometimes formed to provide a concentration to a group of students at a CMU center where demand is not sufficient to warrant offering the concentration on an ongoing basis. In a mini-cohort, a group of individual students agrees to enroll in and complete the concentration courses as a unit. Students can intersperse core courses with the cohort concentration courses when possible and/or finish their degree by taking core courses on an individual basis after their concentration courses are complete.

In addition to the doctoral degrees, master’s degrees, undergraduate degrees, and certificates available through Global Campus, credit-bearing in-service opportunities as well as classes designed to help professionals meet certification requirements, primarily in the education field, are also provided. Courses are offered throughout Michigan in elementary education, secondary education, counselor education and educational administration and community leadership. These courses are designated as credit courses, and are delivered with the permission of the department (i.e., elementary and secondary education courses are coordinated with the Teacher Education and Professional Development Department).

Programs and course formats in the degree, certificate, and credit course areas are designed to meet the needs of adult students with compressed formats, night and weekend classes, and a nationally recognized Global Campus library program. Academic advisors work closely with students to develop their individual program plans and reach their educational goals.

Central Michigan University will do everything within reason to help students meet their educational goals in the unforeseen event of a program closing or of a military location becoming permanently closed to civilian students. CMU is committed to helping students finish their educational programs should either of the above situations arise.

**General Residency Policy**

All courses offered through Global Campus carry Central Michigan University credit, regardless of the geographic location where they may be offered, and main campus instruction is not required for degree or certificate completion. To fulfill degree requirements, an undergraduate student must successfully complete at least 30 semester hours of university residence credit through campus and/or Global Campus experiences. To fulfill graduate certificate requirements, a graduate student must successfully complete at least nine semester hours through the same alternatives. A graduate degree student must successfully complete at least 18 semester hours (MSA) or 15 semester hours (MA) through the same alternatives. Correspondence course credits, CLEP credit, Prior Learning Credit, and hours earned by Credit by Examination may not be applied to meet any of the hours required in residence.

**Students Who Move**

A graduate degree student who has completed 21 or more semester hours of work with CMU, or a graduate certificate student who has completed at least 9 semester hours of work with CMU, and has moved away from a program center should maintain contact with the original advisor if possible. The original advisor can determine which courses should be taken to complete the program and recommend courses through CMU Online or other institutions which may be used as part of the CMU program. If a student is not able to maintain contact with the original advisor, he or she may be assigned to a Mount Pleasant-based advisor as an “isolated student.” In such a case, the student should contact CMU Global Campus at 866-774-1018 to determine the new advisor and review his or her tentative program plan and other relevant materials to the new advisor. The undergraduate student who moves from one program center to another should contact the new program center to be assigned to a new academic advisor, who will review her or his program plan. If the undergraduate student has less than 20 credits to complete, he or she may wish to maintain contact with the original academic advisor if possible.

**Housing Information**

Central Michigan University accepts no responsibility to find or assist a Global Campus student in finding housing. It has no residence halls other than those located on the main campus in Mount Pleasant, Michigan.
Admission

Students planning to enroll through Global Campus must apply to and be admitted to the university. Applications should be initiated as early as possible prior to the beginning of the registration period for the first class in which the student intends to enroll. Application forms may be obtained from any program center or can be completed online at https://apply.cmich.edu/. Completed forms can be submitted online, given to the program center office, or sent to Global Campus. Consult the relevant section below on “Application for Admission to Undergraduate Study” or “Application for Admission to Graduate Study” for additional information on the application process. The final decision on admission is made on campus after the application and all supporting materials have been received and evaluated.

Central Michigan University graduate and undergraduate students admitted to a main campus program may transfer to programs offered through Global Campus centers if the student meets departmental admission requirements. Conversely, students admitted through Global Campus may transfer to any program listed in the current Central Michigan University Bulletin, if the student meets department admission requirements, is accepted by the department, and is able to attend classes on the main campus. Because the MSA is not a business degree, students who contemplate transfer from Global Campus to the main campus MBA program are advised that their MSA courses will not transfer to the MBA program.

English Language Services: English language services are not offered at Central Michigan University Global Campus locations.

Admission Policies:
1. All materials submitted in support of an application become the property of Central Michigan University. Materials are not returnable, refundable, forwarded, copied, released to third parties or returned to the applicant. Applicants should make copies prior to submitting original documents or contact their Admission Specialist prior to submitting original copies to see if arrangements can be made to have documents returned.
2. No Show. Upon admission, students have one year from their admitted term to enroll in courses. A student who does not register within one year will be considered a “no show” and required to reapply and pay the current application fee.
3. Inactive. Upon enrolling, students will be considered inactive if they do not register for a course within three years from their last course. Once marked inactive a student must submit a new application and updated materials. The application fee is not required for returning students who previously paid the application fee.
4.Completion times.
   a. Undergraduate are assigned a Bulletin year at the time of admission and students must meet the degree requirements for that Bulletin year in order to graduate; no student may graduate under the requirements of a Bulletin more than seven years prior to the date of graduation. Please see Graduation Requirements for further information.
   b. Graduate students must complete all requirements for their graduate degree within seven years after matriculation (enrollment) in their program; this is referred to as the 7-year rule. Please see Graduation Requirements and Extension of Time for further information.
5. Application fee. In general, applicants are required to pay the current application fee at least once at each admission level, and payment is due at the time they apply. Applications that are received without payment will not be processed until payment is received; the application fee is considered non-refundable.
   a. Returning students: students that have previously enrolled and completed at least one course with Central Michigan University and are coming back to continue at the same level are considered returning and are not required to pay the application fee.
   b. No show: students who were admitted, but never enrolled are required to pay the application fee again.
   c. Alumni: students who have graduated from a CMU undergraduate program will have their application fee waived if they return to CMU to pursue another undergraduate or graduate degree or complete courses. Application fees to Doctoral level programs are not waived for Alumni.
6. Transcripts – Failure to Report. The University requires applicants to submit official copies of transcripts from any and every school they have enrolled, regardless of whether credit was earned. This should be done as part of the admission process.
   a. To be considered official the transcripts must, at a minimum, meet the MACRAO definition of official (see https://www.macrao.org/Publications/Official%20Transcript%20Definition.pdf)
   b. If a student fails to report all schools attended on their application, but through discovery it is determined that additional schools were attended then a hold will be placed on the students account preventing them from registering until all official transcripts are received and the file is reviewed again.

Application for Undergraduate Admission

Undergraduate admission: An undergraduate student planning to transfer from another institution with an undergraduate GPA below 2.0 will be ineligible for consideration at CMU for at least one semester. An undergraduate student who was academically dismissed from another college or university is ineligible for consideration at CMU for at least one year following dismissal. Global Campus programs have two types of admission status at the undergraduate level, regular and special, which may be granted to qualified applicants. Admission is valid only if you register for coursework within one calendar year of your effective admission date.

Types of Undergraduate Admission

Regular Admission. Regular admission is for those students seeking a bachelor’s degree from CMU. Regular admission allows a student to enroll in any coursework the student may need to complete her or his degree, provided specific course prerequisites have been met.

Transfer Student: Students may be granted regular admission based on the following: if they have pursued education beyond high school or GED and taken coursework at an accredited college or university; or from a foreign university or college approved by the government (or the official agency of the country in which the university or college is located), and attained a GPA of 2.0 or higher. Submit one official copy of each transcript to Global Campus.

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Special Admission. Special Admission may be granted to any student possessing a high school diploma or GED and/or a student not seeking a CMU degree. Students granted Special Admission are limited to no more than a total of 6 to 12 semester hours.

High School Diploma: A graduate of a high school or an equivalent institution who has not matriculated at another two- or four-year institution may be granted Special Admission to Global Campus programs upon presentation of an official transcript representing satisfactory academic record and graduation. The director or designee will review the high school diploma materials.

GED: Applicants may also document high school completion through the General Education Development (GED) examination program. A GED recipient who has not matriculated at another two- or four-year institution may be granted Special Admission to Global Campus programs upon presentation of an official GED test score document representing a satisfactory academic record. The director or designee will review the Special Admission status for GED applicant materials.

Special admission may also be granted to an applicant who does not meet all requirements for regular admission or whose personal competencies the university may wish to assess. All students who are permitted to enroll in coursework prior to receiving formal notification of regular admission are granted special admission. Special admission, even when accompanied by assignment of an academic advisor, does not constitute final admission for the purpose of pursuing a degree.

After a student is granted regular admission, all courses successfully completed while the student had special admission status may be applied to the degree program at the discretion of the academic advisor with approval from the Global Campus Undergraduate Programs director.

Undergraduate Admission Process
To apply for undergraduate admission, the individual shall:
1. Complete the Application for Admission form online or submit it to Global Campus with the appropriate nonrefundable application fee.
2. Request the appropriate documentation needed to be sent directly to Global Campus:
   a. Official high school transcripts requested from the principal of the high school attended, or
   b. Certified copy of the GED test score secured from the school district which awarded the GED to document satisfactory completion of the exam, or
   c. One official copy of each undergraduate transcript requested from the registrar of each institution you attended.

The final decision on admission is made after all materials have been received and evaluated. The student will be sent official notification of admission status.

Rematriculation
Global Campus Students. A student whose eligibility to enroll (matriculation) has been canceled by Global Campus for academic reasons may apply for rematriculation to the appropriate program director.

For students dismissed from Global Campus, a written request and a personal interview may be required. Supporting documents may also be requested. A written request for rematriculation should be submitted to Center Services, Global Campus, Mount Pleasant, MI 48858. Students requesting rematriculation should submit all materials at least two months prior to the start of the term in which the student is planning to enroll.

Mount Pleasant Campus Students. A student whose eligibility to enroll (matriculation) has been cancelled for academic reasons from the Mount Pleasant campus, but is seeking admission to Global Campus must first be rematriculated by the Committee on Rematriculation, in the Academic Advising and Assistance Office in Mount Pleasant. Following rematriculation to CMU, the student’s admission to Global Campus will be considered.

Students dismissed from the Mount Pleasant campus must submit a written application (available from the Academic Advising and Assistance Office) and payment of the rematriculation application fee. A personal interview is required and supporting documents may also be requested. Interviews for students seeking to return for the Fall Semester will be held in May and June; interviews for students seeking to return for Summer semester will be held in April; readmittance for Spring Semester creates course scheduling difficulties for the student and is not advisable. Last minute interviews are not conducted.

 Normally, petitions for rematriculation will not be considered until 12 months after the student has been dismissed. A student who has been dismissed twice will be rematriculated only under extraordinary circumstances, and consideration for rematriculation will not be considered for at least 24 months after the student’s second dismissal.

Permission to return is not automatic, but is based upon the merits of each case. Students will be expected to show academic improvement at the community college level. Students will be expected to show solutions to difficulties that prevented them from achieving academic competence.

Concurrent Enrollment as a Central Michigan University Graduating Senior
An undergraduate student may be permitted to register concurrently for graduate credit for the semester or session in which requirements will be completed for a baccalaureate degree, provided the following conditions are met: 1. the student will be taking no more than 12 undergraduate credits during the semester of concurrent registration; 2. during the semester of concurrent registration, the student enrolls in all courses required for graduation; 3. the student’s total credit load (graduate and undergraduate courses) will not exceed 15 credits during the semester of concurrent registration; 4. the student has an undergraduate grade point average of at least 2.7 or optionally, 3.0 in the most recently completed 60 semester hours of graded coursework toward the bachelor’s degree; and 5. the student is admitted to the programs; the admission may be conditional or nondegree. Students who do not comply with the conditions of concurrent admission may be dropped from their graduate classes. Students who fail to graduate at the end of the concurrently-enrolled semester will not be permitted to continue in their graduate program until all requirements for the undergraduate degree have been met. Exceptions to these policies can be granted under any of the following circumstances: 1. students who have completed all requirements for the bachelor’s degree EXCEPT student teaching may be granted concurrent status prior to student teaching if they meet conditions 4-5 above; 2. students admitted to a combined BA/MA or BS/MS program at CMU may be granted concurrent status if they have completed at least 86 undergraduate credits and are recommended by the Department of Health Promotion and Rehabilitation for admission to the Physical Therapy program. Furthermore, students may appeal to the Vice President/Dean of the Office of Research and Graduate Studies for a policy exception to grant admission as concurrent students.

Undergraduate Certificates
Any currently enrolled undergraduate degree-seeking student is eligible to enroll in any undergraduate certificate program, but a certificate is not automatically earned by completing the requirements of a degree program, general education, major or minor. Students should consult with a departmental/unit advisor.

Non-degree seeking students must meet the existing admission standards to the University for Non-degree Special Admission for main campus enrollment or Special Admission for Global Campus enrollment. The student must consult with a departmental/unit advisor. The certificate will be noted on the transcript upon completion of the certificate program.

For more information, see the Index under “Undergraduate Certificates” for page numbers.
International Students - Undergraduate:

International applicants cannot take courses until regular or conditional admission is granted. They must meet the same admission standards as other students and are responsible for providing all information requested. International applicants should submit their application form, appropriate fee and required documentation six weeks prior to the term they plan to enroll.

Once admitted, students who are not U.S. citizens or resident aliens but living in the United States should understand enrollment in Global Campus programs may not satisfy visa requirements, and admission to Global Campus will not qualify them to receive an I-20 from Central Michigan University. Students who are not citizens or resident aliens but living in the United States may be required to provide evidence of financial responsibility, a medical history report, and evidence of being covered by an adequate health and accident insurance policy.

International students seeking undergraduate admission should complete the application admission form and submit it with the appropriate application fee. In addition, international students must provide the following information:
1. Official transcripts from all secondary and post-secondary institutions, translated into English. Previous academic work must demonstrate appropriate readiness for academic success in the chosen academic program.
2. Submit one official copy of a transcript of any credits earned at an American college or university.

Demonstrating English Proficiency at the Undergraduate Level.

International students whose native language is not English must demonstrate their English language proficiency by ONE of the following methods:

Achieve a satisfactory score on the following test:
1. Test of English as a Foreign Language (TOEFL) administered in various countries and the United States by the Educational Testing Service, Princeton, NJ 08541-6151. A minimum score of 550 (paper version) or 213 (computer version) or 79 (Internet-based) is required for regular admission. Conditional admission may be granted by the Vice President/Executive Director of Global Campus for a TOEFL score between 500 and 549 (173 – 210 computer version). A written explanation as to why the student should be granted conditional admission must be submitted by the student. TOEFL scores should be reported to the admissions specialist in Global Campus.
2. Satisfactory completion in a course of study (e.g., high school diploma or baccalaureate degree) where the language of instruction is English.
3. Successful completion (GPA of a 2.7 on a 4.0 scale, or its equivalent) of at least 24 credit hours of work in a recognized undergraduate program where the language of instruction was English.

Applying for Admission to Graduate Study

Applicants must have earned a four-year baccalaureate or equivalent degree from an institution which has received regional accreditation or recognized standing (recognized at the time the student attended). The Application for Admission form should be completed online (http://global.cmich.edu/future/default.aspx) or submitted to the program center office with the appropriate nonrefundable application fee. A student should request that the registrar of ALL undergraduate and graduate institutions attended send one official transcript directly to Global Campus. After all materials have been received and evaluated, the student will be sent official notification of admission status. Exceptions to the admission policy and/or review of admission policy rests with the Vice President/Dean of the Office of Research and Graduate Studies.

In some instances, once your application and nonrefundable fee are received and we are awaiting the remaining documents, you may be eligible to enroll for up to six (6) graduate credits as a nondegree student. Those students who have graduated from a college or university of recognized standing, have a cumulative undergraduate grade point average of at least 2.7 overall or 3.0 in the last half of their coursework, and meet the admission requirements of the department may be granted regular or conditional admission status. When there are extenuating circumstances, those students who graduated from a college or university of recognized standing with a cumulative undergraduate grade point average of below 2.7 may be granted conditional admission by the Vice President/Dean of the Office of Research and Graduate Studies. Such students must include a resume with their application.

A student who does not register for a class within one year of notification of admission is placed on a "no-show" status. If he or she should wish to attend in the future, a new application following current requirements must be made, and the current application fee must be paid.

A student who does not register for a class within three years of completion of a previous class will be placed on "inactive" status. If the student wishes to enroll in subsequent courses, he or she should submit another application and again supply appropriate transcripts.

Admission of Global Campus Faculty Members and Administrators: Faculty members and administrators in Global Campus may pursue a graduate degree or certificate through Global Campus provided he or she is in compliance with the Academic Senate policy on "Faculty Rank and Pursuit of a Graduate Degree" and has permission from the Vice President/Dean of the Office of Research and Graduate Studies.

Types of Graduate Admission

CMU has five categories of admission: regular, conditional, non-degree, provisional, or concurrent (as a CMU graduating senior). A Letter of Admission is valid for one calendar year following the effective admission date. If a student does not enroll in courses within one calendar year after being admitted for graduate study, the student is required to reapply for admission.

Graduate applicants should be aware that concentrations in some disciplines may be open only to full-time, main campus students. Graduate applicants that cannot attend full-time should check with their department before seeking admission to a concentration in that department. NOTE: International students are required by law to be enrolled full-time.

All references to grade points and grade point averages (GPA) are based on a four-point scale. (The adaptation of this scale to the graduate school marking system at Central Michigan University is found under Academic Regulations.)

Baccalaureate Degree Requirements. All applicants must hold a baccalaureate or equivalent degree from a regionally accredited U.S. college or university (accredited at the time the student attended), or in the case of institutions outside the U.S. a degree from an institution recognized by the government of that country at the time of attendance.

Department Requirements. All applicants must meet the admission requirements of the department in which they wish to complete their graduate degree or certificate.

Students who have an admission status will be allowed to transfer to main campus programs only if they are accepted by the relevant department and the Vice President/Dean of the Office of Research and Graduate Studies. If you are uncertain of your status, you should request clarification from the Global Campus Admissions Specialist, 800-950-1144.

Regular Admission: Requires at least a 2.7 cumulative, undergraduate GPA, or a 3.0 cumulative, graduate GPA in the final sixty semester hours of graded coursework toward a bachelor's degree. At least 60 hours of undergraduate coursework must be graded.

Conditional Admission: Conditional admission may be granted to students who do not meet all the requirements for regular admission or whose personal competencies a department may wish to assess (continued)
prior to recommending regular admission. Departments or the College of Graduate Studies may require that the student be conditionally admitted with the requirement that he/she makes up the deficiencies and maintains an acceptable level of scholarship in graded graduate coursework. Courses taken to make up deficiencies in preparation for regular admission may not be counted toward graduate degree/ certificate requirements. Conditional admission to graduate study, even when accompanied by assignment to an academic advisor, does not constitute final admission. Students are considered admitted only when regular admission status has been granted.

Students granted conditional admission are only considered to be regularly admitted to a specific curriculum when they have:

a. Fulfilled all the prerequisites for admission to the curriculum,

b. Submitted a completed Admission Status Reclassification Petition form with required signatures to Graduate Student Services,

c. Submitted an Authorization for Degree Program – Graduate or Doctoral form approved and signed by the appropriate personnel.

Non-Degree Admission: Non-degree admission status is meant for applicants who: 1) are undecided as to curriculum choice, or 2) do not wish to earn a degree or certificate, or 3) do not meet the requirements for regular or conditional admission.

Coursework Restrictions:

• Students admitted as non-degree may register only for courses for which they meet the pre-requisites.

• Students may enroll in an unlimited number of courses while having non-degree status however, dependent on graduate program/ department approval a maximum of nine graduate credits may be applied toward a graduate degree or a maximum of six graduate credits may be applied toward a certificate. Departments may approve a higher or lower limit with Graduate Studies approval.

• Graduate credits used to make up deficiencies in program preparation cannot be counted toward a degree or certificate. Students should contact the department chairperson or graduate coordinator in their proposed field of study for assistance in selecting coursework to make up deficiencies.

• Students must maintain the required cumulative graduate GPA of 3.0.

Re-evaluation for Regular or Conditional Admission. The time frame varies for non-degree students who wish to apply for conditional or regular admission. Students admitted to non-degree status because of failure to meet the requirements for conditional or regular admission may apply for admission once they have met the requirements to the satisfaction of the department which offers the program and Graduate Studies. “Undecided” students who do not have coursework deficiencies may apply for admission to a degree or certificate program at any time.

Non-degree students who apply for regular or conditional admission will be evaluated as all applicants are evaluated and the admission decision will be communicated to the student by Graduate Student Services.

Students wishing to change from non-degree to regular or conditional admission status must complete another admission application. However, no fee is required if the student paid the application fee when applying for non-degree status.

International applicants. International applicants holding a J-1 (exchange) visa may be allowed non-degree status. Only in unusual and rare circumstances may international students holding an F-1 (student) visa be granted non-degree status.

Provisional Admission: Provisional Admission is typically granted to 1) Students in the final semester of completing their bachelor’s degree with the understanding that they will complete the baccalaureate prior to beginning their graduate studies or 2) Students who in rare circumstances submit an unofficial transcript or test scores pending receipt of official documents. Provisional admission is granted to these students in combination with another admission status (regular, conditional, and non-degree) contingent upon providing Graduate Student Services with the required information.

Students with provisional admission may only register for one semester of graduate coursework while awaiting official documentation. It is the student’s responsibility to request the registrar at the baccalaureate granting college or university to send an official copy of the final transcript reflecting the degree earned or for official test scores to be sent directly from the testing organization to Graduate Student Services. A final decision relative to the applicant’s admission will be made and the student will be notified of the decision. If the student fails to submit the required documentation the admission will be converted to a denial and the student will be removed from classes.

Concurrent Admission as a Graduating Senior: An undergraduate student may be permitted to register concurrently for graduate credit for the semester or summer session in which requirements will be completed for a baccalaureate degree, provided that the following conditions are met: 1) the student will be enrolled in a maximum of 12 undergraduate credits during the semester of concurrent registration; 2) during the semester of concurrent registration, the student enrolls in all remaining courses required for graduation; 3) during the semester of concurrent registration the student total credit load (undergraduate and graduate) will not exceed 15 credit hours; 4) the student has an undergraduate GPA of at least 2.7 or a 3.0 in the last 60 semester hours of graded coursework toward the bachelor’s degree; and 5) only 500-level coursework is eligible for concurrent enrollment; and 6) the student is admitted to Graduate Studies (conditional or non-degree status). Students who do not comply with the conditions of concurrent admission may be dropped from their graduate courses. Students who fail to earn their baccalaureate degree at the end of the concurrently-enrolled semester will have their admission will be converted to a denial and the student will be removed from classes. Students who have completed all requirements for the bachelor’s degree EXCEPT for student teaching may be granted concurrent enrollment status prior to student teaching if they meet conditions 4 and 6 above. Exceptions to the policy can be granted under any of the following circumstances:

a. Students who have completed all requirements for the bachelor’s degree EXCEPT student teaching may be granted concurrent status prior to student teaching if they meet conditions 4 and 6 above;

b. Students admitted to an accelerated master’s degree program at CMU may be granted concurrent status if they have completed at least 86 undergraduate credit hours and satisfy condition 4 above;

Special Admission Considerations International Student Admission

International applications for admission require longer processing time than other applications. Prospective students should be certain to allow ample time for documents to be sent to Graduate Student Services and should recognize that notice of admission may take longer than expected to reach them. Also, certain programs have application deadlines, usually early in the year, and this should be taken into consideration when applying for admission.

Guidelines for International Applicants

1. International applicants: students living within the United States should apply 6 weeks prior to the registration period for the semester they plan to enroll. Students outside the United States should apply 6-12 months prior to the registration period for the semester they plan to enroll. Applications will be accepted after this date, but admission and the issue of an I-20 for international students who are outside the United States is not guaranteed in time to begin classes. An applicant who is a citizen of a country other than the United States must submit an International Graduate Student Application for Admission along with the required application fee. (U.S. citizens and international applicants who are permanent residents of the U.S. should submit a Domestic
Application for Admission.) At the same time, the applicant must submit directly to Graduate Student Services one official copy of all diplomas and transcripts, as well as corresponding official English translations of non-English documents, from all post-secondary institutions attended. All transcripts and diploma copies become the property of CMU.

2. Many international students inquire about obtaining financial aid to assist with the expenses of a degree program. There is very little financial aid available to international students in the United States; most aid derives from U.S. government sources and is restricted to U.S. citizens and permanent residents. A condition of acceptance for international students is that they provide evidence of their ability to pay all tuition and living expenses for each year of your degree program when applying for graduate study. The cost of one academic year (nine months) is available on the Office of Research and Graduate Studies website. These figures do not include initial travel expenses or any summer expenses, including tuition, fees, or living expenses. Proof of funding consists of a completed Financial Support Form and an original copy of a current bank statement. It is expected that international students will have this support and some students may be expected to pre-pay.

3. English Proficiency Standards:
   a. Test of English as a Foreign Language (TOEFL): A score of 500 PBT/61 IBT is required for conditional admission or 550 PBT/79 IBT for regular admission.
   b. International English Language Testing System (IELTS) Academic Module: A score of 5.5 required for conditional admission or 6.5 for regular admission.
   e. Michigan English Language Assessment Battery (MELAB): A score of 69 is required for conditional admission or 77 for regular admission.
   f. ELS Language Center Program: Completion of Level 112 for conditional admission or 125 for regular admission.
   g. ELI (CMU English Language Program): Successful ELI completion and recommendations for regular admission.
   h. English Language Programs: English Language Programs from outside CMU may be considered on an individual basis.
   i. English Language of Instruction (Received Baccalaureate Degree): Applicants whom have satisfactorily completed a baccalaureate degree where the language of instruction is English may also qualify for English Proficiency.
   j. English Language Proficiency Testing Exemptions (List of Exempt Countries): To view a list of English Language Proficiency Testing, Exempt Countries please go to www.grad.cmich.edu/toefl

4. Conditional Admission: Students who are granted conditional admission will be required upon arrival to take an English proficiency test administered by CMU’s English Language Institute (ELI). The results of the test will be used to determine the number of courses they will be required to take through the ELI. Such conditionally admitted students will be allowed to take a restricted number of courses in their academic disciplines concurrently with the ELI courses and must complete all required ELI courses by the end of their first year at CMU. Once satisfactory proficiency in English has been demonstrated, as determined by ELI policies, these restrictions will be removed.

5. Bridge Admission: Applicants with no English proficiency scores or whose scores are below the minimum requirements for regular or conditional admission can be admitted as graduate students through the University International Bridge Program. Students admitted to the Bridge Program must take the ELI placement test upon arrival at the University. Based on the results of this test, students may be placed into the Intensive English Program, Dual Program, or no English language classes.

Degree Candidacy

Admission to Candidacy

Specialist’s Degree

Admission to graduate study does not imply Admission to Candidacy for any specialist’s degree. Admission to Candidacy is granted only after the applicant has:
   1. Fulfilled all the prerequisites for admission to the degree program;
   2. Fulfilled all special requirements, such as admissions tests, letters of recommendation, and qualifying examinations specified by the department which has jurisdiction over the curriculum;
   3. Submitted an Authorization of Degree Program - Graduate form approved and signed by the advisor;
   4. Completed at least ten hours of graded graduate coursework on the chosen program at CMU with a cumulative graduate grade point average of 3.0 or higher in all of this work;
   5. Filed an Admission to Candidacy - Specialist Degree form approved by the advisor and the department chair and submitted to Graduate Student Services.

Doctoral Degree Candidacy

Admission to graduate study does not imply Admission to Candidacy for a doctoral degree. Admission to Candidacy is granted only after the applicant has:
   1. Fulfilled all the prerequisites for admission to the degree program;
   2. Fulfilled all special requirements, such as admissions tests, letters of recommendation, and qualifying examinations specified by the department;
   3. Submitted an Authorization of Degree Program - Doctoral form approved and signed by the advisor;
   4. Completed most of the prescribed coursework for the degree with a cumulative graduate grade point average of 3.0 or higher, satisfied any research or professional tool requirements established by the department, and passed a comprehensive examination conducted and evaluated by the student’s examination committee;
   5. Filed an Admission to Candidacy - Doctoral Degree form approved by the advisor and the department chair and submitted to Graduate Student Services.
Alumni Course Audit

Alumni who have earned a graduate degree from Central Michigan University may audit any Global Campus course at the special rate of $100 per course on a space-available basis, at any site where courses are open to the general public. Where courses are closed to the general public, alumni otherwise eligible to enroll in courses may also audit classes.

Alumni wishing to enroll should contact the program administrator since registration is handled according to the normal procedure where the course is being held. An “Intent to Audit” card will be completed by the registrant, and the $100 fee will be collected at that time by the program administrator. Actual admittance to a class will be contingent upon the availability of classroom space.

Grades are not given for audited courses, no credit is received, and audited courses do not meet any CMU degree or certificate requirements.

Toll-free Information Line

Global Campus has a toll-free number (1-877-268-4636) available for prospective students seeking general information about the program, and for current students referred to the Mount Pleasant office by their program administrators. The number is answered by an auto-attendant, and callers with touchtone phones may enter the extension number of the office they are calling. Those with rotary dial phones, or those who do not know the extension of the office they want, may stay on the line and an operator will assist them.

Good Standing

To remain an active student after admission, students must be in good standing. Good standing means the student is making satisfactory academic progress (see “Standards of Satisfactory Academic Progress”) and has no outstanding debts to the university.

Students who are not in good standing may not be allowed to register for classes. If they have finished their coursework, students who owe money to the university receive their degree but are unable to receive a copy of their official transcript.

Student Rights and Responsibilities

Students are governed by the university “Code of Student Rights, Responsibilities, and Disciplinary Procedures.” (See Appendix I.) Questions and issues arising under these policies and procedures should be referred directly to the Global Campus Vice President/Executive Director.

The students, faculty, and staff of Central Michigan University constitute an academic community which is committed to the preservation, communication, and discovery of knowledge and to the active pursuit of truth. Consistent with this purpose, the university recognizes its obligation to afford students the opportunity to develop their educational potentials, retaining the right to free exercise of rights and freedoms as citizens. Such opportunity should be limited only by the necessity of ensuring equality of opportunity to all students and by the corollary requirement of orderly operation of the educational processes. Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the university’s function as an educational institution; this includes, but is not limited to, students may not bring their children to class, and should have their cell phones turned off during class. As guides for individual action within this community, the university affirms certain general principles of conduct. The principles serve as the basis for regulations concerning student conduct.
Orientation

Once admitted to CMU, completion of the New Student Orientation is recommended. Orientation can be done at a CMU center or online at http://global.cmich.edu/orientation. Orientation will familiarize new or returning students to CMU with processes and policies and provide helpful information for academic success.

Registration for Classes

Registration for classes offered by CMU is done by the student through CentralLink during open registration periods and is available on a priority basis related to the number of credits a student has earned. For more information, see http://global.cmich.edu/registration. Fall registration generally begins in April, spring registration generally begins in October and summer registration generally begins in March. For specific dates and times related to registration, and other general help with registration, please go to http://global.cmich.edu/registration. If you have a hold on your account preventing registration or you are unable to register yourself for any other reason, contact a Global Campus registration specialist by e-mailing globalreg@cmich.edu or calling 800-664-2681, option 1.

Due to the modular nature of many Global Campus courses, it is sometimes possible to register for courses outside the normal “open” registration periods. To inquire about registration outside the normal period, contact the program administrator at the site where the course is being held (including online courses) using the following link: http://global.cmich.edu/registration. Students are not allowed to enroll in courses after the course has started.

Although every effort is made by CMU to adhere to its published schedule, the university maintains the right to add and cancel or change scheduled courses and course dates.

Graduate students are limited to 15 credits per semester while undergraduate students may take up to 21 credits. This includes credits taken in all class formats. The ending date of the course determines which semester the course belongs to. Generally classes ending after August 16 and before December 31 constitute the fall semester; January 1 to May 15 the spring semester and May 16 to August 15 the summer semester. Exceptions to this credit hour limitation will be granted for extenuating circumstances only and require approval of your academic advisor.

Undergraduate students are eligible to enroll in course levels numbered 100-599. Many 500 level courses can be considered either graduate or undergraduate, depending on the students’ status. Courses numbered 600-900 are open only to graduate students.

Wait Listing

Many courses offer students the ability to place themselves onto a wait list should the course no longer have available seats. This means that if a section of a course that has a wait list available is closed, students can add themselves onto the section’s wait list and should a space open up in the section, students from the wait list will automatically be moved into the course.

Important Wait List Details:
1. Wait listing will check for pre-requisites and co-requisites just like a regular registration. If you do not meet the pre-requisite or co-requisite you will not be allowed to be on the wait list.
2. You may not be on the wait list for more than one section of a course.
3. If you are enrolled in one section of a course, but want to be on the wait list for another section of that course, it will drop you from the section you are currently enrolled in. It is very important to think about this seriously before you take this action.
4. The wait listed hours will count toward your maximum load for a term (21 hours for undergraduate students and 15 hours for graduate students) but not towards the minimum number of credits needed for financial aid eligibility.
5. You will not be able to enroll in another course section if it meets at the same time/days as a course section you are on the wait list for.

Notification that you have been moved from the wait list to enrolled

Should a seat become available in the course, you will automatically be moved from the wait list and enrolled into the course. A notification informing you of your enrollment into the course will be sent to your CMU e-mail account. If you no longer wish to be enrolled in this course you must drop it by the drop deadline date.

Situations where you will not be moved from the wait list to be enrolled

If you are on a wait list, but now you have a hold you will not be enrolled in the course even if a spot opens up. If you are on the wait list for a course that has a pre-requisite/co-requisite and a spot opens up, the prerequisite or co-requisite will be checked again and if you no longer meet it, then you will not be moved. For example, this could occur if you are enrolled in a pre-requisite course at the time you enroll for the future term, but later you have withdrawn or failed the course.

Registration for Independent Study

MSA students desiring independent study must submit an MSA 691 Independent Study Request to the academic advisor. The application must contain a detailed explanation of the proposed study, the purpose of the study, and the methodology to be employed. The academic advisor will review the application to ascertain whether:
1. The independent study is directly related to the student’s academic program.
2. The student cannot obtain equivalent experience through a regular course.
3. The proposed study is of the quality and level expected for the student’s degree program.

The academic advisor has the prerogative of altering the number of hours requested for the independent study, but in no case may the number of hours exceed the number stated for the specified course in the current CMU Bulletin. For example, MSA 691 is 1-2 semester hours.

(continued)
The academic advisor of the student may recommend an independent study instructor (if the student suggests an instructor; the student should notify the individual that her or his name will be suggested). The faculty assignment coordinator will assign the instructor. The instructor recommends approval, with modification, or disapproval of the independent study. The instructor will be responsible for providing the student with guidance throughout the study and for evaluating the student's work at the end of the study.

If the independent study is approved by the appropriate main campus academic unit, the student will be sent a copy of the independent study form confirming the instructor for the course, the amount of credit permitted for the course, the course number, and the fee for registration. The student must complete registration for the study by sending a completed Registration and Payment Receipt Form and payment to the program center office. If the student does not complete registration within 90 days, the independent study approval will be canceled unless the student applies (in writing) and receives an extension.

The student must submit two copies of the final project to the instructor. If the student wants copies of the instructor's final comments, the student should include a stamped, self-addressed envelope.

**Fees**

All fees are set by the University Board of Trustees and are subject to change without notice. Fees are assessed independently of the tuition rate and tuition refunds are provided according to the Refund Policy. Fees are payable by check, money order, electronic check online, American Express, Discover, Mastercard, or Visa. Students receive electronic statements from the CMU Student Account Services and University Billing office. Students are responsible for accessing their e-mail messages for monthly account balances and payment due dates on [https://centrallink.cmich.edu/](https://centrallink.cmich.edu/).

- Application, Standard .................................................. $50.00
- Application, Doctorate in Health Administration .................. $200.00
- Application, Disney - in addition to Standard Application Fee ................................................................. $250.00
- Graduation/Certificate ................................................... $50.00
- Application, Prior Learning ............................................. $125.00
- Prior Learning Assessment (per credit hour) ...................... $85.00
- Online Oral English Competency .................................... $45.00
- Registration for Continuing Education Units (CEUs) or State Board Continuing Education Units (SB-CEUs) .......... $25.00

**Application Fee.** Fee is assessed with the initial application to cover all application handling costs and admission materials.

**Withdrawal Fee.** Any Global Campus student who drops or withdraws from a course after the start date will be charged a withdrawal fee and any tuition refunds are provided according to the Refund Policy. If the reason for withdrawal is that the student is being sent out of the area by her or his military employer and if a copy of TDY (Temporary Duty) orders or a letter from the employer confirming the assignment accompanies the request, no fee will be assessed.

**Graduation/Certificate Fee.** A graduation fee is assessed at the time a student applies for graduation or for a graduate certificate.

**Library Fees.** If checked out items are not returned 7 days after the due date, a $5.00 fee will be assessed for each overdue item. If still not returned by 14 days after the due date, a replacement charge of $60.00 and a total processing fee of $20.00 will be assessed against each item. Upon return of each item, the replacement charge will be waived.

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**Global Campus Tuition**

The base tuition rate per credit hour for all Global Campus courses for which academic credit is given below. The President or designee may vary these tuition rates and fees according to cohorts, programs, locations, or terms of contracts.

<table>
<thead>
<tr>
<th>Course Type</th>
<th>Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$395.00</td>
</tr>
<tr>
<td>1. Undergraduate, Military</td>
<td>$290.00</td>
</tr>
<tr>
<td>Undergraduate, Veteran</td>
<td>$330.00</td>
</tr>
<tr>
<td>2. CMU Parent Rate, Undergraduate</td>
<td>$353.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$527.00</td>
</tr>
<tr>
<td>1. Graduate, Military</td>
<td>$316.00</td>
</tr>
<tr>
<td>Graduate, Veteran</td>
<td>$369.00</td>
</tr>
<tr>
<td>2. CMU Parent Rate, Graduate</td>
<td>$474.00</td>
</tr>
<tr>
<td>Educational &amp; Professional Development</td>
<td>$300.00</td>
</tr>
<tr>
<td>Master of Business Administration - Online</td>
<td>$600.00</td>
</tr>
<tr>
<td>Online, Active Military</td>
<td>$550.00</td>
</tr>
<tr>
<td>SAP Concentration Courses</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>M.S. in Nutrition and Dietetics</td>
<td>$555.00</td>
</tr>
<tr>
<td>Specialist in Education (Ed.S.)</td>
<td>$527.00</td>
</tr>
<tr>
<td>Doctor of Education (Ed.D.)</td>
<td>$559.00</td>
</tr>
<tr>
<td>Doctor of Audiology (Au.D.) (Non-Government)</td>
<td>$511.00</td>
</tr>
<tr>
<td>Doctor of Audiology (Au.D.) (Government)</td>
<td>$446.00</td>
</tr>
<tr>
<td>Doctor of Health Administration (DHA)</td>
<td>$850.00</td>
</tr>
<tr>
<td>Doctor of Educational Technology (DET)</td>
<td>$690.00</td>
</tr>
</tbody>
</table>

**Notes:**

1. Military Rates are applicable to programs that do not exceed the standard undergraduate and graduate rates. However, the graduate military rate is also applicable to the Master of Science in Nutrition and Dietetics program.

2. The Parent Rate is for parents of current CMU students and parents of CMU alumni. It is applicable to programs that do not exceed the standard undergraduate and graduate rates.

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**Main Campus Tuition and Fees**

Tuition rates are established by the Board of Trustees and are subject to change without notice.

**Tuition Rates* for Main Campus Credit Courses**

<table>
<thead>
<tr>
<th>Level of Courses</th>
<th>2015-16 Rates Per Credit Hour</th>
<th>Michigan</th>
<th>Non-Michigan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students</td>
<td></td>
<td>Residents</td>
<td>Residents</td>
</tr>
<tr>
<td>1. Undergraduate</td>
<td>$395.00</td>
<td>789.00</td>
<td></td>
</tr>
<tr>
<td>Graduate Students</td>
<td>$527.00</td>
<td>792.00</td>
<td></td>
</tr>
<tr>
<td>Doctoral Students</td>
<td>$605.00</td>
<td>875.00</td>
<td></td>
</tr>
</tbody>
</table>

- The credit by examination fee is $40 per credit hour.
- Students initiating their registration on or after the first day of the session will be charged a $100 late registration fee.
- Students not paying their tuition by the due date will be charged a $100 non-payment of tuition fee.
- Other fees may apply.

*Contact Student Account Services and University Billing at 989-774-3618 for updated information or see [https://www.cmich.edu/ess/registrar/RegistrarRegistration/Pages/Tuition_and_Fee_Schedule.aspx](https://www.cmich.edu/ess/registrar/RegistrarRegistration/Pages/Tuition_and_Fee_Schedule.aspx) for updates.
Prior Learning Assessment Credit Fees
A one-time processing fee of $125 is assessed when the Prior Learning Portfolio is submitted for evaluation. The student is required to pay only for prior learning assessment credits posted on her or his transcript. Both undergraduate and graduate students are assessed a prior learning assessment credit recording fee of $85 per credit hour.

If the student chooses, credits not accepted for the program plan by the academic advisor may be posted as excess credits. Prior learning assessment credit is entered on the student’s official transcript after the successful completion of five semester hours of coursework from CMU and after the appropriate recording fee has been paid.

Third-Party Payer
Tuition and fees are the responsibility of the student. If a third-party payer fails to make payment on behalf of a student, the student will be billed and held responsible for all appropriate tuition and fees. An Employer voucher or promise to pay can be e-mailed to tvoucher@cmich.edu or faxed to 989-774-3542.

Refund Policy
Application fees, main campus enrollment fees, prior learning assessment credit fees, and graduation fees are not refundable. Competency Assessment Workshops are fully refundable prior to the first meeting time and nonrefundable after the first meeting time.

Tuition refunds requested prior to the beginning of the course shall be made in full. Tuition refunds requested after the beginning of the first class meeting time or within the first week of an online class and before the second class meeting or before the second week of an online class shall be refunded 100%, less the $50 withdrawal fee. Tuition refunds requested after the beginning of the second class meeting time or in the 2nd week of an online class and before the midpoint of the course shall be refunded in proportion to the calendar time remaining in the course, less a $50 withdrawal fee, according to the refund chart at the end of this section. Students may not withdraw after the midpoint of the course.

Army Tuition Assistance
The Army portal is exclusively the reference point for all enrollment, withdrawal and drop transactions in terms of Army tuition assistance.

<table>
<thead>
<tr>
<th>Refund</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>Up to 12.5% of Course Completion</td>
</tr>
<tr>
<td>75%</td>
<td>12.501% to 25% of Course Completion</td>
</tr>
<tr>
<td>50%</td>
<td>25.001% to 50% of Course Completion</td>
</tr>
<tr>
<td>0%</td>
<td>50.001% and thereafter</td>
</tr>
</tbody>
</table>

Military Withdrawal Refund Policy

Qualifying Categories for Military Refund
1. Active duty members, reservists or guard members currently serving in a branch of the United States military, which includes the U.S. Air Force, Army, Navy, Marine Corps and Coast Guard or the spouse of such a person with a dependent child(ren) of active duty military members. Eligibility for family members includes (a) those that qualify under the existing IRS definition of a qualifying dependent and/or (b) possess a current military benefits identification card.
2. Retired or honorably discharged veterans
4. The spouse, adult son or daughter (including stepchildren or adopted children) of a U.S. military veteran who is permanently or totally disabled (100% rating) as a result of, or dies of a service-connected disability.

Individuals must submit documentation verifying their eligibility for the military refund, if not already on file with Central Michigan University’s Global Campus. Acceptable means of verification include:
- Present your active or dependent military ID to your nearest CMU education center.
- Copy of DD 214 reflecting an honorable discharge from the U.S. military service
- Approval documentation from the U.S. Department of Veterans Affairs (VA) indicating eligibility for educational benefits.
- Active military members including eligible family members, reservists or guard members may submit a verification letter from the military members command reflecting their status as well as their end of service date.
- DoD employees may submit a verification letter from their civilian personnel office reflecting their status.

Military and Veteran Information
For more information, see the Military and Veteran Services section (see index for page number).
CMU Online Courses

To ensure success in online classes, CMU encourages students to familiarize themselves with the online learning environment prior to enrolling in CMU Online courses. Preview a sample online class, run a diagnostics check on your computer and take the Online Learning Assessment on our website at: http://global.cmich.edu/cmuonline/about.

All CMU Online courses start on a Monday and end on a Friday. Students are encouraged to frequently and consistently log into their online course, ideally every day. Tuition refunds requested prior to the beginning of the course shall be made in full. The start time for CMU Online courses is 12:01 a.m. on the first day of class. Drop/withdrawal requests received after that will be assessed a $50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week. Students may not withdraw after the midpoint of the course. Students who cease/fail to participate or log into their online class and have not formally withdrawn from the course will receive the grade earned in the course. A bill-back in financial aid received may be incurred based on the student’s last date of academic participation in the class.

Refunds requested after the midpoint of the course shall not be made except as follows: Full refunds shall be made when requested any time prior to the last class session. If the reason for withdrawal is that the student is being sent out of the area by her or his military employer and if said duties will impair or prevent the student’s ability to participate in class and meet course requirements. A copy of TDY (Temporary Duty) orders or confirming the assignment must accompany the request. In unusual circumstances such as extensive illness or death in immediate family, refunds may be considered, provided appropriate documentation has been submitted to CMU Online administration.

Students who cease/fail to attend (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of “E.” A charge-back for financial aid may be incurred based on student’s last day of attendance. See Financial Aid section of this Bulletin for additional information.

Note: International students who are issued an I-20 to pursue graduate studies at CMU are restricted to enrolling in one on-line course per semester. The department chair or graduate program coordinator must approve any coursework done through Global Campus.

Insufficient Funds/Declined Credit/Nonpayment

A student who issues an insufficient funds check, whose credit card is declined, who has nonpayment status, or who has incorrect billing forms will be contacted in writing by Central Michigan University and given a time period within which payment must be made.

If the student does not respond to the letter or if payment is not completed within the designated time period, the student may be declared not to be in good standing (see “Good Standing”), and a money order may be required for all future transactions with Central Michigan University. In addition to not being able to register for classes or graduate from her or his academic program, academic transcripts will not be issued for any student who is not in good standing because of debts owed to the university.

Delinquent Account Policy

Central Michigan University sends monthly billing statements electronically to the CMU student e-mail addresses. Students are responsible for accessing these monthly e-mails statements for their account balances and payment due dates. Students may incur late fees if the monthly balance is not paid by the scheduled due date. Past due accounts may be referred to a collection agency and, if referred, the fees assessed to the University by the collection agency will be added to the student’s account. Once the account is referred to a collection agency, the past due account may be reported to the Credit Bureau. Past due accounts may also be referred to the University Counsel’s Office for litigation. All additional fees, including court costs will be charged to the past due account.

Drop or Withdraw from a CMU Global Campus Course

- A Drop occurs prior to the course start or prior to the 2nd meeting time for face-to-face classes or the 2nd week for CMU Online classes.
- A Withdrawal occurs after second meeting time for face to face classes or after the second week for online classes and before the midpoint.

Important Information Regarding Course Drops and Withdrawals for All Global Campus Classes

- Drops and withdrawals are done by the student, within the permitted time frame for doing so, through the Course Search and Registration System within CentralLink.
- Withdrawals after the midpoint are not permitted.
- Students who cease or fail to attend (virtual or otherwise), without formally dropping or withdrawing from the course will receive a grade of “E.”
- Telephone requests to drop or withdraw will not be accepted.
- In the event that a student is not able to drop or withdraw from a course online through CentralLink, the student must immediately notify their program administrator in writing for assistance.
- Drops and withdrawals can and do affect your financial aid eligibility. For more information go to http://global.cmich.edu/courses/drop-withdraw.aspx.
Refund Chart for Course Drops and Course Withdrawals

All students dropping or withdrawing from courses after the start date and time will be assessed a $50.00 fee in addition to the refund percentage in the chart below. Also, all withdrawals and drops require written notification to the center in which you are taking the course. See chart below for refund percentages.

<table>
<thead>
<tr>
<th>CMU Online Course Format</th>
<th>16-week class</th>
<th>12-week class</th>
<th>8-week class</th>
<th>N/A</th>
<th>5-week class</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Face-to-Face Course Format</strong></td>
<td>16-week class</td>
<td>12-week class</td>
<td>8-week class</td>
<td>5-week class</td>
<td>4-week class</td>
<td>1-week class</td>
<td>4 weeks</td>
</tr>
<tr>
<td><strong>Meeting Times</strong></td>
<td>16 meetings</td>
<td>12 meetings</td>
<td>8 meetings</td>
<td>10 meetings</td>
<td>8 meetings</td>
<td>5 meetings</td>
<td>8 meetings</td>
</tr>
</tbody>
</table>

**Course Drops:**
- Prior to the second meeting time for face-to-face or prior to the start of the second week for CMU Online
  - 100% 100% 100% 100% 100% 100% 100% 100%

**Course Withdrawals:**
- Prior to the third meeting time for face-to-face or prior to the start of the third week for CMU Online.
  - 75% 75% 75% 75% 75% 50% 75% 75%
- Prior to the fourth meeting time for face-to-face or prior to the start of the fourth week for CMU Online.
  - 75% 75% 50% 75% 50% 0% 50% 0%
- Prior to the fifth meeting time for face-to-face or prior to the start of the fifth week for CMU Online.
  - 75% 75% 0% 50% 0% NA 0% NA
- Prior to the sixth meeting time for face-to-face or prior to the start of the sixth week for CMU Online.
  - 50% 50% NA 0% NA NA NA NA
- Prior to the seventh meeting time for face-to-face or prior to the start of the seventh week for CMU Online.
  - 50% 0% NA NA NA NA NA NA
- Prior to the eighth meeting time for face-to-face or prior to the start of the eighth week for CMU Online.
  - 50% NA NA NA NA NA NA NA
- Prior to the ninth meeting time for face-to-face or prior to the start of the ninth week for CMU Online.
  - 0% NA NA NA NA NA NA NA

Notes:
1. CA workshops are non-refundable after the first meeting. A "W" grade will be given to any student who formally withdraws from a course prior to its midpoint.
2. If you are a financial aid student and you withdraw from or drop classes to a point where you are considered less than half time for the semester after a financial aid disbursement has been made and a refund check sent, you could be billed back for the full amount of the disbursement.
3. Students who cease/fail to attend (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of "E." A charge back for financial aid received may be incurred based on student's last day of attendance.
4. To drop a weekend course, the drop must be completed prior to 9 a.m. (EST) of the second class meeting date. After 9 a.m. and up to the midpoint, it will be classified as a course withdrawal. To drop a weekday course, the drop request must be completed prior to 6 p.m. (EST) of the second class meeting date. After 6 p.m. and up to the midpoint, it will be classified as a course withdrawal.
5. The start time for CMU Online courses is 12:01 a.m. on the first day of class. Drop/withdrawal requests received after that will be assessed a $50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week. Online classes follow the Eastern Standard Time (EST) zone.
6. Georgia students will be allowed a refund of the withdrawal fee. Additionally, Georgia students will be provided refunds based on tuition paid for segments of instructional program as described by the institution in the enrollment agreement, i.e., quarter, semester, module, or term, in case more than twelve (12) months; if the institution's refund policy is more favorable, the student will be refunded the greater amount; refunds will be made in full to the student within forty-five (45) days of the date of withdrawal; refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up to 50% of the program; if student withdraws after completing 50% of the program, no tuition refund is required; this policy only applies to full withdrawals and it is up to the institution to determine policies for refunds for partial (course) withdrawals. Please contact Financial Operations at 800-664-2681, option 4, for details.
7. In compliance with the State Council of Higher Education for Virginia, Title of Regulations: 8VAC 40-31-160(N)9, for students attending classes in Virginia, “A student who withdraws or is terminated during the third quarter (more than 50% but less than 5%) of the program shall be entitled to a minimum refund amounting to 25% of the cost of the program.”
8. In compliance with the State Council of Higher Education for Virginia, Title of Regulations: 8VAC 40-31-160(N)10, for Virginia students participating in distance education (online) courses, “A student who starts the program but withdraws after completing up to the third quarter (more than 50% but less than 75%) of the program is entitled to receive as a refund a minimum of 25% of the stated cost of the course or program for the period.”
Scholarships and Financial Aid

Applying for Financial Aid

To apply for financial assistance at Central Michigan University, students must complete the Free Application for Federal Student Aid (FAFSA). CMU’s Title IV Federal School Code is 002243. This need analysis form must be completed and sent to the federal processor each year. Global Campus Financial Aid Information Manual can be found at http://global.cmich.edu/financial-aid/FinancialAidManual.pdf

Undergraduate students enrolled through Global Campus may be eligible for Pell Grants and Federal Direct William D. Ford Loans. Graduate students may receive loan assistance only. Enrollment at other institutions does not qualify for CMU financial aid eligibility. All awards are contingent on the following:

1. Availability of funds from federal sources.
2. Accuracy of information provided on the Free Application for Federal Student Aid (FAFSA).
3. Adjustments made to your award if we receive information which affects your eligibility (such as employer tuition assistance, outside scholarships, etc.).

**NOTE:** If you have been paid financial aid which is later reduced or canceled for any reason, you may be required to return a portion of all of that payment to CMU.

4. Minimum Enrollment Status. If you apply for a fall/spring academic year loan and fail to achieve at least half-time status (as defined below) in the fall semester, your loan will be changed to a “spring only” loan and the amount adjusted accordingly. Notify OCP if this occurs.

5. Satisfactory Academic Progress (SAP). See below.
6. Your compliance with our request for additional documentation to support your application.
7. You are a U.S. citizen or eligible noncitizen, have signed all certification statements, are not in default on a federal loan or owe a refund or repayment on any federal or state program, and are enrolled in a degree granting program of study for the necessary number of hours.
8. The use of federal student aid loans and grants at prior schools during a current academic year will affect overall eligibility for federal aid at CMU.
9. The student must have regular admission to Central Michigan University in an aid eligible degree or certificate programs. Not all Certificate Programs are eligible for federal aid. Contact the Financial Aid Office for this information. Guest students attending CMU are not eligible to receive financial assistance through CMU.

**Enrollment Criteria**

Students must be enrolled at least half-time in courses which will end in the fall semester, spring semester and summer session according to the following chart:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
<th>Min. number of credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Graduate</td>
</tr>
<tr>
<td>Fall</td>
<td>Aug.-Dec.</td>
<td>5</td>
</tr>
<tr>
<td>Spring</td>
<td>Jan.-May</td>
<td>5</td>
</tr>
<tr>
<td>Summer</td>
<td>May-Aug.</td>
<td>5</td>
</tr>
</tbody>
</table>

Students attending two schools in the same enrollment period must inform the financial aid offices at both schools. Students cannot receive federal financial aid (Pell Grant and/or loan) at both schools simultaneously.

**Student Cost of Attendance**

Your award notice is based on the Cost of Attendance (COA) at CMU. Financial need is determined by subtracting the Expected Family Contribution (EFC), as calculated by the federal processor, from the COA (COA – EFC = financial need).

**Payment of Aid and Refunds**

Awards from any Title IV U.S. Department of Education program will be applied to your account to pay tuition and fees. If you receive financial aid in excess of your CMU charges, the balance will be refunded to you to use toward your other education-related expenses. Payments are applied to your account by Student Account Services and University Billing. To receive your refund in a timely manner, you must maintain an accurate current address with your Program Center. Students have the option of requesting direct deposit by completing the direct deposit form available at: https://www.cmich.edu/fas/fsr/OAC/Payroll/My_Pay/Pages/Direct_Deposit_Options.aspx.

You must be prepared to pay for your Global Campus classes at the time of registration until notice of your pending aid is ready for disbursement to your student account.

Registration is checked weekly to verify half-time enrollment for the semester in Global Campus and/or main campus courses. Once achievement of half-time status is confirmed, loan funds are disbursed to your student account. If you are expecting a refund from loan proceeds, please allow 2-3 weeks from the date of verification for your refund to arrive.

If you register for additional classes after the disbursement of your aid, it is your responsibility to pay for the class or classes from any refund you have received for the semester. Books and other materials are the responsibility of the student to pay for out-of-pocket but will be reimbursed through financial aid if a refund is available. Some students may be eligible for a student book voucher from their Federal Financial Aid to be used at the Missouri Bookstore (MBS) prior to semester disbursement. Information on the Book Voucher Program can be found at: http://global.cmich.edu/financial-aid/bookvouch-erinfo.aspx.

If you withdraw from or drop classes to a point where you are considered to be a less than half-time student for the semester after a financial aid disbursement has been made and a refund has been sent, you will be billed back for the full amount of the disbursement.

**Credit for Life Experience (Prior Learning)** - Eligibility for federal student aid requires a student to be admitted into a degree seeking program AND be currently enrolled in classes. Students planning to use life experiences for evaluation and potential course credit and are not enrolled during the time these life experiences were occurring, are not eligible for financial aid to cover the cost of these credits.

### Credit for Life Experience (Prior Learning)

To receive financial assistance through CMU, a student must inform the financial aid offices at both schools. Students cannot receive federal financial aid (Pell Grant and/or loan) at both schools simultaneously.
Satisfactory Academic Progress

Federal regulations (HEA Sec. 484(c)) require that Central Michigan University monitor the satisfactory progress of all students regardless if they have received financial aid in previous semesters. These financial aid requirements are separate from a student's academic requirements. To maintain eligibility for federal student aid, as well as both state and institutional student aid programs, there are three distinct criteria that must be monitored and met.

1. Quantitative standard: A student must complete 67% of all CMU credits attempted each semester of enrollment, which includes the summer semester. Attempted hours are based on the number of credits for which the student is registered at the conclusion of the Registrar’s posted “Deadline for Dropping a Class with a Full Cancellation of Tuition.”

2. Qualitative standard: A student must maintain a 2.00 cumulative GPA as an undergraduate student or a 3.00 cumulative GPA as a graduate student. To assist in maintaining this cumulative GPA requirement, a student may use http://www.back2college.com/raisegpa.htm as a toll.

3. Maximum time frame standard: The number of attempted credits in which a student is expected to finish a program cannot exceed 150 percent of the published length of the program. Total credit hour limits apply whether or not the student has actually received financial aid for the entire time at CMU. Transfer credits from previous schools count toward credit hour limits. An undergraduate cannot receive financial aid after attempting 186 credit hours. The 186-credit-hour limit for completion of a baccalaureate degree is intended to be long enough to allow for changes in a major, loss of credit due to transfer, withdrawn coursework, minors, double majors, etc.; therefore, no extensions of the maximum time frame will be granted for the above-mentioned reasons. A student in a graduate program may not receive financial aid if he/she has exceeded the published time limits as outlined in the CMU Graduate Bulletin for master, doctoral, or professional programs as found under the following link: https://www.cmich.edu/colleges/cgs/GSNewandCurrentStudents/GSAplicationsandForms/Documents/Graduate%20Bulletin%20.pdf#search=2014-15%20Graduate%20Bulletin.

Graduate Students working on a Second Baccalaureate Degree or Post-baccalaureate Students working on Teacher Certification: A student pursuing a second undergraduate degree or a post-baccalaureate student working on teacher certification is limited to 93 credit hours of work between the receipt of the first degree and the completion of the second. A student may not receive financial aid beyond six (6) semesters (or the part-time equivalent of six (6) semesters) of enrollment in the second undergraduate degree program or teacher certification program.

Satisfactory Progress review at the end of each semester (fall, spring, and summer): Satisfactory Progress is measured at the end of each semester to determine a student’s financial aid eligibility for the following semester.

Progress Status: If, for any reason, the OSFA fails to provide an intended notification, this does not relieve the student from the obligation of continuing to maintain satisfactory progress or from any other requirements of the financial aid program.

Consequences of Unsatisfactory Progress: Students who fail to complete 67 percent of their attempted courses in one semester, and/or have a cumulative GPA that falls below a 2.00 for undergrad students and 3.00 for graduate level students will be placed in a warning status. Students are eligible for financial aid while on warning. However, students who fail to bring their completion rate to 67 percent in the next semester of enrollment or to bring their cumulative GPA within the required range of a 2.00 for undergraduate students and 3.00 for graduate level students will result in financial aid suspension beginning with the next semester of enrollment. A student will remain on financial aid suspension and be denied federal and most state and institutional aid until he/she completes 67 percent of attempted courses within one semester at CMU, and maintains the required cumulative GPA for his/her grade level. Only credit hours completed are counted as credits earned. Grades of I (Incomplete), W (withdrawal), X (audit), and Z (deferred) are not counted as earned credit. For example, a student who attended CMU in the fall and attempts 12 credits but withdraws from 6 credits fall semester will have completed 6 of 12 credits for a completion rate of 50 percent. This student will be warned, but still eligible to receive financial aid for his/her next semester of enrollment once Financial Literacy Counseling session has been completed. A second semester of less than 67 percent completion and/or a cumulative GPA below the required standards will result in the student being denied further aid until he or she completes 67 percent of attempted courses, as well as maintaining the required cumulative GPA within a CMU semester.

Students who reach their time limit without completing their degree will be denied further federal and most state and institutional financial aid as a student at that level. For example, if an undergraduate you reach 150 attempted credits you will be placed in a warning status. Once you reach the 186-attempted-credit limit, you will be denied further aid until the degree is conferred. You then would regain eligibility for a second undergraduate or a graduate degree. If you are attempting a master’s degree and reach the eligibility limit, you would be denied further aid until the master’s degree is conferred, at which time you would regain eligibility for a second master’s, doctoral, or professional degree.

Appeal Process

Students who have faced extraordinary circumstances may appeal a financial aid suspension, but students are cautioned that appeals are not routinely approved. All appeals must:

1. be submitted using the CMU Financial Aid Appeal form available on the CMU OSFA website
2. include the required documentation
3. be submitted to the Office of Scholarships and Financial Aid

In most cases, a decision will be made within 15 business days of receiving an appeal letter and the appropriate documentation. Students are notified of appeal decisions in writing or through their CMU email account.

Continuing at CMU after aid is denied

Students denied financial aid generally may continue attending Central Michigan University using private aid sources such as alternative student loans (see http://www.studentlendinganalytics.com/alternative_loan_options.html) or by funding their education themselves. Please note that some alternative loans are NOT available to students while on financial aid suspension.

Please note the following:

Students who have faced extraordinary circumstances may appeal a financial aid suspension, but students are cautioned that appeals are not routinely approved. Circumstances not considered to be mitigating are: work conflicts; lack of transportation; change in major or pursuit of a second major; or a minor illness of a student or family member.

All appeals must:

• be submitted using the CMU Financial Aid Satisfactory Academic Progress Appeal form available on the CMU OSFA website;
• include the required documentation;
• be submitted to the Office of Scholarships and Financial Aid.

In most cases, a decision will be made within 15 business days of receiving an appeal letter and the appropriate documentation. Students are notified of appeal decisions in writing or through their CMU e-mail account.

Transfer students: Transfer students will be assigned within the maximum time frame, based on the number of credits accepted by CMU.

(continued)
**Scholarships and Financial Aid**

**Repeated courses:** Repeat courses for which a student previously received a passing grade will not count towards meeting the academic year new credits earned requirement.

**Courses with a grade of Incomplete** do not count as credit earned or impact the GPA in the semester in which the course is taken; however, they are counted once they are completed. Based upon a student initiated appeal, and a mitigating circumstance, incomplete courses may be considered.

**Withdrawn courses** do not count as credit or impact the GPA.

**Courses numbered below 100** will count toward determination of enrollment status and the academic year new credits earned requirement.

**Undergraduate courses** taken by graduate students do not normally earn graduate credit or impact the GPA. Undergraduate credits registered for by graduate students will not count toward determination of enrollment status and will not count towards meeting the academic year new credits earned requirement, unless said credits are determined to be a required prerequisite.

**Withdrawing from or never attending classes.** If you are a financial aid recipient and you drop all of your courses prior to the start of the semester (or indicate you never attended any of your classes), you are no longer eligible for financial aid for that semester. All scholarship, grant and loan payments (and refunds of financial aid) must be returned to Central Michigan University.

If you are a federal financial aid recipient and you completely withdraw from all your classes at the beginning of the semester, the law requires that the amount of federal aid earned up to that point is determined by a specific formula. If you receive more federal aid than you have earned, the excess aid must be returned. The amount of federal aid you have earned is determined on a pro-rata basis. That is, if you completed 30 percent of the semester, you earn 30 percent of the federal aid you received. Once you have completed more than 60 percent of the semester, you earn all of your federal aid.

If you are a recipient of University funds and you completely withdraw from all of your classes after the beginning of the semester, your funds will be reduced by the percentage of tuition refunded. Please see additional information at: [https://www.cmich.edu/fas/fsr/student_acct_university_billing/Pages/Withdrawal-Information.aspx](https://www.cmich.edu/fas/fsr/student_acct_university_billing/Pages/Withdrawal-Information.aspx).

In accordance with federal and state regulations, the financial aid office must also monitor your academic progress at the end of each semester. If you withdraw from any of your classes, this may cause you to be in unsatisfactory academic progress for financial aid purposes. Students not making satisfactory progress may lose financial aid eligibility for future semesters. Reinstatement of financial aid may be considered by filing a Satisfactory Progress Appeal form.

**Failing Grades (E and NC).** Instructors of any course in which a failing grade is assigned are required to provide the last date you attended the class or that you never attended the class. If the instructor verifies that the final exam was taken, no adjustment will be made to your financial aid for that semester. If the instructor indicates that you never attended the class, the OSFA will review your enrollment status and your eligibility for financial aid may be adjusted if you fall below full-time, three-quarter time, half-time or less-than-half-time status.

**Financial Aid Award Programs**

**Grants**

**Federal Pell Grant:** Students apply for a Federal Pell Grant by filing a Free Application for Federal Student Aid (FAFSA) or a Renewal FAFSA.

**Methods of Selection of Recipients and Allocation of Awards.** The Pell Grant Program is an entitlement program. The applicant must be enrolled as a first degree undergraduate student in an approved postsecondary institution and must show financial need as determined by Federal Methodology, a formula applied to all applicants. Pell Grant lifetime eligibility is limited to the full-time equivalence of 12 semesters.

**Award Schedule.** The amount of the award will be determined by the expected family contribution (EFC) and enrollment status at time of the Pell Grant disbursement.

Pell Grants will be adjusted after file close based on your actual enrollment (e.g., full-time, three-quarter time; half-time, less than half-time).

The data from your Renewal FAFSA or FAFSA must show that you are no longer attending school or at least one-half time received by the OSFA prior to the last day of enrollment for each semester or within 60 days after the end of the semester if you were selected for verification. Pell Grants paid after the semester is over will be based on number of hours earned.

**TEACH Grant:** The Teacher Education Assistance for College and Higher Education (TEACH) Grant Program awards up to $4000 per academic year to a full-time undergraduate or graduate student who annually completes the FAFSA, is a U.S. citizen or eligible non-citizen, maintains a 3.25 cumulative grade point average, has been accepted into the Teacher Education program, is majoring in a high-need subject area (bilingual education, foreign language, mathematics, reading specialist, science, special education, reading and literacy, etc.) and plans to teach in a Title I elementary (special education major only) or secondary school for at least four years.

FACTOR TO COMPLETE THE FOUR YEAR TEACHING OBLIGATION WILL CAUSE THE TEACH GRANT TO BE PERMANENTLY CONVERTED TO A DIRECT UNSUBSIDIZED LOAN WITH ACCRUED INTEREST FROM DATE OF FIRST DISBURSEMENT.

**Applying for the TEACH Grant:** Students who are interested in receiving a TEACH Grant must complete the Free Application for Federal Student Aid (FAFSA) every year. To initiate application for the TEACH Grant, students must contact the Center for Student Services, College of Education and Human Services, EHS Building 421, Central Michigan University; 989-774-3309.

**Loans**

**William D. Ford Federal Direct Loan Program (Direct Loans):** Under the William D. Ford Federal Direct Loan Program, students borrow money directly from the federal government without going through a private lender; students do not complete a separate loan application. Loan proceeds are deposited directly into student accounts through a private lender; students do not complete a separate loan application. Loans are non-need-based loans for parents with good credit history who want to borrow for their dependent students. Under this program, parents can borrow up to the total cost of education minus other expected financial assistance.
Graduate students are eligible to borrow. Blood quantum and tribal -

NOTE: If your parents cannot borrow a Direct PLUS loan for you because they have an adverse credit history, AND if you are a dependent undergraduate, you may be eligible to borrow additional amounts in the form of Direct Unsubsidized Loans.

Graduate PLUS Loan: Graduate students are eligible to borrow under the PLUS loan program up to their cost of attendance minus other estimated financial assistance. These loans are non-need based loans for graduate students with good credit history.

Repayment begins on the date of the last disbursement of the loan at a fixed interest rate.

Interest Rates: Direct Loan interest rates are fixed and are adjusted each July. The Direct PLUS Loan interest rates are also fixed. Current interest rates are available at the Direct Loan Web site: http://www2.ed.gov/offices/OSFAP/DirectLoan/calc.html.

Fees: Student borrowers of Direct Loans are assessed a 1.072% origination fee prior to loan disbursement. PLUS borrowers are assessed a 4.288% origination fee prior to loan disbursement.

Receiving your Federal Direct Loan Funds

Before the University pays Direct Student Loan funds to your student account, you must:

1. Complete loan counseling on the Web at https://StudentLoans.gov. Federal regulations require that you participate in an entrance loan counseling interview if you are a first-time federal direct loan borrower. The purpose of this counseling is to explain your rights and responsibilities as a first-time borrower, emphasize the legal, binding nature of your loan obligation, and make you aware of the consequences of default if you fail to repay your loan according to the terms of the note. Rates will be changing for loans disbursed after October 1, 2014.

2. New CMU students must complete a Master Promissory Note (MPN). The master promissory note is a legal contract that requires the student to provide references and a student signature. The amount you may borrow each year is based on grade level, your student status and your continued eligibility. Complete the MPN on line at: https://StudentLoans.gov by using your Federal Personal Identification Number (PIN). Use of the PIN qualifies as the student signature. If you do not have a PIN, you can obtain one at the U.S. Department of Education’s PIN site at: http://www.pin.ed.gov.

3. Complete the master promissory note as soon as possible but no later than two weeks before the end of a semester. Federal Direct loans cannot be credited to your account until your MPN is on file with the federal direct loan processor.

4. Be enrolled at least half-time and meet general eligibility requirements.

Disbursements: Funds may be paid on one or two payments called disbursements. Students who have fall/spring loans will receive one payment to their student account in the fall and one in the spring semester. One semester loans will be paid on one disbursement.

### Federal Direct Loan Limits

<table>
<thead>
<tr>
<th>Credit Hours Earned</th>
<th>Dependent Student</th>
<th>Independent Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fresh (0-25)</td>
<td>$3,500+$2,000</td>
<td>$3,500+$6,000=$9,500</td>
</tr>
<tr>
<td>Soph (26-55)</td>
<td>$4,500+$2,000</td>
<td>$4,500+$6,000=$10,500</td>
</tr>
<tr>
<td>Junior (56-85)</td>
<td>$5,500+$2,000</td>
<td>$5,500+$7,000=$12,500</td>
</tr>
<tr>
<td>Senior (86+)</td>
<td>$5,500+$2,000</td>
<td>$5,500+$7,000=$12,500</td>
</tr>
<tr>
<td>Grad/Prof</td>
<td>N/A</td>
<td>$20,500</td>
</tr>
</tbody>
</table>

Note: Your loan limit cannot exceed your cost of attendance minus other financial aid you receive.

### Cumulative Limits

- **Subsidized (Need-Based) Loans:**
  - Undergraduate Study: $23,000
  - Graduate Study, Including loans for Undergraduate Study: $65,500

- **Subsidized Loans plus Unsubsidized (Non-Need) Loans:**
  - Dependent Undergraduate Student: $23,000
  - Independent Undergraduate Student: $46,000
  - Graduate or Professional Student, including loans for Undergraduate Study: $138,500

Note: The loan limits cannot exceed the budget minus other financial aid you receive.

### Indian Tuition Waiver

A state resident (minimum 12 months) North American Indian who is an enrolled member of a U.S. Federally recognized tribe, is not less than 25% quantum blood Indian and is enrolled in a degree-granting program is eligible for free tuition at CMU. Applications are available from the Michigan Department of Civil Rights (517) 241-7748 or at http://www.michigan.gov/documents/mdcr/MITWAPPLICATION-CR-602-revised_7-14-10_328137_7.pdf. Blood quantum and tribal membership will be certified by MDCR; Michigan residency will be determined by the Office of Scholarships and Financial Aid.
Veterans’ Resource Center
The Veterans’ Resource Center (VRC) serves veterans, spouses, dependents and military students. VRC staff will help students get the most out of their CMU experience, build academic and social networks, and receive assistance with their educational benefits, including those applicable to spouses and dependents. Hours of operation are Monday through Friday, 8:00 a.m.-5:00 p.m. or by appointment. The Veterans’ Resource Center is located in Warriner Hall 114 and may be reached at 989-774-7991 or veterans@cmich.edu.

Veterans’ Educational Benefits
A student who is a veteran, a member of the armed forces, or spouse or dependent of a veteran or current service member may be entitled to educational benefits through the United States Department of Veterans Affairs (VA). Eligibility for such benefits is determined by VA.

VA strictly enforces policies governing enrollment certification and payment of veterans’ educational benefits. Students receiving VA educational benefits need to be aware of the following information that will affect receipt of benefits while enrolled at Central Michigan University.

Audit Grades
Enrollment certification is prohibited for audited courses.

Eligible Courses
Only courses that count toward completion of a student’s stated educational objectives may be certified with VA. To ensure compliance with this VA regulation:

- Main Campus undergraduate students must submit a copy of an unofficial academic audit to the VRC upon declaration of a major and earning 56 credit hours and again upon earning 86 credit hours.
- Global Campus undergraduate students must consult with their academic advisor upon admission to CMU and develop an appropriate program plan; this must be submitted to the VRC immediately upon approval.
- All graduate students must submit an approved program plan to the VRC at the beginning of their graduate program.

Enrollment Certification Request
Students approved for GI Bill Educational Benefits and wishing to receive those benefits at CMU must submit a Central Michigan University GI Bill Enrollment Certification Request (ECR) form EACH SEMESTER.

- ECRs for students taking Michigan and/or online courses will be processed through the VRC in Mt. Pleasant, Michigan. For more information, visit our website at www.global.cmich.edu/veterans.
- ECRs for students taking non-Michigan courses will be at the student’s local program center. For U.S. center locations please visit: http://global.cmich.edu/locations.

Enrollment Changes
Students must promptly notify their School Certifying Official of any schedule changes (i.e., dropping, adding, or withdrawing from a course).

Incomplete (I) and Deferred (Z) Grades
An incomplete or deferred is considered nonpunitive and must be converted to a punitive grade within one year. VA will be notified at the end of the the term of nonpunitive grades; repayment of benefits may be required.

Prior Learning Credit
VA will not reimburse students for the cost of prior learning assessment credit.

Repeat Courses
Only courses that are failed or for which the grade does not meet minimum requirements for graduation may be certified with VA if they are repeated.

Satisfactory Academic Progress
Students must maintain satisfactory progress according to published standards established and enforced by the University. Federal regulations mandate that benefits be discontinued when satisfactory progress has ceased. Accordingly, CMU must discontinue certification of enrollment and inform VA. Students have a right to appeal the termination of benefits with VA.

Transfer Credit
Students must provide CMU with an official transcript from all previous institutions attended. If this requirement is not met during the student’s first term of enrollment, CMU will not certify enrollment for any future terms. The student will receive a Transfer Credit Evaluation showing all previous credits approved for transfer to CMU.

Federal Financial Aid for the Military Community
Federal Financial Aid and other educational assistance programs are available to service members, veterans, and other eligible family members to help cover the cost of tuition. The following is an overview of Title IV Federal Student Aid and benefit programs through the Departments of Veterans Affairs and Defense.

Title IV Federal Student Aid
What is the maximum amount of Federal grant and loan aid available to students under Title IV of the Higher Education Act of 1965 (Title IV)?

The Federal government offers a variety of grants and loans to students. The Federal Student Aid Gateway (http://studentaid.ed.gov/) provides detailed information about Title IV Federal Financial Aid programs and loans and how you can apply for these programs.

Grants and Scholarships are often referred to as “gift aid” because these programs provide students with financial aid that does not have to be repaid. Federal Grants and Scholarships (http://studentaid.ed.gov/types/grants-scholarships) including Federal Pell Grant, Teach Grant, Federal Supplemental Educational Opportunity Grants & the Iraq and Afghanistan Service Grants.

The Federal Direct Student Loan Program (http://studentaid.ed.gov/types/loans) provides students with subsidized and unsubsidized loans (http://studentaid.ed.gov/types/loans/subsidized-unsubsidized) based on a student’s year in college as either a dependent or independent undergraduate or at the graduate degree level.

The amount (http://studentaid.ed.gov/types/loans#how-much-money-can-i-borrow-in-federal-student-loans) a student can borrow is determined by their grade level and prior student loan borrowing.

In addition to subsidized and unsubsidized loans some students may qualify for a Federal Direct PLUS loan (http://studentaid.ed.gov/types/loans/plus) based on the cost of attendance (http://studentaid.ed.gov/fafsa/next-steps/how-calculated).

How can you qualify for loans and other Title IV assistance?
The Free Application for Federal Student Aid or FAFSA (http://studentaid.ed.gov/fafsa) is required for the school to determine your eligibility for Title IV financial aid. Undergraduate dependency (http://studentaid.ed.gov/fafsa/filling-out/dependency) status for federal aid is determined by the questions on the FAFSA.

Title IV eligibility is automatically packaged by CMU, usually within 10 business days of receiving the FAFSA as long as there are no flags on student data. Once a student receives their award notification they have the option of declining all or part of the loan. Student may either use the Federal Student Loan Adjustment Form found on the Financial Aid Forms page (http://global.cmich.edu/financial-aid/forms.aspx) or contact the Global Campus Financial Aid Office via email at globalfa@cmich.edu.
**CMU Global Campus Scholarship Program**

2015-2016 award year became available as of March 2, 2015 with an application deadline date of May 29, 2015. GC Scholarship applications will be available again in March 2016 for the 2016-2017 award year. Please visit the website to ensure you have the most up-to-date information. Additional information regarding each scholarship and the application form can be found at [http://global.cmich.edu/financial-aid/scholarships.aspx](http://global.cmich.edu/financial-aid/scholarships.aspx). The number of scholarships and the amount awarded varies each year based on the availability of funds.

Scholarship applicants who are receiving or plan to receive Federal Financial Aid by application through the Free Application for Federal Student Aid (FAFSA) should be advised that receipt of a scholarship will affect any federal aid eligibility that has already been packaged and/or disbursed or federal aid eligibility that will be packaged for the semester(s) in which the scholarship award is made. Federal Direct Student Loans are considered federal financial aid. For details, contact the Global Campus Financial Aid Office at globalfafa@cmich.edu or 1-800-664-2681, option #2.

For general scholarship questions, please contact the Office of the Vice President at gcuscholarships@cmich.edu or 800-950-1144, ext. 4456.

**Endowed Scholarships and Awards**

**Betty A. Brubaker Family of Heroes Scholarship**

Established in 2014 by Steven A. Rellinger ’85, ’96, family and friends in honor of his mother, Betty A. Brubaker and also John Sheets, Don Rellinger and Herman Wright, members of the United States Military. Income from the endowment will support an award for currently enrolled CMU students that are personnel of the U.S. Armed Forces, National Guard, reserves, or honorably discharged veterans, and/or their respective family members. The recipient(s) must be eligible for Veterans Administration (VA) educational entitlement under chapters 30, 31, 33, 35, 1606 or 1607 and provide a copy of his or her VA Certificate of Eligibility. Recipients also must have a cumulative minimum GPA of 2.5 for undergraduate students and 3.0 for graduate students.

**Blanche Connell Scholarship**

Established in 1988 by Southeastern Michigan Hospital Purchasing Management, Inc., in honor of Blanche Connell, for a CMU Global Campus student pursuing a Master of Science in Administration degree with a concentration in Health Services Administration. Applicants must have successfully completed a minimum of nine credit hours and earned a minimum GPA of 3.0. Preference is given to residents of the seven (7) county area of southeastern Michigan including Lapeer, Macomb, Monroe, Oakland, St. Clair, Washtenaw, and Wayne.

**Joyce and Gary DeWitt Endowed Scholarship**

Established by the DeWitt family in 2007 for students pursuing a graduate or undergraduate degree through Central Michigan University’s Global Campus. Applicants must have successfully completed a minimum of twelve (12) credit hours and have earned a minimum GPA of 3.0. Recipient must be enrolled in a minimum of two courses during the year the scholarship is awarded. Preference will be given to students who are residents of the greater Grand Rapids/Holland, Michigan area.

**William R. Gemma Memorial Scholarship**

Established in 1999 in memory of CMU associate professor William R. Gemma, Ph.D., for Global Campus graduate students pursuing a degree in Health Services Administration, International Administration, or Public Administration. Student must have a minimum GPA of 3.5 and provide evidence that they have provided service to their profession and/or community.

**General Dynamics Land Systems Military Scholarship**

Established in 2008 by General Dynamics Land Systems in honor of members of the United States military. Applicant must be active duty personnel of the U.S. Armed Forces or immediate family member pursuing a doctoral, master’s, or bachelor’s degree through CMU’s Global Campus. Applicants must have successfully completed a minimum of six credit hours with CMU and earned a minimum GPA of 3.0.
Global Campus Endowed Scholarship
Established in 2001 by alumni and friends of CMU's Global Campus for students pursuing a graduate or undergraduate degree. Applicants must have a minimum GPA of 3.0. Preference will be given to applicants who are single parents and/or unemployed.

Dr. Jay and Diana Griesser Endowed Scholarship
Established in 2009 by Dr. Jay Griesser, a long-time CMU Global Campus adjunct professor, and wife Diana, in honor of members of the United States Military and Federal Service Employees. Applicants must be enrolled in an online program through CMU's Global Campus with preference given to students enrolled in a program leading toward a graduate degree in Business or Information Technology. Applicants must have completed at least six (6) credit hours and earned a minimum 3.4 GPA. Eligibility is limited to active-duty U.S. military personnel and members of their immediate family, U.S. military personnel serving in active reserve status, and U.S. federal service employees.

Shirley L. Gross-Moore Endowed Award
Established in 2010 by Shirley L. Gross-Moore ('81) for Global Campus undergraduate students who have graduated from one of the following Detroit Michigan Public High Schools: Cass Tech, Cooley, Cody, Central, Denby, Finney, Henry Ford, Kettering, Mumford, Northern, Northwestern, or Southeastern. Preference will be given to first semester students.

Helen L. Hodges Scholarship Award
Established in 2015 by Russell '78 and Barbara Scaffede in honor of Barbara's mother, Helen L. Hodges, '43 an early elementary teacher. Income from the endowment will support a renewable award for a student enrolled in CMU Global Campus who has an interest in the study of education and is a State of Michigan resident.

Michigan Community College Academic Achievement Award
Established in 2010 for Global Campus undergraduate students who have earned an associate's degree with a minimum cumulative GPA of 3.0 from a Higher Learning Commission accredited community college located in Michigan. Applicants must be geographically bound for professional or personal reasons and reside in a Michigan county that has no public residential four-year university or reside more than 30 miles from a four-year public residential university in Michigan.

Morris Family CMU Endowed Scholarship
Established in 2009 by Laurie and Michael J. Morris '80, '93. Income from the endowment will equally support three awards for students enrolled in the College of Business Administration, College of Communication and Fine Arts and for students enrolled in a masters program with Global Campus Programs. On Campus students must have successfully maintained a 3.2 GPA. Documentation will need to be provided to support a GPA of 3.2 was achieved in high school if an incoming freshman is an applicant. The recipient of the Global Campus scholarship must be pursuing a master's degree and must have received an undergraduate degree from CMU. It is the intent of the Morris Family that this scholarship not apply solely to the financially disadvantaged as defined by Federal and/or State of Michigan guidelines.

Kathleen M. and Lawrence J. Oswald Endowed Scholarship
Established in 2005 by Kathleen M. ('79) and Lawrence J. Oswald for Global Campus students residing in Southeast Michigan. Applicants must have successfully completed a minimum of twelve (12) credit hours (undergraduate) or nine (9) credit hours (graduate) and have earned a minimum GPA of 3.0. Preference will be given to single parents.

Kenneth and Jane Rogers Endowed Scholarship
Established in 2007 by Kenneth '96, '06 and Jane Rogers. Income from this endowment will support a renewable scholarship for a student enrolled in Global Campus or Global Campus Online Programs pursuing a bachelor of science degree with a minimum GPA of 2.5. Recipient will be a single parent or from a single parent family who is a resident of Southeast Michigan.

Annual Awards
Global Campus Staff and Faculty Award
Established in 2011, this award is funded by gifts from CMU's Global Campus staff and faculty members for the purpose of assisting students with the cost of tuition. Applicants must be pursuing a degree through CMU's Global Campus. Preference given to students admitted to or enrolled in their first semester.

The Joan M. and Clarence E. Mills Annual Award
Established in 2011 by Joan M. and Clarence E. Mills for Global Campus students pursuing a bachelor's degree and are in their junior year or higher (56+ earned credit hours). Applicants must have earned a minimum GPA of 3.0 and must be employed full time by a publically-held electric utility.

Yvonne Robertson Price Annual Award
Established in 2012 for Global Campus students pursuing a degree leading toward a career in education. Applicants must be earning a minimum GPA of 2.5 for an undergraduate student or 3.0 for a graduate or doctoral student. First year students are eligible to apply providing they offer evidence of earning the minimum GPA while earning their high school diploma or highest degree earned. Preference will be given to students who have a history of supporting minority causes.

U.S. Armed Forces Award
Established in 2008 to honor severely injured military personnel, the spouse of a severely injured service member or veteran who has been honorably discharged within the last 4 years. Applicants must be current military personnel, veterans, or the spouse of such, who have incurred injuries while serving in combat on behalf of the United States, or veterans who have been honorably discharged within the last 4 years. Applicants must be new or returning Global Campus student and have a minimum GPA of 2.7.

U.S. Armed Forces Textbook Award
Beginning with the Fall, 2009 semester, active duty U.S. military personnel in pay grades E-1 through E-9, W-1 through W-4, and O-1 through O-3, and their immediate family members enrolled in a graduate or undergraduate degree program through CMU's Global Campus, are eligible to apply for financial assistance to purchase textbooks. Awards may not exceed $250 per semester with a life-time maximum of $500 per service member family. Applicants must have successfully completed six (6) credit hours though CMU's Global Campus and have a minimum GPA of 3.0.
Military and Veteran Services

CMU has been a leader and innovator in bringing quality programs to our military men and women since 1972. All of our programs, whether onsite or online, are career-focused plans to a more secure future in the military or in civilian life after service. CMU has been a long standing partner in Air Force education and supports the concept of the “Life Long Learner.” CMU has been a partner in military education for the past 43 years and has been consistently recognized as a top 20 military friendly school by Advanced Military Education.

Veterans’ Resource Center

The Veterans’ Resource Center (VRC) serves veterans, spouses, dependents and military students (main campus and Global Campus). VRC staff will help students get the most out of their CMU experience, build academic and social networks, and receive assistance with their educational benefits, including those applicable to spouses and dependents. Hours of operation are Monday through Friday, 8:00 a.m.-5:00 p.m. or by appointment. The Veterans’ Resource Center is located in Warriner Hall 114 and may be reached at 989-774-7991 or veterans@cmich.edu.

Application Fee

All U.S. military veterans, active duty, and reserve service members are eligible to have their application fee to CMU waived. To receive the waiver, the individual must provide one of the following to CMU at the time of application:

1. DD-214 form verifying service
2. Service verification letter from base command indicating current duty station
3. VA Certificate of Eligibility (CoE) for Chapter 33/Post 9-11 Benefits
4. Active military ID if you are applying in person at a CMU center

Resident Tuition

Unless otherwise qualified for the discounted military and Veteran discounted tuition rates, the following individuals shall be charged the in-state tuition:

1. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the State of Michigan while attending Central Michigan University (regardless of his/her formal state of residence). The in-state tuition rate shall be applicable so long as the student is continuously enrolled.

Covered Individuals (includes Veterans, current military personnel, and family members), eligible for VA education entitlement must provide a copy of the VA Certificate of Eligibility (COE) letter verifying approval of VA educational entitlement. Veterans and current military personnel include those individuals from all branches of the military including Army, Navy, Air Force, Marines, Coast Guard, Army and Air National Guard, and Reservists. Periods of qualifying service will be verified via a copy of the veteran’s DD-214 form (member 4).

Global Campus Military and Veteran Discounted Tuition Rates

The base Military and Veteran discounted tuition rate per credit hour for all Global Campus courses for which academic credit are given below. The President or designee may vary these tuition rates and fees according to cohorts, programs, locations, or terms of contracts.

<table>
<thead>
<tr>
<th>Category</th>
<th>Tuition Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate, Military</td>
<td>290.00</td>
</tr>
<tr>
<td>Undergraduate, Veteran</td>
<td>330.00</td>
</tr>
<tr>
<td>Graduate, Military</td>
<td>316.00</td>
</tr>
<tr>
<td>Graduate, Veteran</td>
<td>369.00</td>
</tr>
<tr>
<td>Master of Business Administration - Online</td>
<td></td>
</tr>
<tr>
<td>Active Military</td>
<td>550.00</td>
</tr>
</tbody>
</table>

Notes:

Military Rates are applicable to programs that do not exceed the standard undergraduate and graduate rates. However, the graduate military rate is also applicable to the Master of Science in Nutrition and Dietetics program.

Qualifying Categories for Military Discounted Tuition Rate

1. Active duty members, reservists or guard members currently serving in a branch of the United States military, which includes the U.S. Air Force, Army, Navy, Marine Corps and Coast Guard or the spouse of such a person with a dependent child(ren) of active duty military members. Eligibility for family members includes (a) those that qualify under the existing IRS definition of a qualifying dependent and/or (b) possess a current military benefits identification card.

Qualifying Categories for Veteran Discounted Tuition Rate

1. Retired or prior service Veterans or those otherwise eligible for Veterans Education Benefits as verified by issuance of a Certificate of Eligibility from the U.S. Veterans Administration.
2. Current U.S. Department of Defense employees
3. The spouse, adult son or daughter (including stepchildren or adopted children) of a U.S. military veteran who is permanently or totally disabled (100% rating) as a result of, or dies of a service-connected disability. Individuals must submit documentation verifying their eligibility for the discounted Military and Veteran tuition rates. If not already on file with Central Michigan University’s Global Campus, acceptable means of verification include:
   • Present your active or dependent military ID to your nearest CMU education center.
   • Copy of DD 214.
   • Approval documentation from the U.S. Department of Veterans Affairs (VA) indicating eligibility for educational benefits.
   • Active military members including eligible family members, reservists or guard members may submit a verification letter from the military members command reflecting their status as well as their end of service date.
   • DoD employees may submit a verification letter from their civilian personnel office reflecting their status.
Veterans’ Educational Benefits

A student who is a veteran, a member of the armed forces, or spouse or dependent of a veteran or current service member may be entitled to educational benefits through the United States Department of Veterans Affairs (VA). Eligibility for such benefits is determined by VA. VA strictly enforces policies governing enrollment certification and payment of veterans’ educational benefits. Students receiving VA educational benefits need to be aware of the following information that will affect receipt of benefits while enrolled at Central Michigan University.

Audit Grades
Enrollment certification is prohibited for audited courses.

Eligible Courses
Only courses that count toward completion of a student’s stated educational objectives may be certified with VA. To ensure compliance with this VA regulation:
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Students must maintain satisfactory progress according to published standards established and enforced by the University. Federal regulations mandate that benefits be discontinued when satisfactory progress has ceased. Accordingly, CMU must discontinue certification of enrollment and inform VA. Students have a right to appeal the termination of benefits with VA. For additional information, see the Satisfactory Academic Progress in the Financial Aid Section of the Bulletin.

Transfer Credit
Students must provide CMU with an official transcript from all previous institutions attended. If this requirement is not met during the student’s first term of enrollment, CMU will not certify enrollment for any future terms. The student will receive a Transfer Credit Evaluation showing all previous credits approved for transfer to CMU.

To be considered for transfer credit students must provide an official Joint Service Transcript (JST) with the American Council on Education (ACE) Recommendation. CMU follows the ACE Recommendations as it relates to military experiences and training; to be considered for transfer, students should provide official transcripts or official documentation that includes an ACE Recommendation.

Federal Financial Aid for the Military Community
Federal Financial Aid and other educational assistance programs are available to service members, veterans, and other eligible family members to help cover the cost of tuition. The following is an overview of Title IV Federal Student Aid and benefit programs through the Departments of Veterans Affairs and Defense.

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How can you qualify for loans and other Title IV assistance?
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Why may Title IV student loans be more favorable than private educational loans?
“Student loans can come from the federal government or from private sources such as a bank or financial institution. Loans made by the federal government, called federal student loans, usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources.” See http://studentaid.ed.gov/types/loans/federal-vs-private to compare the terms and conditions of federal student loans and private lender loans.

CMU Withdrawal Information and Satisfactory Academic Progress
Refer to the CMU Withdrawal page for Return of Title IV Federal Aid Refund and Satisfactory Academic Progress Policy information: https://www.cmich.edu/fas/fsr/student_acct_university_billing/Pages/Withdrawal-Information.aspx

Also refer to Military Drop/Withdrawal Refund Policy for exceptions.
Additional Information on Title IV Federal Financial Aid

Refer to the CMU Global Campus Financial Aid Manual (http://global.cmich.edu/financial-aid/FinancialAidManual.pdf) or contact GCFA via email at globalfa@cmich.edu or by phone at 1-800-664-2681, option #2.

A number of tools are available to assist you in understanding and evaluating your options as a student:

- **College Navigator** - http://nces.ed.gov/collegenavigator/
- **CMU Net Price Calculator** - https://netconnect.cmich.edu/netpricecalculator/
- **College Scorecard** - https://www.whitehouse.gov/issues/education/higher-education/college-score-card
- **FAFSA4caster** - https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e1s1
- **Paying for College** - http://www.consumerfinance.gov/paying-for-college/

Upon admission to CMU the Financial Aid Shopping Sheet is also available to students through Central Link.

**Departments of Veterans Affairs and Defense**

**What types of education benefit programs are offered by the Departments of Veterans Affairs and Defense?**

- If you are currently serving in the military, you may be eligible for financial aid offered through the Department of Defense Tuition Assistance program (http://www.benefits.va.gov/gibill/).
- Check your eligibility status and the amount for which you qualify with your service prior to enrolling.
- If you served on active duty, you might be eligible for educational benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill (http://www.benefits.va.gov/gibill/post911_gibill.asp) provides financial support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days.
- You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.
- If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades of E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.
- If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI Bill benefits to you.

**Additional Information on Military Educational Benefits**

- **CMU Programs for the Military Community** (https://global.cmich.edu/military/)
- **CMU Veterans’ Resource Center** (https://global.cmich.edu/veterans)

**Military Drop/Withdrawal Refund Policy**

**Transfer Credit for Military Training and Experience**

- **Military service school experiences.** Granting of academic credit for military service school experiences will be guided by the evaluations prepared by the American Council on Education and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services.” All Military Service School experiences that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military service school experiences to fulfill CMU major or minor requirements is at the discretion of the individual department.

- **Military occupational specialties.** Granting of academic credit for military occupational specialties will be guided by the evaluations prepared by the American Council on Education and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services.” All Military Occupational Specialties that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military occupational specialties to fulfill CMU major or minor requirements is at the discretion of the individual department.

**Army Tuition Assistance**

The Army portal is exclusively the reference point for all enrollment, withdrawal and drop transactions in terms of Army tuition assistance.

**Refund**

<table>
<thead>
<tr>
<th>Course Completion %</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>75%</td>
<td>12.501% to 25% of Course Completion</td>
</tr>
<tr>
<td>50%</td>
<td>25.001% to 50% of Course Completion</td>
</tr>
<tr>
<td>0%</td>
<td>50.001% and thereafter</td>
</tr>
</tbody>
</table>

**Re-Admissions**

Military Service members whose enrollment is interrupted or precluded due to military service requirements will be promptly readmitted with the same academic status as he/she had when last attending and/or admitted to CMU.

- **Notification of military service.** The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances.

- **Notification of intent to return to school.** The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service. A student who is hospitalized or convalescing due to an illness, or the cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

To be readmitted to CMU Global Campus, students should submit an updated application; an application fee is not charged and any official transcripts previously submitted do not need to be resubmitted. Once readmitted and prior to registering, students should work with their Academic Advisor to update their program plan; this is to ensure they are registering for the correct courses.


**Military Drop/Withdrawal Refund Policy**

Additional exceptions to the course refund policy shall be considered for military members whose military duties or responsibilities impaire or prevent their ability to participate in class and complete the course requirements. Where possible, exceptions must be requested prior to the last class session. A copy of TDY orders or other appropriate confirmation of the assignment that precluded completion of the course must accompany the withdrawal exception request.

**Release of Information**

The University will only release non-directory information regarding the education progress of military members or other covered individuals utilizing Veterans Education Benefits/military tuition assistance upon proper authorization by the student. For additional information, refer to the Family Educational Rights and Privacy Act section of the Bulletin.
Academic Information

Academic Schedule
Instruction offered by Global Campus is independent of the university’s main campus academic calendar. Classes begin and end at varying times, depending on the needs of the students being served. Flexible scheduling includes extensive use of compressed schedules and mini-sessions which permit an instructor to subdivide a course into varying time blocks and to schedule a series of intensive study sessions. Course materials and books are made available to students well in advance of the beginning of classes to ensure adequate pre-class preparation time.

Faculty
The distinctive character and flexible course schedules of CMU’s Global Campus programs attract leaders from a variety of fields. Instruction is provided by CMU faculty, by faculty from other colleges and universities, by public officials, by practicing specialists, and by leaders in business and industry.

The academic credentials of all instructors are approved by the appropriate academic department of the university. In addition, instructors of graduate courses are approved by the College of Graduate Studies. Instructors are contracted separately for each class.

Because Central Michigan University has over 1,100 approved part-time instructors, hired on a course-by-course basis, individual adjuncts are not listed in this catalog. All faculty are required to include biographical information on the cover sheet for each course they teach. This information is available to students before and during registration. As part of the course cover sheet, faculty provide phone numbers, e-mail address, times they are available, and a mailing address where they can be reached before, during and after the class has been completed.

Academic Advising
Academic advising is provided to help students identify their educational needs, interests and goals. Advisors include professionals from education, business and government. They are available for advising appointments at regularly scheduled times and can be reached via e-mail or phone. Scheduling information is either mailed to students or is posted in the program center office.

Students work with an academic advisor to complete a program plan which serves as the road map or guide to achieve the student’s academic goals. It is the student’s responsibility to schedule an appointment with the academic advisor to develop the program plan. This should be done as early in the student’s course of study as possible – if at all possible, before a student begins her or his second course. If the student decides to take coursework before developing a degree program plan, he or she does so at the risk the work may not be applicable to the course of study which he or she wishes to pursue.

The academic advisor and the program director have authority over the student’s program plan. This authority is limited by the curricula and the university’s policies and practices. While the program plan is intended to be flexible, students should not deviate from the program plan without the permission of the academic advisor and the program director. If they do so, they run the risk the deviations may not be applicable to the course of study which they have chosen. No student will be approved for graduation until an approved program plan is on file at Global Campus’s Mount Pleasant office.

CMU Writing Center
For help with prewriting, drafting, revising, editing, and polishing, contact a CMU Writing Center consultant online, a free service at http://global.cmich.edu/student/writing-center.aspx. A CMU Writing Center Consultant will work with you per submission, and papers are back within two business days. Contact writcent@cmich.edu for more information.

Tutoring for Mathematics and Statistics Courses
Tutoring assistance is now available to Global Campus students from the CMU Math Assistance Center (http://global.cmich.edu/mathcenter/tutoring-request.aspx). After the online registration process (usually takes one business day), real-time tutoring via internet and/or toll free telephone connect (800-950-1144, ext. 2290) will be available. Students must be currently enrolled in a Global Campus mathematics course (MTH 105, 109, 117, 120, 130, 132, 175) statistics course (STA 282 or 382) or PSY 211; have activated their global ID and password; have computer access (high speed connection preferred); or telephone access. For more information, contact the Math Assistance Center at 800-950-1144, ext. 2290 or mathac@cmich.edu.

Library Services
The University Library in the Charles V. Park Library building offers a broad range of collections and services for CMU students, faculty, and staff. Its collections contain more than 1,000,000 books and other print items, 50,000 electronic books, 125 electronic periodical article databases, electronic access to the full-text content of more than 30,000 journals, and more than 15,000 multimedia items. Electronic collections are accessible around the clock, on or off campus, at library.cmich.edu. Additionally, the Park Library is a selective federal and state government document depository library, providing access to items published by the United States Government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library’s interlibrary loan service, Documents on Demand.

Access to all library resources and services is provided to Global Campus students and faculty by the Global Campus Library Services (GCLS) department. GCLS librarians provide reference assistance and answer questions about the library’s services and resources via telephone, e-mail, web form, and a chat interface. Faculty may contact GCLS to arrange for an instructional session to be presented by a librarian in a face-to-face classroom at a center or within an electronic classroom via Wimba. Librarians are available to assist patrons Monday through Wednesday from 8:00 a.m. - 9:00 p.m.; Thursday and Friday from 8:00 a.m. - 5:00 p.m.; and Sunday from 1:00 p.m. – 6:00 p.m. (EST).

The CMU Libraries’ Documents on Demand office offers a document delivery service that allows Global Campus patrons to obtain books as well as copies of single book chapters, journal articles, sample MSA and EDU projects, and more. This service is provided free of charge to students and faculty, and all requests are typically processed within a 24 – 48 hour period. The hours of operation for Documents on Demand are Monday through Thursday from 8:00 a.m. – 9:00 p.m.; Friday from 8:00 a.m. – 5:00 p.m.; Saturday from 9:00 a.m. – 6:00 p.m.; and Sunday from 12:00 p.m. – 9:00 p.m. (EST).
As an additional service for faculty, the library also offers a copyright clearance service for items that instructors wish to place on electronic reserve within the Blackboard course shell. If instructors want to use journal articles or excerpts from books as part of course materials, they may contact the Course Reserve and Copyright Services office, which will obtain a full-text copy of the item, obtain one semester's worth of copyright clearance to use the item, pay any applicable usage fees, and then upload it directly into an instructor's Blackboard course shell.

Through the Global Campus Library Services department, students and faculty have access to a very responsive and focused suite of library services, as well as to millions of print, electronic, and media items. All students and faculty participating in Global Campus courses are encouraged to take advantage of this nationally-recognized, full-service library program. For more information, see the OCLS web site at http://ocls.cmich.edu or call 800-544-1452.

Career Services and Resource Center

Career Services is located in Ronan Hall 250, 989-774-3068, and offers students assistance with job search activities. The office helps students with developing sound job-seeking skills, writing resumes, and interviewing techniques. Students can register for an online resume referral service through http://www.cmich.edu/about/careers/student/career_services/Pages/default.aspx (Career Service's Web site). An extensive career resource center is provided for use by all students and alumni who live near or visit the Mount Pleasant area.

The resource center contains general career information, tips for seeking jobs, vacancy listings from a variety of sources, and information about potential employers in business, government, and education. For those students and alumni who do not live in the Mount Pleasant area, you can access most of this information through the Career Services Web site.

The center also coordinates recruiting on the main campus by businesses, government agencies, and educational institutions and serves as a clearinghouse for employment opportunities through publication of a weekly vacancy Bulletin.

Note: The center does not guarantee employment for graduates.

Transfer Credit

All transcripts and other documents received by the university become the property of the university and will not be released. Copies will not be made for other than university use.

Options for Earning Credit

Undergraduate Transfer Credit

Courses from other colleges will be considered for transfer credit if they meet the policy outlined below. At least 60 semester hours of the student's bachelor's degree academic requirements must be earned at a fully accredited, four-year, degree-granting institution like Central Michigan University, or from a foreign university or college approved by the government or the official agency of the country in which the university or college is located. Credit earned at other institutions is automatically evaluated when a student is granted regular admission status. In some cases, the evaluation of transfer credit may require that you obtain course descriptions for courses taken more than 10 years ago from out-of-state institutions before your transfer credit can be evaluated. Evaluation begins after all official transcripts have been received. Results of transfer credit evaluation will be sent to the student. It is the student's responsibility to consult with the academic advisor who determines which credits may appropriately be applied to that student's degree program. Coursework not eligible for transfer credit may be considered for prior learning assessment credit.

A student may not apply more than 94 semester hours of credit from any combination of the following sources:

a. Transfer credit
b. Prior learning assessment credit
c. College Level Examination Program (CLEP) or the university's Credit by Examination Program
d. United States Armed Forces credit
e. As assessed on an individual case basis, any other credit earned through standard testing or evaluation procedures.

I. Transfers from accredited schools and foreign institutions

Undergraduate courses from another college or university which is accredited by one of the regional institutional accrediting bodies, or from a foreign university or college approved by the government or the official agency of the country in which the university or college is located, will be considered for transfer credit at Central Michigan University, subject to the following conditions:

a. Courses must be germane to a program at Central Michigan University.
b. Transferable courses completed with a grade of C- or better or the equivalent will be accepted.
c. Credits from foreign institutions will be accepted using the guidelines developed by the World Education Series of the American Association of Collegiate Registrars and Admissions Officers and in consultation with affected departments.
d. Grades and honor or quality points are not transferable to or recorded on the CMU permanent record.
e. Applicability of transfer coursework to a student's program plan is at the discretion of the academic advisor with approval by the appropriate academic unit.

II. Transfers from nonaccredited schools

A student who has earned credit or a baccalaureate degree from an institution which is not accredited by one of the regional accrediting associations may appeal to the Board of Appeals who may consult with the individual departments for an exception to the above policy for up to a maximum of 62 credits. If a positive decision results, transfer credit may then be granted subject to the same conditions that apply to transfers from accredited schools. For undergraduate transfer credit from another university to be considered for acceptance while an undergraduate student is currently enrolled in Global Campus, the student must:

a. Consult with the academic advisor to determine whether the course would likely be appropriate to the program plan. Consultation does not guarantee acceptance of the credit as the guidelines, described above, must also be satisfied.
b. Upon completion of the work, request that the institution awarding the credit send one official transcript to Global Campus.

III. Exceptions

Academic units may request an exception to the Regional Accreditation Policy from the Degrees, Admissions, Standards, and Honors Committee.

IV. Military training and experience

a. Military service school experiences

Military service school experiences. Granting of academic credit for military service school experiences will be guided by the evaluations prepared by the American Council on Education and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services.” All Military Service School experiences that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military service school experiences to fulfill CMU major or minor requirements is at the discretion of the individual department.
b. Military occupational specialties. Granting of academic credit for military occupational specialties will be guided by the evaluations prepared by the American Council on Education and published in the “Guide to the Evaluation of Educational Experiences in the Armed Services.” All Military Occupational Specialties that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military occupational specialties to fulfill CMU major or minor requirements is at the discretion of the individual department.

c. Service Member Opportunity College (SOC) courses. Undergraduate courses from another college or university that is recognized as a Service Member Opportunity College institution for either the army (SOCAD), navy (SOCKNAV), or marine corps (SOCMARS) may transfer to Central Michigan University subject to the following conditions: a) transferable courses completed with a grade of C- or better or the equivalent must be accepted; b) grades and honor points or quality points are not transferable to or recorded on the CMU permanent record. The Program Plan is a record of all of the student’s credit (including military experience) and where that learning fits into her or his degree plan.

V. Nonmilitary training experiences. Granting of academic credit for selected training experiences offered outside the sponsorship of colleges and universities will be guided by the evaluations prepared by the American Council on Education College Credit Recommendation Service (CCRS) program. CCRS credit recommendations appear in the publication entitled: The National Guide to Educational Credit for Training Programs. Students must provide an official transcript from the Registry of Credit Recommendations American Council on Education, 202-939-9434.

The MACRAO and MTA Transfer Agreements: A person who transfers from a community college in Michigan with a transcript documented as having satisfied the MACRAO or MTA Agreement, will also have satisfied the University Program portion of the General Education Requirements section at CMU. All other students may refer to the General Education Requirements in this Bulletin for guidelines on the applicability of their transfer credit toward University Program requirements.

International Baccalaureate Credit: Courses within the International Baccalaureate Diploma and the International Baccalaureate Certificate for individual courses may be accepted as transfer credit on a course-by-course basis if the higher level examinations have been passed with a score of four or better.

Graduate Transfer Credit Policy
This policy relates to non-CMU coursework being considered for transfer into a CMU graduate degree program plan.

Transferable credit:
- Graduate Certificate: maximum of 6 semester hours from a previous or concurrent graduate degree or certificate can be transferred toward a graduate certificate.
- Master’s Degree: maximum of 50% of the semester hours (Exception: maximum of 30 semester hours on the 54-credit hour joint master’s degree in history are transferable.)
- Specialist’s Degree: maximum of 12 semester hours beyond the master’s degree if the master’s degree was earned at CMU. (Exception: maximum of 9 semester hours beyond the master’s degree if the degree was not earned at CMU.)
- Doctoral Degree: maximum of 50% of the post-baccalaureate semester hours. Minimum percentage that must be earned at CMU can vary among academic programs.
- Maximum of 6 semester hours may be transferred from one earned degree to another master’s or higher degree program.
- Military coursework: coursework with a grade of outstanding or excellent is transferable.

A separate policy exists for the following: Students entering the Au.D. with a master’s degree in Audiology and significant, relevant professional experience. See the Au.D. program description for details. Students in California are limited to six semester hours or prior learning credit according to California regulations. The ACE Guide is consulted, and its recommendations are generally, but not always followed. Coursework which is not transferable may be considered for prior learning credit.

Graduate transfer credits must be appropriate to the student’s program, recommended by the student’s academic advisor for use on the program plan, and approved by the Vice President/Dean of the Office of Research and Graduate Studies. Transfer credits are not considered in the computation of the student’s graduate grade point average. Graduate transfer credit must meet the following criteria:

1. Credits must have been earned at a regionally accredited higher education institution or one of recognized standing (at the time the credits were earned) as defined by the College of Graduate Studies.

2. The credits are not in violation of any pertinent university or College of Graduate Studies regulation, procedure, or policy;

3. The credits do not correspond to a course previously taken at CMU;

4. The credits were earned within the time limit for program completion. Credits from a prior graduate degree or certificate that are to be applied to a doctoral degree may be exempt for the time limit for doctoral degree completion (see individual program description);

5. The credits are appropriate to the student’s program and are not in conflict with credit limitation specified elsewhere in the Graduate Bulletin;

6. As certified on the official graduate transcript, courses must be at the graduate level.

7. The grade for the credits must be B or higher. Ungraded course work will not be accepted in transfer unless accompanied by evidence that the work was of B or higher quality. Military coursework with a grade of outstanding or excellent is transferable. At the discretion of the department, coursework that is not transferable may be considered for prior learning credit.

8. The student is in good standing (cumulative graduate GPA of 3.0 or higher) at the institution at which the credit was earned.

9. Doctoral degree students must have regular admission to their degree program;

10. The student is responsible for having official graduate transcripts sent by the institution at which the credit was earned directly to CMU Global Campus, 802 Industrial Drive, Mt. Pleasant, MI and for completing the most recent version of the Graduate Transfer Credit Request form (www.grad.cmich.edu/forms.htm).

11. The credits must be approved by the student’s academic advisor (for graduate certificates and Master’s degrees) or Program Director (doctoral degrees) and the Vice President/Dean of the Office of Research and Graduate Studies.

12. Courses earned by correspondence will be eligible for graduate transfer credit unless otherwise stipulated in department admission requirements.

13. Transfer credits must be earned within the time limit for program completion. Transfer credits are not eligible for extension of time consideration.

Transfer credits are not included in the computation of the student’s CMU graduate grade point average.

Students who seek to transfer credit should begin the process by giving their academic advisor copies of course catalog descriptions of syllabi. After reviewing the materials, the academic advisor will indicate which work might be appropriate for use on the program plan. The student is responsible for requesting an official transcript(s) of the credits be sent directly to CMU, 802 Industrial Drive, Mt. Pleasant, MI, 48858, by the registrar of each institution from which the credit was earned. The academic advisor then initiates the Graduate Transfer Credit Request (GTCR) form which recommends to the Vice President/
Dean of the Office of Research and Graduate Studies that the transfer of coursework be approved. All transfer credits must be approved by the academic advisor and the Vice President/Dean of the Office of Research and Graduate Studies.

Students may request pre-approval of a course’s content for possible transfer credit. Students should note that pre-approval by Graduate Studies does not guarantee the courses will be approved once a Graduate Transfer Credit Request form is submitted. Pre-approvals only indicate the likelihood that the coursework will transfer.

The Prior Learning Assessment Credit Process

The Prior Learning Student Handbook, required forms, and sample undergraduate and graduate portfolios are available on the Prior Learning Website http://global.cmich.edu/prior-learning. Students should review this material carefully before beginning work. The Prior Learning Student Handbook is an essential guide, and the forms are a required part of the student's portfolio. Portfolios must be typed or machine printed. Handwritten portfolios are not acceptable.

Portfolios should be submitted as early as possible in the degree program since an early evaluation of prior learning assessment credits enables the student to plan her or his degree program more efficiently. Graduate prior learning assessment credit applications should be submitted within four months (120 days) of a student’s admission. Completed portfolios and the appropriate fee should be sent to: Prior Learning Assessment, Central Michigan University, Global Campus, 802 Industrial Drive, Mount Pleasant, MI, 48858.

The evaluation of portfolios is usually completed within 9-12 weeks. Students should submit two complete copies of their portfolios in separate notebooks; if they do not, evaluation time will be lengthened.

After being notified of their prior learning assessment credit award, students are responsible for consulting with their academic advisor. The academic advisor determines which prior learning assessment credits may be applied to the student’s program plan.

Portfolios are evaluated using performance criteria established and administered by a trained team of university graduate faculty members. Typical criteria include such things as the amount and level of decision-making responsibility; the number of and reporting relationships with subordinates and colleagues; the span of financial control; the activity time span, training experience duration, preparation and results; and the overall level of responsibility or expertise required to perform the functions described. All experiences must be thoroughly self-assessed and documented.

The following course numbers are used to record prior learning assessment credits:

**Undergraduate:**
- UNV 297 (lower division), or
- UNV 497 (upper division)

**Graduate:**
- UNV 697

An appropriate title and credit hour designation are assigned by the Prior Learning Assessment Team to each award.

Classes and Seminars

The instructional format for each course offered through Global Campus is dependent upon content, student needs, and course design options. Classes are usually scheduled during compressed time blocks to maximize degree progression and to minimize scheduling conflicts. Scheduling options offered include alternate weekends, week-long, and evenings, as well as CMU Online. Course modality options include face-to-face classes, online, video conference courses, or hybrid courses.

**Face-to-Face courses:** Instructor and students meet and interact at pre-determined times, dates and location for purposes of delivering instructional content by a variety teaching methods and evaluative measures.

**Online courses:** Instructor and students interact in a virtual classroom where the learning experience is facilitated using the latest technology. Course materials are distributed electronically and student learning assessment and evaluations are conducted exclusively online. Online courses can include synchronous communication experiences where students engage in real-time interactions, at a specific point in time, with fellow students and faculty through the utilization of software imbedded in the learning management system (LMS); or, through asynchronous communication experiences where students engage with fellow students and faculty through independent learning spaces that allow anytime interactions and responses.

**Video Conference courses:** Instructor and students meet in various classroom environments, that are geographically dispersed, and interact via live interactive video. These courses provide opportunity for a collaborative learning environment by allowing delivery of one course to multiple locations.

**Hybrid/Blended courses:** Instructor and students meet and interact using both face-to-face and online environments in one course, leveraging a variety of strategies and interactions to enhance the learning experience.

Regardless of modality, all courses have specific start and end dates. In addition, textbooks, course outlines, reference materials and assignments are available prior to the first session of a class to allow preparatory reading and study.

**Note:** To ensure the best student learning experience and the availability of courses that fulfill student degree plans at given locations, courses initially scheduled as face-to-face courses may be converted to a hybrid/blended course format prior to the first class meeting.

Main Campus Courses

Any student admitted to Global Campus may enroll for classes on the Central Michigan University campus in Mount Pleasant. Students must follow regular main campus enrollment procedures. Information regarding dates and procedures for main campus registration is in the Class Schedule on the Registrar’s website at [http://www.cmich.edu/registrar_office/RegistrarClassScheduleCourseOfferings](http://www.cmich.edu/registrar_office/RegistrarClassScheduleCourseOfferings).

Limitations on College of Business Credits

MSA degree student program plans may include no more than 15 semester hours of coursework from the College of Business Administration; graduate certificate student program plans may include no more than 12 semester hours; undergraduates, no more than 27 semester hours. These credit limitations include both business transfer credits and credits earned at CMU. Students should consult with their academic advisor before enrolling in any College of Business course.

Independent Study

Independent study courses, such as MSA 691 (1-2 credits), are available for students who wish to pursue special areas of interest. Independent learning experiences should help students develop skills in planning, organizing, researching, reporting, and developing specific skills outside the classroom. The experiences may take the form of readings, research, or special projects. Students wishing to pursue independent study should contact their program center for an Independent Study Guide and an application for Independent Study Request. Independent study projects should not duplicate the content of an established course.

Tutorial Option

Students may, under certain circumstances, take courses as tutorials (on an individual basis) working closely with an approved instructor. Details are available from the program administrator.
### Additional Options for Undergraduates Only

Undergraduate students may be granted credit at CMU by earning high scores on the following specified examinations: Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate. Credit can be earned in some CMU classes by AP examination. In the following list, approved AP examinations are paired with the CMU courses in which credit is granted for a minimum score of three to five. The courses on this list are approved by individual academic departments and are subject to change.

#### Accepted Advanced Placement Program Examinations

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>CMU Equivalent</th>
<th>Course Number</th>
<th>Credit</th>
<th>Min. Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>Introduction to Western Art, Part I</td>
<td>ART 283</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art: 2-D Design Portfolio</td>
<td>2-D Design</td>
<td>ART 115</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art: 3-D</td>
<td>3-D Design</td>
<td>ART 118</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art: Drawing Studio</td>
<td>Introduction to Drawing</td>
<td>ART 106</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Concepts of Biology</td>
<td>BIO 110</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Survey of Chemistry &amp; Introductory Chemistry Laboratory</td>
<td>CHM 120 &amp; CHM 127</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

*Prior to Fall, 2013: CHM 131 (4) with score of 3 or CHM 131/132 (8) with score of 5.

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>CMU Equivalent</th>
<th>Course Number</th>
<th>Credit</th>
<th>Min. Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Science A</td>
<td>Principles of Computer Programming</td>
<td>CPS 180</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Introduction to Data Structure</td>
<td>CPS 181</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>Introduction to Literature</td>
<td>ENG 134</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English Composition and Literature</td>
<td>Introduction to Literature</td>
<td>ENG 134</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Introduction to Environmental Studies</td>
<td>ENV 101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Government &amp; Politics: Comparative</td>
<td>Introduction to Comparative Politics</td>
<td>PSC 242</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History: European</td>
<td>The Development of Western Civilization: From Ancient Times to 1700 A.D.</td>
<td>HST 101 or HST 102</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>The Quest for Liberty: The United States to 1865</td>
<td>HST 111 or HST 112</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>History: World</td>
<td>World History to 1500</td>
<td>HST 201 or 202</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Cultures of the World</td>
<td>GEO 121</td>
<td>3</td>
<td>3</td>
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<tr>
<td>Languages:</td>
<td>• French Language</td>
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<tr>
<td></td>
<td>• German Language</td>
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<tr>
<td></td>
<td>• Spanish Language</td>
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<tr>
<td></td>
<td>• Latin: Literature</td>
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<td></td>
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<tr>
<td></td>
<td>• Latin: Vergil</td>
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<tr>
<td>Languages:</td>
<td>For each of these examinations, credit will be awarded as follows:</td>
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<tr>
<td></td>
<td>• For a score of 3, credit will be given in the 201 course (4 hours)</td>
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<td></td>
<td>• For a score of 4, credit will be given in the 201 and 202 courses (8 hours)</td>
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<td></td>
<td>• For a score of 5, credit awarded will be determined by the department section for that language based on a review of the examination and an interview with the student. A minimum of 10 hours and a maximum of 12 hours are recommended, with credit to be at the 200 level.</td>
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<tr>
<td></td>
<td>• For each of these Latin examinations, credit for scores of 3, 4, or 5 will be awarded through Latin: consultation with the department chairperson.</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Principles of Macro- and Global Economics</td>
<td>ECO 204</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Microeconomic Principles for Business</td>
<td>ECO 203</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>Calculus I</td>
<td>MTH 132</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>Calculus I and Calculus II</td>
<td>MTH 132/133</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: Subscore AB</td>
<td>Subscore AB</td>
<td>MTH 132</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics I</td>
<td>College Physics I</td>
<td>PHY 130QR</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics II</td>
<td>College Physics II</td>
<td>PHY 131</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>College Physics I and College Physics II</td>
<td>PHY 130QR/131</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physics C (Mechanics)</td>
<td>University Physics I</td>
<td>PHY 145QR</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics C (Electricity &amp; Magnetism)</td>
<td>University Physics II</td>
<td>PHY 146</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>Introduction to Psychology</td>
<td>PSY 100</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>• Introduction to Statistics</td>
<td>STA 282QR</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• Elementary Statistical Analysis</td>
<td>STA 382QR</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>
College-Level Examination Program (CLEP)

The College Level Examination Program (CLEP) sponsored by the College Board affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level in various general areas and in specific subjects. Policies concerning the use of CLEP General Examinations at Central Michigan University are developed and controlled by the Academic Senate. The minimum scores for CLEP Subject Examinations are determined by the department authorizing credit for the subject.

When a student submits evidence of achievement by CLEP, this evidence will be evaluated by the Registrar's Office with credit being granted in appropriate areas.

A. To be eligible for credit for CLEP scores, a student must have been granted regular undergraduate admission at CMU and an official score report must be on file.

B. The student may not at any time have been enrolled in the course for which credit is being sought nor in a higher level course in the same subject. A student is not considered to have been enrolled in a course if they have dropped the course during the regular drop/add period at the beginning of the semester.

C. Credit for the CLEP General Examinations in Humanities and/or Social Science and History will not be granted after university study has begun. In addition, credit earned through CLEP General examinations may not be applied to any University program group requirements. Exceptions: Students with concurrent high school and CMU enrollments or students who have participated in certain special vocationally oriented programs may be eligible to take these examinations. Answers to the specific questions on eligibility can be obtained from the Computer-based Testing Center at 989-774-1092 or http://www.cmich.edu/about/leadership/office_provost/AcademicAffairs/CBTC. Eligibility in individual cases will be determined by the Undergraduate Academic Services.

D. Students may receive three (3) credit hours in ENG 101 for the CLEP College Composition Examination only if that examination is taken before the end of their first college semester. Transfer students may take this examination during their first semester at CMU to meet the Basic Freshman Composition requirement, but no credit will be awarded.

E. CLEP examination credit may not be used to repeat any course(s) previously taken.

F. Grades for the CLEP examinations, where credit is granted, will be recorded as Credit (CR) without points.

In the following list, each approved CLEP subject examination is paired with the CMU course in which credit is granted for a score at the 50th percentile or higher.

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>CMU Equivalent</th>
<th>Course Number</th>
<th>Credit</th>
<th>Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>American Government</td>
<td>Introduction to American Government &amp; Politics</td>
<td>PSC 105</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Analyzing &amp; Interpreting Literature</td>
<td>Introduction to Literature</td>
<td>ENG 134</td>
<td>3</td>
<td>58</td>
</tr>
<tr>
<td>Biology</td>
<td>Concepts of Biology</td>
<td>BIO 110 or BIO 101</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Calculus</td>
<td>Calculus I</td>
<td>MTH 132</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Introduction to Chemistry I</td>
<td>CHM 131</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Introduction to Chemistry II</td>
<td>CHM 131 &amp; 132</td>
<td>8</td>
<td>61</td>
</tr>
<tr>
<td>College Algebra</td>
<td>College Algebra</td>
<td>MTH 107</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>College Composition</td>
<td>Freshman Composition</td>
<td>ENG 101</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>English Literature</td>
<td>English Literature</td>
<td>ENG 235 &amp; 236</td>
<td>6</td>
<td>49</td>
</tr>
<tr>
<td>French Language</td>
<td>Elementary French I</td>
<td>FRN 101</td>
<td>4</td>
<td>48</td>
</tr>
<tr>
<td></td>
<td>Elementary French II</td>
<td>FRN 102</td>
<td>4</td>
<td>52</td>
</tr>
<tr>
<td></td>
<td>Intermediate French I</td>
<td>FRN 201</td>
<td>4</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>Intermediate French II</td>
<td>FRN 202</td>
<td>4</td>
<td>61</td>
</tr>
<tr>
<td>German Language</td>
<td>Elementary German I</td>
<td>GER 101</td>
<td>4</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>Elementary German II</td>
<td>GER 102</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>Intermediate German I</td>
<td>GER 201</td>
<td>4</td>
<td>57</td>
</tr>
<tr>
<td></td>
<td>Intermediate German II</td>
<td>GER 202</td>
<td>4</td>
<td>63</td>
</tr>
<tr>
<td>Humanities</td>
<td>English Credit and Humanities Credit</td>
<td></td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Introductory Psychology</td>
<td>Introduction to Psychology</td>
<td>PSY 100</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Introductory Sociology</td>
<td>Introductory Sociology</td>
<td>SOC 100</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Pre-Calculus</td>
<td>Pre-Calculus Mathematics</td>
<td>MTH 130</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Accounting</td>
<td>Introduction to Financial Accounting</td>
<td>ACC 250 or ACC 201</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Principles of Management</td>
<td>Introduction to Management</td>
<td>MGT 312</td>
<td>3</td>
<td>52</td>
</tr>
<tr>
<td>Principles of Marketing</td>
<td>Introduction to Marketing</td>
<td>MKT 300</td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Social Science and History</td>
<td>Social Science Credit</td>
<td></td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>History Credit</td>
<td></td>
<td>3</td>
<td>50</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Elementary Spanish I</td>
<td>SPN 101</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td></td>
<td>Elementary Spanish II</td>
<td>SPN 102</td>
<td>4</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Intermediate Spanish I</td>
<td>SPN 201</td>
<td>4</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>Intermediate Spanish II</td>
<td>SPN 202</td>
<td>4</td>
<td>58</td>
</tr>
</tbody>
</table>
International Baccalaureate

High school students may be able to receive credit through the International Baccalaureate (IB) Diploma Programme. IB examination scores should be sent from the IB Office (New York, Geneva, or London) directly to Undergraduate Admissions for evaluation. Strong scores on IB Higher Level examinations may allow for course waiver or course credit. In general, IB Higher Level examination scores of 5 or higher are more likely to result in credit; however, there are exceptions.

Students receiving a score of 4 or higher on the IB English Language A examination at either the higher or the subsidiary level may receive credit for ENG 101. Foreign language credit may be received for a score of 3 or above after departmental review. IB course content and examinations are under review by departments. Students should contact Undergraduate Academic Services for the most current information.

<table>
<thead>
<tr>
<th>IB Course Name &amp; Exam Level</th>
<th>Score Required</th>
<th>CMU Equivalent</th>
<th>Credit</th>
<th>Course Number</th>
<th>U.P./Competency*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology HL</td>
<td>4 or Higher</td>
<td>General Biology/Concepts of Biology and Biology Credit</td>
<td>6</td>
<td>BIO 101 (3) or BIO 110 (4)</td>
<td>IIA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>BIO Credit (2 or 3)</td>
<td></td>
</tr>
<tr>
<td>Chemistry HL</td>
<td>4 or Higher</td>
<td>Chemistry Credit</td>
<td>5</td>
<td>CHM Credit and Lab (5)</td>
<td>IIB</td>
</tr>
<tr>
<td>Economics A HL</td>
<td>5 or Higher</td>
<td>Principles of Macroeconomics and Principles of Microeconomics</td>
<td>6</td>
<td>ECO 201 (3) or ECO 204 (3)</td>
<td>IIB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ECO 202 (3) or ECO 203 (3)</td>
<td></td>
</tr>
<tr>
<td>English A1 HL</td>
<td>4 or Higher</td>
<td>Freshman Composition and Introduction to Literature</td>
<td>6</td>
<td>ENG 101 (3)</td>
<td>Freshman Composition</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ENG 134 (3)</td>
<td>IB</td>
</tr>
<tr>
<td>Foreign Language (see Spanish below)</td>
<td>3 or Higher and Department Review</td>
<td>Must see Department of Foreign Languages, Literatures and Cultures</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>History of the Americas HL</td>
<td>4 or Higher</td>
<td>United States to 1865 and United States 1865 to Present</td>
<td>6</td>
<td>HST 111 (3)</td>
<td>IIB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HST 112 (3)</td>
<td>IIB</td>
</tr>
<tr>
<td>History – Europe HL</td>
<td>4 or Higher</td>
<td>History Credit</td>
<td>6</td>
<td>HST Credit (6)</td>
<td>IIA</td>
</tr>
<tr>
<td>History HL</td>
<td>4 or Higher</td>
<td>The African Experience and History Credit</td>
<td>6</td>
<td>HST 176 (3)</td>
<td>IVA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HST Credit (3)</td>
<td></td>
</tr>
<tr>
<td>Language A1 HL</td>
<td>4 or Higher</td>
<td>Freshman Composition</td>
<td>3</td>
<td>ENG 101 (3)</td>
<td>Freshman Composition</td>
</tr>
<tr>
<td>Music HL</td>
<td>5 or higher</td>
<td>Listening Experience and Music Credit</td>
<td>5</td>
<td>MUS 114 (3)</td>
<td>IB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>MUS Credit (2)</td>
<td></td>
</tr>
<tr>
<td>Language A1 HL - World Literature</td>
<td>4 or Higher</td>
<td>English Credit</td>
<td>3</td>
<td>ENG Credit (3)</td>
<td></td>
</tr>
<tr>
<td>Philosophy HL</td>
<td>4 or Higher</td>
<td>Introduction to Philosophy and Critical Reasoning in Everyday Life</td>
<td>6</td>
<td>PHL 100 (3)</td>
<td>IA</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PHL 105 (3)</td>
<td></td>
</tr>
<tr>
<td>Physics HL</td>
<td>4</td>
<td>University Physics I and University Physics Laboratory I</td>
<td>5</td>
<td>PHY 145QR (4)</td>
<td>IIB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PHY 175 (1)</td>
<td></td>
</tr>
<tr>
<td>Physics HL</td>
<td>5 or Higher</td>
<td>University Physics I &amp; University Physics Laboratory I &amp; University Physics Laboratory II</td>
<td>10</td>
<td>PHY 145QR(4) and PHY 175 (1)</td>
<td>IIB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>PHY 146 (4) and PHY 176 (1)</td>
<td></td>
</tr>
<tr>
<td>Psychology HL</td>
<td>4 or Higher</td>
<td>Introduction to Psychology</td>
<td>3</td>
<td>PSY 100 (3)</td>
<td>IIIA</td>
</tr>
<tr>
<td>Social and Cultural Anthropology HL</td>
<td>4 or Higher</td>
<td>Anthropology Credit</td>
<td>3</td>
<td>ANT Credit (3)</td>
<td></td>
</tr>
<tr>
<td>Spanish A2 HL</td>
<td>4 or Higher</td>
<td>Spanish Credit</td>
<td>3</td>
<td>SPN Credit (3)</td>
<td>IVB</td>
</tr>
<tr>
<td>Visual Arts Option A HL in English</td>
<td>No Credit</td>
<td>No Credit</td>
<td>0</td>
<td>No Credit</td>
<td></td>
</tr>
</tbody>
</table>

*Note: The University Program or Competency credit apply only to the course directly to the left of the University Program Group or the competency designator. For example, a score of 4 or higher on the Biology HL exam will gain the student 6 credits, 3 credits for BIO 101 and lab, and 3 unspecified BIO credits. Only BIO 101 with the lab count for University Program Group II-A credit. The unspecified BIO credit does not count toward a University Program requirement.
Additional Information on Advanced Standing

For information concerning AP and the International Baccalaureate, contact the Undergraduate Academic Services Office, Warriner 123, 989-774-3504, and for updates, go to the website: [http://www.cmich.edu/registrar_office/RegistrarRecords/Pages/default.aspx](http://www.cmich.edu/registrar_office/RegistrarRecords/Pages/default.aspx). Further information on the CLEP program (including exam eligibility requirements) is available from the Computer-based Testing Center at 989-774-1092, and at the program centers.

CMU Online

Students interested in taking courses through CMU Online must be admitted to Central Michigan University prior to registration. Those students applying veterans educational benefits toward tuition of a course should contact CMU's Veterans' Resource Center for information regarding certification and restrictions.

Courses offered through CMU Online mirror main campus face-to-face courses in terms of their scope, study requirements and level of difficulty. Most students limit themselves to two online courses per term, especially if a student is new to independent learning, is employed full time, or has a large semester class load.

Online Courses

Online course delivery provides each student with a virtual classroom where lectures, multimedia study materials and class discussion are all provided using the latest technology, over the internet. Interactive online tools offer students the opportunity to connect with faculty and peers to discuss course content in cyberspace. Online courses still have specific start and end dates and assignment/exam due dates. Careful review of the course syllabus prior to the enrollment of a course will provide these dates. Questions regarding online courses may be directed to staff at cmuonline@cmich.edu.

Examination Proctors

A proctor is a person approved by CMU Online to administer exams to a student for an online course requiring a proctor. Not all online courses require a proctor. For those courses that do require a proctor, students must identify a proctor and provide the necessary information through the Proctor Designation Form to CMU Online for approval. Once a proctor has been approved, CMU Online will provide exam materials to the proctor. The student arranges for an exam appointment with the proctor to take their exam.

Acceptable proctors include school counselors, school/college administrators/teachers, military/industry education or testing centers, or librarians at a local library. In addition, CMU centers proctor exams. Unacceptable proctors include, but are not limited to, family members, friends, co-workers, other CMU students, anyone with whom the student has a personal relationship, or anyone who cannot provide a suitable testing environment. CMU reserves the right to deny any proctor or assign proctors to students as deemed necessary by the CMU Online staff.

The student is responsible for any proctor’s fees. If one of the CMU centers is to be used as a proctor, please check with that center to determine available times and dates for testing. Should you have any questions, contact CMU Online at 800-688-4268, option 1.
Planned Experiences
The planned experiences credit option provides a flexible learning format which can be tailored to fit particular student objectives. This learning option also allows the student to take full advantage of all instructional resources available. The student should consult her or his academic advisor to develop a planned experience and should consider the following guidelines:
1. The experience must develop skills not previously acquired by the student.
2. Planned experience credit will not be granted for work or study in which the student was involved prior to enrolling in the planned experience.
3. The experience may be graded on a credit/no credit basis at the student’s request and with the faculty reviewer’s approval.
4. The student may earn no more than 30 semester hours of credit through planned experiences. No more than 15 semester hours of credit may be earned for a single planned experience.

The following course numbers and titles are used to record credit granted for planned experiences:
CDE 291 Planned Experience in Community Development (1-15)
CDE 491 Planned Experience in Community Development (1-15)
CEL 291 Planned Experience in Administration (1-15)
CEL 491 Planned Experience in Administration (1-15)

Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:
1. The right to inspect and review the student’s educational records within 45 days of the date the University receives a request for access.
   Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student’s privacy rights.
   Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
   If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosures without consent.
   One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interest and/or needs to review an educational record in order to fulfill his or her professional responsibility. A University official for the purpose of this policy is defined as follows:
   • members of the faculty;
   • members of the professional, executive, and administrative staff;
   • members of the Central Michigan University Police Department in an emergency if knowledge of the information is needed to protect the health and safety of the student;
   • students, when properly appointed as members of a hearing panel or screening committee;
   • representatives of the State Auditor General or Department of Education when performing their legal function;
   • a person or company with whom the university has contracted (e.g., attorney, auditor, or collection agent) but limited to only the specific student information needed to fulfill their contract;
   • others as designated in writing by the president, a university vice president, or dean.

Upon request, the University discloses educational records without a student’s consent to officials of another school in which a student seeks to enroll.

Another exception which permits disclosure without consent is when the information consists solely of “Directory Information.” Directory information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise, as explained more fully in paragraph (4) below, Central Michigan University designates all of the following categories of information about its students as “Directory Information”:
a. name, campus address, home address, telephone listing, and campus e-mail;
b. state of residence;
c. age, date, and place of birth;
d. major field of study, including the college, department, or program in which the student is enrolled;
e. classification as a freshman, sophomore, junior, senior, graduate, specialist or doctoral student;
f. enrollment status (full-time, half-time, less than half-time);
g. participation in officially recognized activities and sports;
h. weight and height of members of athletic teams;
i. dates of attendance and graduation, and degrees received;
j. the most recent educational institution attended;
k. honors and awards received, including selection to the Dean’s or President’s list, honorary organization, or the GPA range for the selection.
4. A student has the right to refuse the designation of all categories of personally identifiable information listed above (a. through k.) as Directory Information. If a student exercises this right, it will mean that no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, a court order, or a subpoena.

Any student wishing to exercise this right must inform the Registrar’s Office in writing by the end of registration regarding the withholding of all categories of personally identifiable information with respect to that student. Once a student has requested the withholding of information, “Directory Information” will be withheld until the student cancels the request in writing.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Michigan University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901
Grading Systems

The university undertakes to evaluate the amount and to appraise the quality of work done by its students according to specified quantitative and qualitative standards. 1) The quantitative unit of credit is the semester hour. 2) The qualitative credit is the grade or rating used by the instructor to indicate an evaluation of the results accomplished. An official “Grade” will be available to the student at the end of each class. Grades may take as long as one month to be available to the student after the end of the class. Students wishing to receive information about their grade(s) should consult their program center for instructions or access CentralLink to review their grades at https://centrallink.cmich.edu in the academic section, or provide their instructor with a self-addressed, stamped envelope or postcard.

Undergraduate

<table>
<thead>
<tr>
<th>Grades</th>
<th>Significance</th>
<th>Honor Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
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<td>1.3</td>
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<td>D</td>
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</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Not included in computing points.</td>
</tr>
<tr>
<td>N</td>
<td>No Grade Submitted</td>
<td></td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal</td>
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<tr>
<td>X</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Deferred Grade</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Honors Program</td>
<td>(Designates Honors Credit in combination with letter grade)</td>
</tr>
</tbody>
</table>

Grade Point Average: The grade-point average for undergraduate students is found by dividing the total honor points earned by the total hours graded. See the GPA calculator at https://centrallink.cmich.edu/services/registrar_office/RegistrarRecords/RegistrarGPAcalculator/Pages/default.aspx

Credit/No Credit Policy: An undergraduate student may take courses on a Credit/No Credit basis subject to regulations summarized here. The option is elected by submitting an Undergraduate Credit/No Credit Request Card to the Program Center before the published deadline.

The instructor is not notified when a course is taken credit/no credit and so assigns the student a letter grade. The grade is automatically converted to credit or no credit according to the following guidelines. The student earns credit (CR) for the course and credit toward graduation when a grade of C or better is assigned. No credit (NC) is earned when the assigned grade is C-, D+, D, D-, or E. The course appears on the student’s permanent record with the CR or NC grade, but the grade has no effect on the grade point average.

Departments designate which of their courses may be taken on a credit/no credit basis and whether such credit may be applied to a major or a minor. A department may offer certain courses exclusively on a credit/no credit basis after approval by the appropriate curricular authorities and publication in the University Bulletin. A maximum of 25 semester hours of credit earned under the credit/no credit option may be applied toward an undergraduate degree. Courses exclusively offered on this basis are not included in the 25-hour restriction. Students may not take more than two courses or 7 hours for credit/no credit in the University Program.

Procedures and deadlines for registering for courses on a credit/no credit basis can be found in the current Class Schedule booklet. A student who officially elects the credit/no credit option for a course may not change the registration to a letter grade designation after the deadline.

Graduate

Credit and Points. The university uses specified quantitative and qualitative standards to appraise the quality of work done by its students.

Quantitative Unit. The quantitative unit of credit is the semester hour.

Qualitative Unit. The qualitative credit is the grade or rating used by the instructor to indicate an evaluation of the results accomplished. The work of the student in each course completed is rated in accordance with the following marking system.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Significance</th>
<th>Honor Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>Failing</td>
<td>0.0</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
<td>Not included in computing points.</td>
</tr>
<tr>
<td>NC</td>
<td>No Credit</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrawn</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td>Audit</td>
<td></td>
</tr>
<tr>
<td>Z</td>
<td>Deferred Grade</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>Honors Program</td>
<td>(Designates Honors Credit in combination with letter grade)</td>
</tr>
</tbody>
</table>

Grade Point Average: The grade-point average for graduate students is found by dividing the total honor points earned by the total hours graded. See the GPA calculator at https://centrallink.cmich.edu/services/registrar_office/RegistrarRecords/RegistrarGPAcalculator/Pages/default.aspx

Credit/No Credit Policy: An undergraduate student may take courses on a Credit/No Credit basis subject to regulations summarized here. The option is elected by submitting an Undergraduate Credit/No Credit Request Card to the Program Center before the published deadline.

1 Does not count toward graduate degree; does count in grade point average.

2 Counts for graduation, but not in grade point average.

(continued)
Academic Policies and Procedures

There is no grade of C- in the graduate marking system. When a C- grade is assigned to a graduate student, the Registrar’s Office will convert the grade to an E before recording it on the student’s permanent record. Courses in which the student earns or has earned a grade below C do not count toward meeting any graduate degree requirement, nor are they accepted, following the completion of the baccalaureate degree, for the removal of deficiencies. Particular programs may have more stringent grade requirements.

The grading system also applies to undergraduate courses taken for undergraduate or graduate credit by a student admitted to Graduate Studies at CMU.

Points. To compute the quality of work done, points are assigned to letter grades as indicated above for credits earned at the university.

Credit/No Credit (CR/NC): Courses in which graduate student performance is evaluated CR/NC, rather than by a letter grade on the A through F scale, carry the designation “CR/NC only” in the departmental course descriptions. CR indicates that the student has performed at a level equivalent to or above the grade point average for graduation (B grade) and shall receive credit in the course. NC indicates that the student has performed at a level lower than a B and shall not receive credit. In either case, the title and other course identification and the symbol CR or NC shall be entered on the student’s transcript. CR and NC are not equated with qualitative letter grades, however, and are not included in computation of the student’s grade point average. Optional registration for Credit/No Credit in other graduate courses is not available to graduate students.

Optional registration for Credit/No Credit is available to graduate students who register in a course below the 500 level for undergraduate credit. Courses taken under this provision may not be applied to graduate certificate or degree requirements. Such optional registration for undergraduate credit is not available to students removing deficiencies specified in their Conditional Admission. The courses for which graduate students may register for undergraduate credit on a CR/NC option basis must be designated in the Class Schedule by the department as available on a CR/NC option basis. Procedures for registration, grading, and recording are explained above in the Undergraduate section under “Credit/No Credit Policy.”

Duration of Admission Status: Time for Completion of Degree

After admission to a graduate program of study, students are expected to complete degree or certificate requirements in a responsible and timely manner. For full-time students, two calendar years should be adequate for the completion of most master’s degree programs; five calendar years should be adequate for the completion of most doctoral programs. Part-time students may need a somewhat longer period to meet these requirements, but in all instances, coursework and other requirements must be completed within the following time limitations:

1. Graduate Certificate: within seven years;
2. Master’s or Specialist’s degrees: within seven years;
3. Doctoral Degrees: within eight years if the student had a relevant graduate degree when beginning the program OR within ten years if the student began doctoral study without a relevant prior graduate degree.

Extension of Time Requests

Extension of time requests are serious and approval by the advisor and department do not guarantee approval by Graduate Studies. Extension of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically “life” events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances.

Requests must meet ALL of the following for criteria to be considered:

1. Compelling extenuating circumstances;
2. Current knowledge in the subject matter they wish to extend;
3. Steady progress toward the certificate or degree – students that have not been enrolled at CMU for more than two (2) years are not making steady progress;
4. Cannot request transfer credit to be extended;
5. Cannot have previously received an Extension of Time for the same coursework;
6. The number of credits being extended does not exceed nine (9) credits;
7. The extension of time should not exceed 18 months.

Students who wish to submit an extension of time request should contact their Graduation Auditor or Academic Advisor to obtain the form. The completed form along with the required supporting documentation should be submitted electronically to cntrsvc@cmich.edu.

Grading Policies

(for both undergraduate and graduate students)

Incomplete Grade (I)

The Incomplete (I) is a temporary grade used by the instructor in cases when a student is unable to complete course requirements because of illness or other justifiable circumstances. It is assigned only in cases in which the student has completed satisfactorily the major portion of the course requirements and has convinced the instructor of her or his ability to complete the remaining work without reregistering for the course. It is not to be given to a student who is already doing failing work. A form must be completed and signed by the faculty member (and the student, when possible) whenever a grade of I is assigned. An instructor who assigns a grade of (I) also submits a Report of Incomplete or Deferred Grade Form stating requirements to be satisfied for removal of the Incomplete grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.

It is the student’s responsibility to contact the instructor to make arrangements for completing the remaining work. The length of time within which an (I) must be removed is determined by the instructor, but in no case later than one calendar year following the receipt of the (I). A student not completing the remaining work by the end of one calendar year following the receipt of an (I) would retain an (I) only if the instructor chooses not to change the (I) to a specific grade ranging from A to E by the end of the calendar year. An (I) may not be removed by registering again for the course.

* If the instructor of the class in which the (I) was incurred is no longer a member of the faculty, the student should contact the program administrator.

Deferred Grade (Z)

The Deferred Grade (Z) may be recorded for students registered for independent study, thesis, doctoral research project, or dissertation if the instructor believes that the quality and quantity of work completed by the end of the semester justifies an extension of time.

An instructor who assigns a grade of (Z) shall submit a Report on Incomplete or Deferred Grade Form to the regional manager stating the remaining requirements for removal of the deferred grade. A copy of the statement of requirements, including deadlines for its completion, shall be made available to the student.

Change of Grade

A request to change a grade may be made by an instructor by filing a Change of Grade Request Card.

Requests for change of grade involving clerical or computational error by an instructor are to be forwarded by Global Campus to the appropriate academic unit for processing.

Change of grade requests for other reasons will be forwarded to the appropriate Change of Grade Committee for processing.

Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which a student submits must be the product of her or his own efforts. Plagiarism, cheating, and other forms of academic dishonesty including dishonesty involving computer technology are prohibited. Additional information on Academic Integrity may be found in Appendix II.
Misrepresentation of Affiliation with the University

It is important to Central Michigan University, its students and alumni that academic and cocurricular work done by students while at the university is accurately and honestly presented. When individuals report their academic performance and/or involvement in university related activities it is expected that they will do so in a truthful manner. Anyone involved in misrepresentation of student coursework, grades, degrees earned and/or involvement with cocurricular organizations or other university related activities may be barred from future enrollment and/or graduation from Central Michigan University. Such activity may also be criminal and subject the person to criminal prosecution.

Withdrawal (W)

All withdrawals will be assessed a $50 fee (see the tuition refund chart on page 23). The Withdrawal (W) grade may be given to any student who formally withdraws from any course, prior to the midpoint of the course. Students who cease/fail to attend class (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of E. Failure to access your online course does not constitute a withdrawal. Students may not withdraw from a course after its midpoint.

Course drops and withdrawals should be processed by the student within the allotted time frame for doing so, in the Course Search and Registration system found in Centrallink. If a student is not able to process their own drop or withdrawal, a written request should be e-mailed to the CMU Center where the course is being offered. Verbal requests to be dropped or withdrawn are not accepted.

If you withdraw from or drop classes to a point where you are considered to be a less than half-time student for the semester after a financial aid disbursement has been made and a refund check has been sent, you could be billed back for the full amount of the disbursement.

Repeat Course Policy

Undergraduate

To improve a grade previously earned at CMU or elsewhere, an undergraduate student may repeat any course, except Independent Study. A student is limited to three attempts of a course, including withdrawals. This includes repeats where a student has earned a grade of A through E or attempts where they were awarded CR, NC, I, W, Z, or X. This limitation does not apply to independent study and similar courses for which course content varies significantly with each offering or is a variable credit course.

The last grade and credits earned at CMU completely replace the previous grade and credit hours in computing the grade point average, although the earlier grade remains a part of the student’s transcript. A grade of A through E must be earned in a repeat course to replace the previous grade in computing the average. A student wishing to repeat a course must complete and sign the Repeat Course Request card available at the program center office.

For students repeating CMU courses at other colleges and earning higher grades, honor points will not transfer, but the previous CMU card available at the program center office.

Graduate

To improve a grade previously earned at CMU, a student may repeat any course except an Independent Study course up to two times at the graduate level. The last grade and credit hours earned at CMU completely replace the previous grade and credit hours in computing the grade point average, although the earlier record remains a part of the student’s transcript. A grade of A through E must be earned in a repeat course to replace the previous grade in computing the average.

Recomputation of Grade Point Average

An undergraduate student may petition for recomputation of his or her cumulative grade point average if:

1. the student has not attended CMU or any other institution for four or more consecutive years, and
2. the student re-enrolls after his or her matriculation was canceled or after withdrawing voluntarily with a cumulative grade point average under 2.00 (academic probation).

A petition for recomputation may be obtained from your academic adviser. This policy may apply to students presently enrolled at CMU.

If the petition is approved, all courses taken will remain on the permanent record. Those courses with grades of A, A-, B+, B, B-, C+, C, C-, or CR will be counted for credit only. The student resubmits his or her academic program at CMU with no cumulative grade-point average, and thereafter is subject to the conditions of probation and dismissal that govern all students. A student may not graduate from Central Michigan University under this policy unless he/she earns at least 12 semester hours of credit at this institution after the recomputation has been granted.

Students who have had a recomputation of grade point average must meet the following criteria to be eligible for graduation with honors:

1. the student re-enrolls after withdrawing voluntarily with a cumulative grade point average of 3.50 or greater for the semester after a financial aid disbursement has been made and a refund check has been sent, you could be billed back for the full amount of the disbursement.

Academic Policies and Procedures
Capricious grading, as that term is used herein, constitutes any of the following: (a) the assignment of a grade to a particular student on some basis other than his/her performance in the course; (b) the assignment of a grade to a particular student based on more exacting or demanding standards than were applied to other students in that course (and it is understood that standards for graduate credit may be different from standards for undergraduate credit); (c) the assignment of a grade by a substantial departure from the instructor's previously announced standards.

Step 1:
- A student who desires discussion of a complaint about a grade shall contact the instructor or, if the instructor is unavailable, the department chairperson either in person or in writing as soon as possible, but in no case later than thirty days after the grade is posted. Any exception to the time limitation shall be for unusual and most compelling reasons. Ordinarily, the student should accept the instructor's decision. However, if the student is still not satisfied, he/she may request in writing a joint consultation with the instructor and the chairperson of the department involved. In a case in which the student's request for joint consultation involves an instructor who is also chairperson of the department, the student's request in writing should be sent to the dean of the school or college involved. In such cases, the dean shall act in place of the department chairperson.

Step 2:
- A student who is not satisfied after consultation with the instructor and department chairperson and who alleges that the course grade is the result of capricious grading may file an appeal within forty-five days from the date of the posted grade to the dean of the instructor's college for forwarding to the College Committee on Review of Change of Grade. The student shall file the appeal by submitting a written statement explaining the basis for the allegation that the grade was the result of capricious grading and presenting any evidence he/she may have.
- The appeal shall be dismissed if (a) the appeal was not timely; (b) the allegations, if true, would not constitute capricious grading; or (c) the student has not attempted to confer with the instructor or chairperson of the department. If the appeal is not dismissed, the committee shall submit a copy of the student's written statement to the instructor of the course with a request that the instructor promptly submit a written response thereto, a copy of which shall be made available to the student. If, upon the basis of these papers, the dispute appears to be attributable to inadequate or incomplete communication between the parties, the committee may arrange to meet individually or together with the student and instructor to discuss the problem. A teleconference can be arranged for a student who does not reside in proximity to the main campus.

Step 3:
- If such a meeting is not held or, if held, the meeting does not result in a mutually agreeable solution, the committee shall proceed to hold a fact-finding session concerning the allegations set forth in the appeal. Both the student and the instructor shall be entitled to be present throughout the session and to present any relevant evidence, including testimony by other persons. The student and the instructor both may be accompanied by a person to assist them in presenting evidence. The session shall not be open to the public.
- At the close of the session, the committee shall deliberate privately. If a majority finds the allegations of capricious grading to be supported by substantial evidence, the committee shall determine the most appropriate remedy. The committee may direct the instructor to grade the student's work anew, give the student a new examination in the course, or take such other action as will bring about substantial justice in the individual case. However, except in the most extraordinary circumstances, the committee itself should not award the student a new grade in the course. The decision of the committee shall be final and shall be reported in writing to the student, instructor, and the departmental office.

The College Committee on Review of Change of Grade may also resolve complaints involving suspected violation of grading policies for incomplete and deferred grades, dropping a class, or withdrawal from the university. The same procedures as outlined above for review of alleged capricious grading shall be followed.

*If the instructor of the course is a member of the Committee, he/she shall be disqualified from considering the appeal.

Academic Load
A graduate student may not be enrolled in more than 15 credits of classes that meet during each of the following periods:
- Spring (January-May)
- Summer (May-August)
- Fall (August-December)
No undergraduate student will be permitted to be enrolled in more than 21 credits during any of the following periods:
- Spring (January-May)
- Summer (May-August)
- Fall (August-December)

Class Attendance
Upon the assumption that class attendance is a responsibility shared by adults, as teachers and class members, there is no university-wide regulation requiring attendance by students or requiring the instructor to excuse absences from class or examinations. Individual instructors may establish their own class attendance regulations, but those that they do establish need to be reasonable and fairly applied.

Students must decide when, if ever, it is necessary to be absent. In making such a decision, students must bear in mind that faculty have the right to consider a student's attendance in class in assigning grades and may lower grades if the student's absence warrants this action.

If students find it necessary to be absent, an explanation should be made to the instructor of the class concerning the cause of the absence. Whenever possible students should notify the instructor in advance of the proposed class absences. The instructor may choose to guide the student in making up work losses due to absences if the student requests such assistance.

Religious Holidays
It is Central Michigan University policy to permit students to be absent from classes or examinations for reason of observing religious holidays. Students are allowed to make up course requirements when they are unable to avoid a conflict between their academic and their religious obligations. Absence from classes or examinations caused by observing religious holidays does not relieve students from responsibility for any part of the coursework required during the period of absence. It is the obligation of students to provide faculty with written notice of the religious holiday they will be observing and the date on which they will be absent at least two weeks prior to the date of the religious holiday. Students who miss classes or are absent on days of examinations or class assignments shall be offered an opportunity to make up the work, without penalty, unless it can be demonstrated that a makeup opportunity would interfere unreasonably with the delivery of the course. Should disagreement arise over any aspect of this policy, the parties involved should contact the Ombuds Officer for Global Campus. Final appeals will be resolved by the Provost.

Undergraduate Academic Probation, Suspension, and Dismissal Policy
Students with Academic Difficulties
Students at Central Michigan University have the responsibility to realize when they are having academic difficulties and to seek help as needed. Students are encouraged to seek assistance from their instructors or advisors.
Academic Probation
At the end of each term and the end of each semester, a student whose cumulative grade point average falls within the range for the number of credit hours shown in the following table is placed on academic probation. The range is determined by attempted hours or total hours, whichever is greater. Total hours include credits earned at CMU as well as transfer credits or hours earned in any other manner.

The university notifies students who are placed on academic probation, and encourages them to seek advising and assistance. If a student is on academic probation for three consecutive terms/semesters, including summer session, the student is subject to academic dismissal.

Academic Suspension
New freshmen and transfer students are subject to academic suspension if their first term/semester, including summer session, grade point average falls below the range for academic probation as defined by the Academic Probation Policy. Suspended students may re-enroll for the next academic session if granted permission by the Director of Undergraduate Programs or designee. Permission to re-enroll for the next session is requested through Center Services - Global Campus. A written appeal is required, following the procedures outlined under Rematriculation in the Admissions section of this Bulletin.

Academic Dismissal
A student is subject to academic dismissal if his or her cumulative grade point average falls below the cumulative grade point average range for academic probation as defined by the Academic Probation Policy (see Table), or when the student has been on academic probation for three consecutive semesters, including summer session, and has not made strong academic gains as reflected in the grade point average.

The University reserves the right to cancel the matriculation of a student at the end of any session when his or her total record indicates that such action is warranted. Likewise, a student whose total record indicates considerable ability and marked improvement may be given special consideration.

The University notifies students whose matriculation is canceled.
No student whose matriculation has been canceled, or would have been canceled had he or she been a student at the University, can enroll again unless readmitted. Consideration for rematriculation will normally be given to dismissed students only after an absence of at least one calendar year. If students wish to return to the University, they must apply for readmission to Center Services - Global Campus. A written application is required. The complete procedure is outlined under Rematriculation in the Admissions section of this Bulletin.

Academic Policies and Procedures

<table>
<thead>
<tr>
<th>Attempted/Total Credit Hours</th>
<th>GPA Range for Dismissal/Suspension</th>
<th>GPA Range for Probation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-18</td>
<td>0.0-0.99</td>
<td>1.00-1.99</td>
</tr>
<tr>
<td>19-35</td>
<td>0.0-1.49</td>
<td>1.50-1.99</td>
</tr>
<tr>
<td>36-45</td>
<td>0.0-1.69</td>
<td>1.70-1.99</td>
</tr>
<tr>
<td>46-58</td>
<td>0.0-1.79</td>
<td>1.80-1.99</td>
</tr>
<tr>
<td>59-71</td>
<td>0.0-1.84</td>
<td>1.85-1.99</td>
</tr>
<tr>
<td>72-85</td>
<td>0.0-1.89</td>
<td>1.90-1.99</td>
</tr>
<tr>
<td>86 and over</td>
<td>0.0-1.94</td>
<td>1.95-1.99</td>
</tr>
</tbody>
</table>

Attempted/Total Credit Hours include every course ever registered for that shows on the transcript and for which there is a grade or grade substitute like a W, an I, a CR, a NC, an N, a Z, etc. This does not include courses dropped during registration. It does include credits transferred from other schools.

Removal from Future Courses
At the end of each term and semester when student records are reviewed, if it is determined that a student is not being academically successfully the University reserves the right to drop the student from future courses in which they have enrolled, but have not yet started. Students who are dropped from future courses will be notified by the University along with notification on their current status at the University.

Graduate Student Standards of Satisfactory Progress
At the end of each term and semester student’s academic records are reviewed for satisfactory academic progress. If a graduate student who has regular admission fails to maintain a cumulative GPA of 3.0 or higher they will be placed on Academic Probation, be notified of their status, and told whether or not they are subject to dismissal.

Students who are placed on probation have an opportunity to raise their grade point average to 3.0 by completing two additional courses beyond the course for which they received the grade that put them on probation. If they are not successful they will be dematriculated and must wait at least one year before applying for readmission. Exceptions to the probation policy rest with the Vice President/Dean of the Office of Research and Graduate Studies.

If a student has conditional admission and her or his GPA falls below 3.0, he or she is not placed on probation because an acceptable graduate level GPA is already a condition for regular admission.

If a student has an admitting status and her or his other GPA falls below 3.0, he or she is not placed on probation because the student is already limited to six semester hours of credit.

Students dismissed from graduate study may petition for readmission no sooner than one academic year after the semester they were dismissed. Exceptions to this waiting period can be granted by the Vice President/Dean of the Office of Research and Graduate Studies. Admission to a degree program will be decided by the procedures normally used for that program.

Removal from Future Courses
At the end of each term and semester when student records are reviewed, if it is determined that a student is not being academically successfully the University reserves the right to drop the student from future courses in which they have enrolled, but have not yet started. Students who are dropped from future courses will be notified by the University along with notification on their current status at the University.
Graduation Requirements

Undergraduate Degree Requirements

Degrees are not awarded automatically upon completion of scholastic requirements. Each candidate for a baccalaureate degree shall:
1. Matriculate as a "regular" Global Campus undergraduate student.
2. Fulfill the requirements prescribed on a degree.
3. Complete a major, or a major and a minor, or minors as indicated on the chosen degree and authorized in consultation with her or his advisor.
4. File an application for graduation by the deadline listed on page 51 and pay the appropriate graduation fee with the application.
5. Earn a minimum of 124 semester hours of acceptable credit of which 30 semester hours must have been earned from Central Michigan University. Correspondence credit, advanced placement credit, CLEP credit, hours earned by credit by examination, and prior learning assessment credit may not be applied toward this requirement.
6. Fulfill the general education requirements including University Program and competency requirements or as stipulated on the student's program plan. Students may not take more than two courses or seven hours for CR/NC in the University Program. Students must earn a minimum cumulative grade point average of 2.0 in University Program courses in order to graduate.
7. Present a cumulative grade point average of 2.0 (C) or higher and a grade point average of 2.0 (C) or higher in major(s) or minor(s).
8. Obtain a minimum of 40 semester hours of credit equivalent to the CMU course level of 300 or above, of which 20 semester hours may be prior learning assessment credit.
9. Present a minimum of 124 semester credit hours which may include a maximum of 6 hours of RLA and/or PED activities. Sixty semester credit hours must be earned at an accredited four-year degree-granting institution or from a foreign university or college approved by the government or official regulating agency of the country in which the university or college is located. None of these 60 hours may include physical education activity courses. The Office of Undergraduate Academic Services makes the decisions regarding the acceptability of transfer credits according to the Transfer Credit Policy. Appeals of the decisions of the Office of Undergraduate Academic Services may be filed with the Board of Appeals.
10. Present no more than 27 hours of course credit from the College of Business Administration. These hours include both business transfer credit and credits earned at Central Michigan University.

Graduation requirements for a baccalaureate degree are based on the regulations and requirements printed in the Global Campus Bulletin in effect at the time of a student's initial registration at a regionally accredited two- or four-year college or university or from a foreign university or college approved by the government or the official regulating agency of the country in which the college or university is located. A Bulletin published after initial registration may be chosen by the student when it is to his or her advantage. The time limitation on this provision is that no student may graduate under the requirements of a Bulletin published more than seven calendar years prior to the date of graduation.

The Global Campus Bulletin covers a 12-month period, July 1 through June 30. Courses, majors, minors, programs, and degrees in this publication are subject to change without notice and may not be available in the future.

Outstanding Scholarship Recognition

The university recognizes the importance of high scholarship and seeks to stimulate and encourage students in high achievement.

Semester Recognition

The Dean's List is published by the Office of Student Affairs, which names students who have achieved a high scholastic standing for a given semester. Students' academic standings are provided by the Office of the Registrar. The Associate Vice President for Student Affairs recognizes this achievement by sending a congratulatory letter and posting the list online: https://www.cmich.edu/ess/studentaffairs/Pages/Deans_List.aspx.

To qualify for this recognition, a student must have earned a grade point average of 3.50 or higher while completing 12 or more letter-graded hours of CMU credit during a given semester. Those students achieving a 4.00 semester grade point average are named to the President's List.

Undergraduate Graduation with Honors

<table>
<thead>
<tr>
<th>Point Average</th>
<th>Honors</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.90-4.00</td>
<td>Summa cum laude</td>
</tr>
<tr>
<td>3.75-3.89</td>
<td>Magna cum laude</td>
</tr>
<tr>
<td>3.50-3.74</td>
<td>Cum laude</td>
</tr>
</tbody>
</table>

In order to be graduated with honors a student must have, at the beginning of his or her last required semester, a total cumulative grade point average at Central Michigan University as indicated in the following table and must at that time have completed 45 hours of residence of which 33 hours must be letter-graded credit.

Request Process for Adjustment in Graduate with Honors

A student who has attained, at the end of his or her final semester prior to graduation, 45 hours of residence of which 33 hours are letter-graded credit and has attained a GPA that now qualifies him/her for honors or a higher honors classification may request this new honors classification. The student must complete both a Graduation Honors Request Form and a Diploma Replacement Form and submit them to Undergraduate Academic Services.

This request must be made no later than Friday prior to the next graduation date (May, August, December).

Honors for Recomputations

Students who have had a recomputation of grade point average must meet the following criteria to be eligible for graduation with honors: At the beginning of his/her final semester must have completed 45 hours of residence, of which 33 hours are letter graded, and a cumulative point average as indicated in the Graduation with Honors table. Only hours completed after the recomputation are eligible for this requirement.
Undergraduate Certificates

A credit-bearing Undergraduate Certificate is awarded in recognition of a prescribed pattern of courses and/or experiences when taken together to produce an emphasis that gives a student a competence which is noted on the transcript.

An undergraduate certificate program may be available to degree-seeking or non-degree-seeking students. Undergraduate certificates are able to stand alone, or be part of another curriculum. Some credit-bearing certificate programs are restricted to degree-seeking students only.

Undergraduate Certificates are only noted on the transcripts, no additional form of recognition will be distributed. Students do not participate in commencement ceremonies.

For more information, see Undergraduate Certificates in the index.

Graduate Certificate Requirements

You are eligible to receive a graduate certificate after you have:

1. Received Regular Admission to the graduate program and filed an Authorization of Degree Program - Graduate form approved and signed by a Program Plan advisor;
2. Completed 15 to 18 hours of graduate coursework approved by the advisor. A maximum of six (6) semester hours from a previous or concurrent graduate degree or certificate can be transferred toward a graduate certificate. Military coursework with a grade of outstanding or excellent is transferable. If a student has not had adequate preparatory coursework for the curriculum chosen and has to take additional coursework to make up any deficiencies, these courses are not included in the fifteen to eighteen hour graduate course work requirement. These courses will, however, be stated on the Authorization of Degree Program - Graduate form. Any course in which the student earns a grade below C is not acceptable in fulfillment of a graduate certificate requirement.
3. Fulfilled all of the requirements of the curriculum on which the student is enrolled and all other university regulations pertaining to the program;
4. Obtained a cumulative graduate grade point average of 3.0 (B) or higher in graded graduate coursework at CMU and a cumulative graduate grade point average of 3.0 (B) in all coursework on the student's authorized graduate certificate program;
5. Completed all requirements for the graduate certificate within seven years after matriculation in the program. Courses completed more than seven years prior to graduation cannot be used to meet graduation requirements without an extension of the time request. Please note that extension of time requests are serious and approval by the advisor and department do not guarantee approval by Graduate Studies. Extensions of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically “life” events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances. Extension requests are limited to a one time request of twelve to eighteen months and for up to 9 graduate credit hours. See Extension of Time section for further information.
6. Made application for the graduate certificate by the deadline (see http://global.cmich.edu/student/graduation.aspx), filed a Graduation Application in Graduate Student Services, and paid the required graduation fee.

Master's Degree Requirements

You are eligible to receive a master's degree after you have:

1. Received Regular Admission to the degree program and filed an Authorization of Degree Program - Graduate form, approved and signed by the advisor;
2. Completed a minimum of thirty hours of graduate work approved by the program director. Courses in which you earn a grade below C are not acceptable in fulfillment of this degree requirement. If you have not had adequate preparatory coursework for the curriculum chosen, you must take additional coursework to make up the deficiencies either in the field of specialization, in cognate areas, or both, as determined by your advisor. If you must earn more than thirty hours to receive the degree, the additional hours and their nature will be stated in the Authorization of Degree Program - Graduate form;
3. Fulfilled all of the requirements of the curriculum on which you are enrolled and all other university regulations pertaining to the program;
4. Obtained a cumulative graduate grade point average of 3.0 (B) or higher in graded graduate coursework at CMU and a cumulative graduate grade point average of 3.0 (B) in all coursework on the student's authorized degree program;
5. Earned at least fifteen of the hours presented for the degree in courses at or above the 600 level;
6. Fulfilled all other university regulations pertaining to your program;
7. Submitted evidence of scholarship and/or creative or artistic ability beyond the completion of coursework. Two plans, differing to some extent in the various departments, are in general use. Subject to the approval of the major advisor, students may choose either plan.
   - Plan A consists of coursework, a thesis (6-9 credits), and an oral defense of the thesis.
   - Plan B consists of primarily coursework, requires no thesis, but must include additional significant evidence of scholarship, such as research, independent studies, internships, or practica and/or creative or artistic ability which the department of the field of specialization may wish to prescribe.
   - A comprehensive examination over the field of specialization may be required under either Plan A or Plan B. It is the responsibility of the student to complete the Authorization form, obtain the appropriate signatures, and submit the form to Graduate Student Services outlining which plan the student will be completing.
8. Made application for the degree and diploma by the deadline (see http://global.cmich.edu/student/graduation/);
9. Completed all requirements for the graduate degree within seven years after matriculation in the program. Courses completed more than seven years prior to graduation cannot be used to meet graduation requirements without an extension of the time request. Please note that extension of time requests are serious and approval by the advisor and department do not guarantee approval by Graduate Studies. Extensions of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically “life” events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances. Extension requests are limited to a one time request of twelve to eighteen months and for up to 9 graduate credit hours. See Extension of Time section for further information.
10.Filed a Graduation Application in Graduate Student Services and paid the required graduation fee.

(continued)
Specialist Degree Requirements
You are eligible to receive the Specialist's in Psychological Services degree or Specialist's in Education degree after you have:
1. Received the master's degree, if this is a prerequisite on your curriculum;
2. Been admitted to candidacy for the appropriate specialist's degree;
3. Completed a minimum of sixty semester hours (thirty hours beyond the master's degree if the master's is required or was earned elsewhere) of graduate work approved by your advisor. Courses in which you earn a grade below C are not acceptable in fulfillment of this degree requirement;
4. Fulfilled all of the requirements of the curriculum program in which you are enrolled and all other university regulations pertaining to your program;
5. Obtained a cumulative graduate grade point average of 3.0 (B) or higher in graded graduate coursework at CMU and a cumulative graduate grade point average of 3.0 (B) in all coursework on the student's authorized degree program;
6. Completed a thesis or field study as part of your master's or your specialist's degree.
7. Earned at least twenty of the last thirty hours of coursework at or above the 600 level;
8. Made application for the graduate certificate by the deadline (see http://global.cmich.edu/student/graduation/aspx), filed a Graduation Application, and paid the required graduation fee.
9. Completed all requirements for the specialist degree within seven years after matriculation in the program. Courses completed more than seven years prior to graduation cannot be used to meet graduation requirements without an extension of the time request. Please note that extension of time requests are serious and approval by the advisor and department do not guarantee approval by Graduate Studies. Extensions of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically “life” events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances. Extension requests are limited to a one time request of twelve to eighteen months and for up to 9 graduate credit hours. See Extension of Time section for further information.
10. Filed a Graduation Application in Graduate Student Services and paid the required graduation fee.

Doctoral Degree Requirements
You are eligible to receive a doctoral degree as approved and implemented by the university after having:
1. Received a master's or specialist's degree, if this is a prerequisite on the curriculum;
2. Acquired the research skills of the discipline as required by the department;
3. Passed a comprehensive examination or comprehensive clinical assessment evaluated by more than one member of the graduate faculty;
4. Been admitted to candidacy for the doctoral degree (if a Ph.D., Ed.D., or DHA degree program);
5. Completed the minimum of 60 graduate credit hours beyond the bachelor's degree with a cumulative graduate GPA of 3.0 (B) or better and a graduate GPA of 3.0 (B) or better in all coursework on the student's authorized degree program. The required number of graduate credit hours varies by graduate program. Students should check with their department to ensure they are completing the required number of graduate credit hours beyond the bachelor's degree.
6. Maintained at least a cumulative graduate grade point average of 3.0. Courses in which the student earns or has earned a grade below C do not count toward meeting any degree requirements. A student with three or more grades below a B- may not be awarded a Ph.D., D.H.A., or Ed.D. degree. Coursework that is not part of the student's doctoral program of study is excluded from this policy. Particular programs may have more stringent grade requirements;
7. Fulfilled all the requirements on the authorized doctoral program as developed by the student and the student's advisor or advising committee. The advisor or advising committee will supervise the program until the degree is completed or until it has been determined that the student should discontinue doctoral study;
8. Earned at least fifteen hours in courses at the 700 level or above (excluding dissertation, doctoral project and internship credits) and fifty of the total hours at the 600 level or above;
9. Prepared a doctoral dissertation, or in the case of some applied programs, a doctoral project. A doctoral project must be conducted under an advisor who meets the requirements for regular graduate faculty status as defined by the Academic Senate's Graduate Education Policy. All other policies and procedures for the doctoral project are to be determined by the academic program and will be presented in the section of the bulletin pertaining to the academic program. For the dissertation, you may receive a minimum of twelve hours of credit and a maximum of thirty-six hours of credit as specified on the authorized doctoral program under the guidelines of the specific department. The research for the dissertation will be conducted under the guidance of a dissertation supervisor and must be approved by a doctoral committee consisting of at least three graduate faculty members. The student must pass an oral defense of the completed dissertation. The committee members are the examining committee and determine whether the student passes the defense. The dissertation must be prepared according to the regulations prescribed in the Graduate Studies' most recent edition of the Guidelines for the Preparation of Theses, Doctoral Projects, and Dissertations.
10. Completed the requirements for the doctoral degree within eight years prior to the award of the doctoral degree with prior relevant graduate degree and ten years if the student began doctoral study without prior relevant graduate degree. Courses completed outside these time frames cannot be used to meet graduation requirements without an extension of the time request. Please note that extension of time requests are serious and approval by the advisor and department do not guarantee approval by Graduate Studies. Extensions of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically “life” events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances. Extension requests are limited to a one time request of twelve to eighteen months and for up to 9 graduate credit hours. See Extension of Time section for further information.
11. Filed a Graduation Application in Graduate Student Services and paid the required graduation fee.

NOTE: Particular doctoral programs may have more specific or more stringent program requirements.
Thesis, Doctoral Project, Dissertation, or Journal Article

The satisfactory completion of a thesis is a requirement on some master’s degree programs and optional on others. The satisfactory completion of a thesis at CMU is a requirement for some specialist’s degrees, and satisfactory completion of a doctoral project or dissertation is a requirement for some doctoral degrees. Satisfactory completion is determined by the student’s committee, department, college, and Graduate Studies.

Students should be aware that the university has specific policies that govern research involving human or animal subjects and recombinant DNA. Information on experimentation may be obtained from the department chairperson, committee chairperson, or Graduate Studies.

For stylistic guidelines, students are expected to follow the most recent Graduate Studies’ requirements, which are explained in the Guidelines for the Preparation of Theses, Doctoral Projects, Dissertations, and Journal Articles. These guidelines are available online at www.grad.cmich.edu.

Theses/doctoral projects/dissertations/journal articles are evaluated by a committee. Students should consult their advisor in selecting a committee chairperson and at least two committee members. The advisor may or may not be the committee chairperson, depending upon the student’s academic emphasis. One member of the committee may be from a discipline other than that of the student’s area of concentration. All members of the committee must have graduate faculty status. Students can check their committee members’ status by contacting Graduate Studies.

For theses/doctoral projects/dissertations/journal articles completed through Central Michigan University’s Global Campus, one of the three committee members must be a CMU main campus regular faculty member or a regular faculty member from a collaborating university (such as in a joint program), or if all committee members are from Global Campus, the committee chair must meet the requirements for regular graduate faculty status as defined by the Academic Senate’s Graduate Education Policy and be approved as committee chair by the department.

The chairperson of the thesis/doctoral project/dissertation/journal article committee will have active direction of the work, but may wish to consult with other members of the committee about matters pertinent to its development. The committee as a whole, however, will determine the quality of the work.

After a committee has been selected and a topic chosen, a Prospectus - Theses, Doctoral Projects, Dissertations, and Journal Articles form must be completed by the student and approved at the department level as well as by the Vice President/Dean of the Office of Research and Graduate Studies as well as the committee verified by Graduate Studies. A student may not enroll for more than three credits of the thesis or dissertation and projects must not be undertaken until this has taken place. Projects undertaken prior to the Vice President/Dean of the Office of Research and Graduate Studies approving the Prospectus may be denied, the project deemed invalid, and the student will have to begin the thesis/doctoral project/dissertation process anew. The department may require a more detailed prospectus.

Each student who writes a thesis/doctoral project/dissertation/journal article must enroll for such credit. Letter grades are not used in the evaluation of the thesis/doctoral project/dissertation/journal article; therefore, the student’s grade point average is not affected by credit earned for these. In all departments the thesis/doctoral project/dissertation/journal article is designated as credit (CR) if acceptable and no credit (NC) if not acceptable. Students will receive 6-9 semester hours of credit for an acceptable thesis/journal article. For a doctoral project/dissertation/journal article, a minimum of twelve and a maximum of thirty-six semester credit hours may be earned depending on the guidelines for the specific department.

Final Stages of Thesis, Doctoral Project, Dissertation, or Journal Article Preparation

The final draft of the defended, committee-approved thesis/doctoral project/dissertation/journal article must be submitted to Graduate Studies for approval according to the deadlines set forth by Graduate Studies. Typically these dates can be found on the inside cover of the Graduate Bulletin and within the Guidelines for the Preparation of Theses, Doctoral Projects, Dissertations, and Journal Articles. Failure to meet this deadline or any departmentally stipulated deadline may result in the student’s graduation being delayed until the following semester. Students and Committee Chairs should consult the Guidelines for the Preparation of Theses, Doctoral Projects, Dissertations, and Journal Articles for the current process and University expectations.

Field Study

A field study requires the student to conduct a major project approved and directed by an advisor who meets the requirements for regular graduate faculty status as defined by the Academic Senate’s Graduate Education Policy. Upon completion of the field study, the student must pass a publicly announced oral defense of the project.

Application for Graduation for Graduate Certificate Completion

The three official graduation periods each year at Central Michigan University are in May, August, and December. Students must meet all requirements stated for her or his course of study and must submit a Graduation Application for Bachelors, Certificates, Doctorates, Master’s or Specialist Degrees with the appropriate fee before the period when the student anticipates completion of her or his program.

A student who fails to complete her or his program requirements by the deadline for which he or she has applied, will then be entered on the prospective graduation list for the next period. If the student fails to complete the requirements by the second period, her or his name will not be entered automatically on the next prospective list. The student must submit a new application and fee.

The below deadlines are subject to change, and a student planning to apply for graduation/certificate completion should contact the program center office to determine current deadlines.

<table>
<thead>
<tr>
<th>Application filed by:</th>
<th>Requirements fulfilled by:</th>
<th>To be eligible for graduation:</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 1</td>
<td>May 15</td>
<td>May</td>
</tr>
<tr>
<td>April 1</td>
<td>August 15</td>
<td>August</td>
</tr>
<tr>
<td>July 1</td>
<td>December 31</td>
<td>December</td>
</tr>
</tbody>
</table>
Graduation Ceremonies

All students receiving degrees and graduate certificates are invited to participate in the official graduation ceremonies conducted in May and December of each year on Central Michigan University’s main campus in Mount Pleasant. Campus graduation ceremonies will be held in December and May.

Due to the nature of doctoral ceremonies, all doctoral candidates must meet all required deadlines and requirements for graduation prior to the graduation ceremony in which they are participating. To be considered for attendance at doctoral ceremonies, students must have submitted their committee approved thesis, dissertation or doctoral project by the required deadline set by the department and/or Graduate Studies. Failure to meet this deadline will prevent doctoral candidates from participating in any ceremony. Contact your Program Administrator for these deadlines.

Information about graduation ceremonies on CMU’s main campus is mailed to prospective graduates four to six weeks prior to the event. Diplomas are not distributed during the graduation ceremonies but are sent to students by mail. Graduates generally receive their diplomas within two months following the ceremony.

Graduation ceremonies are also scheduled at a number of Global Campus locations. Detailed information and schedules may be obtained through the Program Administrator.

Transcripts

Any current or former student who does not have a financial hold may request an Official Transcript from Central Michigan University.

How to request a transcript

- If you were a CMU student from 2000 to the present, you may log into CentralLink with your global I.D. and password to request a transcript online at https://apps.cmich.edu/TranscriptRequest.
- If you were a CMU student prior to 2000, please use the Official Transcript Request Form found at https://www.cmich.edu/ess/registrar/RegistrarRecords/Pages/Transcript_Request.aspx. After completing this form, print it and either fax to 989-774-3783 or mail to: Office of the Registrar, Attention: Transcripts, Central Michigan University, Mt. Pleasant, MI 48859.

Letters and faxed requests should include name, address, daytime phone number, CMU ID number or the last 4 digits of your SSN, dates of attendance, and birth date. If a student has both an undergraduate and graduate record, both must be sent. No transcript will be released without written authorization from the student.

Ordinarily, transcripts are processed within one to three business days. There is no charge for a transcript, unless a student orders more than 5 transcripts per week. Priority service is available by specifically requesting the priority service and paying a $10.00 priority charge. Priority requests will be prepared in time for the next outgoing mail. Priority transcripts requested in person will be prepared immediately.

Students may request that official transcripts be sent directly to them, but most businesses and educational institutions will accept as official only those transcripts sent directly to them from the issuing institution. Transcripts of students with a financial obligation to the university are not released until the obligation is paid.

Course Delivery Formats

Courses in distance learning format (e.g. Web-based courses and other non-face-to-face formats for delivering instruction) may be used to complete degree requirements unless otherwise specifically excluded. CMU courses and programs approved for distance learning delivery (as well as restrictions) are given in the descriptions of courses, majors, minors and degrees in this Bulletin.

Student Records

A separate university policy, titled “Policies and Procedures Concerning the Custody of Student Educational Records,” explains in detail the procedures to be used by Central Michigan University for compliance with the provisions of the Family Educational Rights and Privacy Act. Copies of the policy are available in the program center office.

Official student records are maintained on the campus in Mount Pleasant, Michigan. Permanent records or transcripts are maintained on all individuals who earn credit at Central Michigan University. These permanent records are maintained by the Registrar of Central Michigan University.

Records of applications and correspondence regarding admission, academic transcripts from other institutions, transfer credit, prior learning, graduation, and other academic issues are maintained on CMU’s main campus. See admissions section for information on inactive and no-show students.

California: In compliance with California’s Reform Act, Central Michigan University’s Camp Pendleton office will maintain records for a minimum period of five years. These records include written records and transcripts used in the admission decision process, financial aid, registration information, final grade lists, and copies of the CMU transcripts.
Academic Programs

The Program Plan
The program plan is a key to achieving the student’s academic goals. It describes the degree or certificate requirements and specifies courses selected to meet them. The “Undergraduate Program Plan” or the “Graduate Program Plan” is developed in consultation with an academic advisor. A program plan should be prepared after a student is granted regular admission status. The plan may be amended, if necessary. The program plan and any amendments are recommended by the academic advisor, in consultation with the student. Final approval of program plans and amendments rests with the appropriate academic director. For example, MSA plans must be approved by the MSA director and undergraduate plans must be approved by the Undergraduate Extended Degree Programs director. The academic advisor will determine when the plan will be sent to the academic director for approval. For review by the academic director, plans and amendments are forwarded to the Mount Pleasant office of Global Campus.

Multiple Undergraduate Degrees/Concentrations
A student may apply for a second baccalaureate degree from CMU if the degrees are different and the following criteria are met. To earn two baccalaureate degrees from Central Michigan University at the same time a student must:
1. Satisfy all requirements for each of the two degrees, including graduation and degree requirements.
2. Present a minimum of 154 semester hours of acceptable credit.
3. Present a minimum of 60 semester hours from CMU, of which at least 30 hours must have been earned by CMU classes. Correspondence credit, advanced placement credit, CLEP credit, hours earned by credit by examination and prior learning assessment credit may not be applied toward this requirement.

To earn a second baccalaureate degree from Central Michigan University after having earned the first degree, a student must:
1. Satisfy all requirements for the second degree, including graduation and degree requirements.
2. Present a minimum of 30 semester hours of additional credit from CMU, of which at least 15 semester hours have been earned by CMU classes or Web-based courses. Correspondence credit, Advanced Placement credit, CLEP credit, hours earned by Credit by Examination and Prior Learning Assessment credit may not be applied toward this requirement.

Dual undergraduate concentrations are available. Contact an academic advisor for information.

Requirements for Undergraduate Certificates
A credit-bearing Undergraduate Certificate is awarded in recognition of a prescribed pattern of courses and/or experiences when taken together to produce an emphasis that gives a student a competence which is noted on the transcript.
Undergraduate Certificates are able to stand alone, or be part of another curriculum. Some credit-bearing certificate programs are restricted to degree-seeking students only.
Students cannot receive a certificate with the same name as their major, minor, concentration or option OR due to the fact that the subset of courses is already on the student’s major, minor, concentration, or option.
Undergraduate certificates will be posted to the student’s transcript upon their completion when all the following conditions have been met. Undergraduate certificates are only noted on the transcripts, no additional form of recognition will be distributed. Students do not participate in commencement ceremonies.
The candidate for an Undergraduate Certificate shall:
1. Matriculate as a regular undergraduate student or a Non-degree Special Admission student for Global Campus enrollment.
2. Complete an approved Program Plan with Global Campus for an Undergraduate Certificate and complete twelve (12) to eighteen (18) hours as stated on the Program Plan.
3. Six (6) hours must be at the 300-level or above for a 12- to 15-credit hour certificate and nine (9) hours for a 16- to 18-hour certificate must be earned from Central Michigan University.
4. Present a cumulative grade point average of 2.00 (C) or higher in the Undergraduate Certificate. All courses must be letter graded with the exception of those courses exclusively offered credit/no credit.
5. File an application for an Undergraduate Certificate by the listed deadline and pay the appropriate application fee.
For Undergraduate Certificates offered on CMU’s main campus, see the Undergraduate Bulletin for information.
Graduate Certificate Programs

Dual concentrations are not available under the MSA program. However, students may earn certificates in additional concentrations. Graduate certificates are available in Acquisitions Administration, Engineering Management, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Long-Term Care Administration, Philanthropy and Fund Raising, Public Administration, Recreation and Park Administration, Research Administration, and Vehicle Design and Manufacturing Administration. These 15-18 credit hour programs are designed for regularly admitted graduate students who desire advanced training in the field of administration. Up to six hours of transfer credit may be used on the certificate program. Coursework and other requirements must be completed within seven years prior to the awarding of a graduate certificate. Credits successfully earned for an MSA certificate program may be applied toward the MSA degree in the same concentration. In addition, graduate certificates are available in College Teaching, Cybersecurity, Enterprise Systems (SAP), Health Systems Leadership, International Health, Logistics Management, and Nutrition and Dietetics.

Note: CMU is not currently accepting students into the following certificate programs: Long-Term Care Administration and Vehicle Design & Manufacturing.

Additional Graduate Degrees

A student who holds a master’s or higher degree may earn an additional master’s degree in another discipline. In any case a maximum of six semester hours submitted in fulfillment of the prior degree programs at CMU or elsewhere may subsequently be transferred to another master’s degree program provided the hours apply to the stated requirements of the subsequent program and were earned within seven years of the student’s completion of the additional degree.

Courses of Unspecified Content and Variable Credit

Variable credit courses are identified by a semester hour designation such as 1-3(Spec). The maximum hours that a student may earn in a variable credit course is given before the course listings in each department.

Curricular Programs

This section describes the curricular programs available through Global Campus. Because each program is structured to meet the needs of the group being served, not every degree program, certificate, or option is available at every program center. Specific information about individual program offerings is available in center offices. A general listing of the programs available at centers can be found at http://global.cmich.edu/programs.

Undergraduate Degree Programs

Students wishing to earn their baccalaureate degree through Central Michigan University’s Global Campus may do so in one of two ways. A student may elect to participate in the classroom-based courses offered at program centers. Other students may choose to complete courses through various distance learning activities. Many students combine the two approaches. Whichever approach the student elects, her or his progress toward the degree will be monitored by an academic advisor who will be assigned at the time of admission.

Undergraduate Degree Offerings

Requirements must be met in specific areas of study and a selected area of concentration. Undergraduate degrees require satisfactory completion of a minimum of 124 semester hours of credit and must meet the requirements of general education and the major. At least 30 semester hours must be earned with Central Michigan University. Programs are designed in consultation with an academic advisor.

Undergraduate credit may be earned in these areas by successful completion of courses, examination in the specified areas, or presentation of documented prior learning assessment credit.

Undergraduate degree options delivered outside the state of Michigan are available through CMU Online.

Degrees include:

- Bachelor of Applied Arts (major in Administration)
- Bachelor of Science with an option in Community Development
- Bachelor of Science, Plan A (major in Administration, Information Technology Major [available in Southfield], Integrated Leadership Studies Major, Political Science: General Concentration, or Psychology Major - General)
- Bachelor of Science, Plan B (major in Administration, Information Technology Major [available in Southfield], Integrated Leadership Studies Major, Political Science: General Concentration, or Psychology Major - General)
- Bachelor of Science in Education (B.S. in Ed.) degree, Elementary Provisional Certification (major in Integrated Science and a minor in Reading in the Elementary Grades) This degree is available in Traverse City and East Lansing, Michigan. Please contact an advisor.
- Bachelor of Science in Engineering Technology (major in Product Design Engineering Technology - available in Troy)
General Education Requirements

I. Introduction

The General Education Program at Central Michigan University provides students with a common set of academic skills, referred to as Competencies, as well as exposure to a broad knowledge base, referred to as the University Program.

Courses in the General Education Program are continuous with the rest of the university curriculum but present material in a manner that links knowledge and skills with the 21st-century lives students will lead after they graduate.

Graduates of Central Michigan University demonstrate an understanding of the basic forces, ideas, and values that shape the world. They are aware of the structure of organized human knowledge—the arts and humanities, natural and social sciences. They can organize and access a broad knowledge base relevant to the modern world. They are skilled in working with others, including those of diverse ethnic and cultural backgrounds, and in thinking reflectively about themselves as individuals and as members of society. Graduates value rational inquiry, honesty in scholarship, and life-long learning.

Specific Student Learning Objectives

The General Education Program is intended to assist students in attaining the specific learning outcomes listed below:

A. Demonstrate undergraduate level competence in written communication, oral communication, mathematics, and quantitative reasoning.

B. Examine and conceptualize contemporary problems through the application of procedures common in the natural sciences, social sciences, and humanities.

C. Display sensitivity to the influence of cultural values and diversity on human functioning.

II. The Competencies

General Education Competencies are important skills that students expand during their course of study at Central Michigan University. Graduates are expected to demonstrate adeptness in the areas of Writing, Oral English, and Mathematics/Quantitative Reasoning. The requirements under each of these competencies were developed to aid students in mastering skills deemed necessary to function as constructive, concerned, and thoughtful persons. See Additional Guidelines at the end of this section. Students with transfer credit should pay particular attention to material presented in Section IV: General Education Program Requirements for Students with Transfer Credit.

A. Writing Competency (18-21 hours)

The Writing Competency requirement develops the ability to write clearly. Writing can be a tool for organizing and clarifying one’s thoughts. Effective written expression is often necessary to contribute to ongoing debates or discussions in personal, civic, and vocational spheres. Students prepare a variety of public texts by applying knowledge of composing processes, rhetorical strategies, and textual conventions. Students must satisfy the Freshman Composition, Intermediate Composition, and Writing Intensive requirements as detailed below.

1. Freshman Composition (3-6 hours)

Students learn how to use composition techniques, strategies for persuasive writing, and modern writing conventions and practices to prepare a variety of papers.

Timeline: Students should enroll in a Freshman Composition course in their first or second semester, and continue to enroll until successfully completed or successfully complete one of the examinations listed in Item c by the end of the first semester.

Requirement: Students satisfy the requirement for freshman composition during their first year of study at CMU. Student ACT or SAT scores and high school GPA can help shape how a student chooses to meet the Freshman Composition requirement. Most students may satisfy the Freshman Composition requirement in one of three ways:

a. Earning a grade of C (2.0) or better in ENG 101 Freshman Composition. Students should enroll in ENG 101 Freshman Composition in either their first or second semester at CMU and continue to enroll in subsequent semesters until the requirement is satisfied.

b. Earning a grade of C (2.0) or better in ENG 103 First Year Writing and ENG 099 Writing Workshop. Students should enroll in ENG 103 in either their first or second semester at CMU and continue to enroll in subsequent semesters until the requirement is satisfied.

c. Successful completion of a College Level Examination Program examination or an Advanced Placement Examination designated as meeting the Freshman Composition requirement by the end of their first semester at CMU or successful completion of the International Baccalaureate English Language Examination. Specific information on these examinations, as well as information on the minimum scores required for Freshman Composition credit, can be obtained from the Computer-Based Testing Center (https://www.cmich.edu/office_provost/AcademicAffairs/CBTC/Pages/default.aspx) or call 989-774-1092.

Freshman Composition Requirement for Non-native Speakers of English: Students for whom English is not their native language may fulfill the Freshman Composition Requirement by earning a grade of C (2.0) or better in ELI 198 American Language for International Students: Written Component.

Freshman Composition Requirement for Students in the Honors Program: Honors students may fulfill the Freshman Composition Requirement by earning a grade of C (2.0) or better in ENG 101H.

Freshman Composition Courses:

ELI 198 - American Language for International Students: Writing Component 3(3-0)

ENG 099 - Writing Workshop 1(Spec)

ENG 101 - Freshman Composition 3(3-0)

ENG 103 - First Year Writing 3(3-0)

(continued)
2. Intermediate Composition (3 hours)

Students acquire writing skills necessary for writing in upper-level major courses and beyond.

Timeline: ENG 201 may be taken only after meeting the Freshman Composition Requirement and must be taken before completing 56 hours of coursework.

Requirement: This requirement is met by earning a grade of C (2.0) or better in ENG 201 Intermediate Composition. ENG 201 - Intermediate Composition 3(3-0)

3. Writing Intensive Requirement (WI) (12 hours)

Writing Intensive courses in the University Program help students to learn course content, increase writing fluency, and to help prepare for more formal writing assignments. The purpose of Writing Intensive courses outside of the University Program is to provide practice with the language conventions, writing styles, and formats within a specific discipline or profession.

Timeline: The Writing Intensive requirement must be met prior to graduation.

Requirement: Students are required to complete, with a grade of C (2.0) or better, four courses (12 credits) that have a Writing Intensive (WI) designation.

At least 6 hours of Writing Intensive coursework must be in the University Program, and 6 hours of Writing Intensive coursework may be fulfilled by courses outside of the University Program.

Writing Intensive Courses:

These courses have been approved as Writing Intensive (check the Course Search and Registration for course sections indicated with a "WI" next to the course number). Some of these courses are also approved as UP Courses and are listed at the end of each subgroup for cross reference purposes.

ANT 276 - Language and Culture 3(3-0)
ART 380 - Greek Art and Architecture 3(3-0)
BCA 211 - Introduction to Writing for Electronic Media 3(3-0)
BCA 311 - Electronic Media Copywriting 3(3-0)
BCA 318 - Electronic Media Newswriting 3(3-0)
BCA 411 - Long-Form Electronic Media Writing 3(3-0)
BCA 503 - Critiquing Mass Media 3(3-0)
BGE 504 - Series Script Writing For Visual Media 3(3-0)
BCA 508 - Screenwriting for Cinematic Narrative 3(3-0)
BCA 516 - Electronic Media Management 3(3-0)
BCA 540 - Recording Industry & Business 3(3-0)
BIS 101 - Essential Business Communications Skills 3(3-0)
BIS 260 - Global Business Communication 3(3-0)

BLR 202 - Legal Environment of Business 3(3-0)
BLR 222 - The Search for Racial Justice through Law 3(3-0)
BLR 235 - Business Law 3(3-0)
BLR 330 - Real Estate Law 3(3-0)
BLR 360 - Construction Law 3(3-0)
CGL 496 - Seminar in Cultural and Global Studies 3(3-0)
COM 301 - Survey of Research in Communication 3(3-0)
EGR 489 - Senior Design I 3(2-2)
EGR 499 - Senior Design II 3(1-4)
ENG 134 - Introduction to Literature 3(3-0)
ENG 141 - Comics, Graphic Novels, and Other Illustrated Texts 3(3-0)
ENG 142 - Literary Interpretation of Sport 3(3-0)
ENG 175 - The Nature of Language – 3(3-0)
ENG 234 - Introduction to Literary Analysis 3(3-0)
ENG 235 - English Literature: Beginning to Romantic Period 3(3-0)
ENG 236 - British Literature 3(3-0)
ENG 251 - American Literature: Colonial through the Romantic Period 3(3-0)
ENG 252 - American Literature: Realistic Period to the Present 3(3-0)
ENG 261 - Masterpieces of Ancient Literature 3(3-0)
ENG 262 - European Literatures 3(3-0)
ENG 294 - Introduction to Creative Writing 3(3-0)
ENG 301 - Nonfiction Writing 3(3-0)
ENG 303 - Technical Writing 3(3-0)
ENG 315 - Teaching Writing in Elementary and Middle Schools 3(3-1)

ENG 323 - Fantasy and Science Fiction 3(3-0)
ENG 381 - Children’s Literature 3(3-0)
ENG 391 - Creative Writing: Fiction 3(3-0)
ENG 402 - Argumentation and Expository Writing 3(3-0)
ENG 491 - Advanced Fiction Writing 3(6-3)
ENG 493 - Creative Nonfiction 3(6-3)
ENG 510 - Writing Center Practicum 1(3Spec)
ENG 514 - Language and Media Discourse 3(3-0)
ENG 539 - Seminar in Major Nonfiction Writers 3(9)(Spec)
FMD 250 - History of Western Dress 3(3-0)
FRN 321 - France Today 3(3-0)
FRN 333 - Francophone Literature and Culture 3(3-0)
FRN 353 - Youth Literature in French 3(3-0)
FRN 420 - Literature and Culture of Quebec 3(3-0)
FRN 423 - France at War in the 20th Century 3(3-0)
GEL 380 - Hydrogeology 3(2-3)
GEO 400 - Geographic Education 3(2-2)
GEO 531 - Integrated Land Use Planning 3(3-0)
GER 341 - German Cultural History I 3(3-0)
GER 342 - German Cultural History II 3(3-0)
GER 343 - Survey of German Literature I 3(3-0)
GER 344 - Survey of German Literature II 3(3-0)
GER 345 - Survey of German Literature III 3(3-0)
GER 347 - German Cultural History III 3(3-0)
GER 570 - Advanced Grammar and Composition 3(3-0)
HON 201 - Honors Studies in Human Events and Ideas: First Year Seminar 3(3-0)
HON 202 - Honors Studies in the Arts: First Year Seminar 3(3-0)
HON 203 - Honors Descriptive Science: First Year Seminar 3(3-0)
HON 204 - Honors Quantitative and Mathematical Science: First Year Seminar 3(3-0)
HON 205 - Honors Behavioral Sciences: First Year Seminar 3(3-0)
HON 206 - Honors Studies in Social Structures: First Year Seminar 3(3-0)
HON 207 - Honors Studies in Global Cultures: First Year Seminar 3(3-0)
HON 208 - Honors Studies in Racism and Diversity in the U.S.: First Year Seminar 3(3-0)

HST 101 - The Development of Western Civilization: From Ancient Times to 1700 A.D. 3(3-0)
HST 102 - The Development of Western Civilization: From 1700 to the Present 3(3-0)
HST 106 - Twentieth Century: Western World Issues 3(3-0)

HST 110 - The American Experience 3(3-0)
HST 111 - The Quest for Liberty: The United States 1865 3(3-0)

HST 112 - The Struggle for Equality: The United States, 1865-Present 3(3-0)
HST 120 - Unlikely Princesses: Women of World History 3(3-0)
HST 163 - The Latin American Experience 3(3-0)
HST 166 - Modern East Asia 3(3-0)
HST 176 - The African Experience 3(3-0)
HST 200 - Medieval Civilization 3(3-0)
HST 210 - United States History through Michigan Eyes 3(3-0)
HST 221 - Growing Up in America 3(3-0)
HST 236 - Babylon and Beyond: Ancient Civilizations of the Near/Middle East 3(3-0)
HST 237 - Baghdad and Beyond: The Middle East from 600 C.E. 3(3-0)
HST 238 - Ancient Greece and Rome 3(3-0)

Note: Courses that are in italic are offered by Global Campus. They must be a WI section to count for WI.
HST 303 - The American Revolution 3(3-0)
HST 320 - United States Social History to 1865 3(3-0)
HST 321 - United States Social History since 1865 3(3-0)
HST 322 - History of Native Americans 3(3-0)
HST 324 - African American History to 1877 3(3-0)
HST 325 - African American History, 1877-Present 3(3-0)
HST 326/WST 328 - Women in America 3(3-0)
HST 340 - High Middle Ages 3(3-0)
HST 341 - Renaissance and Reformation 3(3-0)
HST 496 - Research Seminar 3(3-0)
HST 505 - Tudor England 3(3-0)
HST 511 - Colonial British America 3(3-0)
HST 513 - Era of the Early Republic, 1789-1825 3(3-0)
HST 514 - Democracy, Expansion, and Reform in America, 1824-1848 3(3-0)
HST 515 - Civil War and Reconstruction 3(3-0)
HST 516 - Emergence of Modern America, 1877-1920 3(3-0)
HST 518 - African Americans and the Law: From Slavery to Civil Rights 3(3-0)
HST 522 - Indians of the Great Lakes Region 3(3-0)
HST 525 - The Industrialization of America 3(3-0)
HST 535 - The Middle East in the Modern Era 3(3-0)
HST 537 - The Age of Cicero 3(3-0)
HST 543 - Napoleon 3(3-0)
HST 558 - Europe, 1914-1945 3(3-0)
HST 576 - Colonialism in Africa, 1880s-1960s 3(3-0)
HST 580 - Public History 3(3-0)
HST 585 - Oral History 3(3-0)
HUM 303 - Law and Society: Great Trials 3(3-0)
IET 324 - Product Design and Development 3(2-2)
IND 339 - Interior Design Studio III: Special User Groups 3(1-4)
IND 432 - Seminar in Interior Design 3(3-0)
JRN 202 - Writing for the Mass Media 3(3-0)
JRN 205 - Shaping the Media 3(3-0)
JRN 312 - Reporting 3(3-0)
JRN 348 - Business Journalism 3(3-0)
JRN 430 - Magazine and Feature Writing 3(3-0)
JRN 516 - Public Affairs Reporting 3(3-0)
MET 460 - Global Climate Dynamics 3(3-0)
MET 480 - Atmospheric Modeling 3(2-2)
MUS 314 - History of Symphonic Literature 3(3-0)
MUS 313 - Musics of the World 3(3-0)
MUS 213 - Jazz: An American Art Form 3(3-0)
MUS 114 - Listening Experience 3(3-0)
MUS 313 - Musics of the World 3(3-0)
MUS 314 - History of Symphonic Literature 3(3-0)
PHL 100 - Introduction to Philosophy 3(3-0)
PHL 118 - Moral Problems 3(3-0)
PHL 218 - Ethical Theories 3(3-0)
PHL 230 - Philosophy of Religion 3(3-0)
PHL 490 - Senior Seminar in Philosophy 3(3-0)
PHY 491 - Senior Physics Project 3(Spec)
PSC 150 - Introduction to International Relations 3(3-0)
PSC 381 - Slavery, Tyranny, Democracy: Classical Origins of Modern Ideas 3(3-0)
PSC 515 - Comparative Public Policy 3(3-0)
PSC 571 - The Military and Politics 3(3-0)
PSY 385 - Applications of Research Methods 3(3-0)
REL 101 - World Religions: An Introduction to the Study of Religion 3(3-0)
REL 130 - Religion in America 3(3-0)
REL 207/WST 207 - Women in Religion 3(3-0)
REL 235 - Religion and Social Issues 3(3-0)
REL 334 - Death and Dying 3(3-0)
REL 501 - Seminar in the Study of Religion 3(3-0)
REL 505 - Research Seminar 3(3-0)
SOC 223 - Urban Structures and Change 3(3-0)
SPN 376 - Culture and Civilization of Spain 3(3-0)
SPN 377 - Culture and Civilization of Latin America 3(3-0)
SPN 405 - Modern and Contemporary Spanish Novel 3(3-0)
SPN 415 - Spanish-American Novel 3(3-0)
SPN 431 - Advanced Writing in Spanish 3(3-0)
WST 207/REL 207 - Women in Religion 3(3-0)

B. Mathematics and Quantitative Reasoning Competency (6 hours)
The Mathematics/Quantitative Reasoning requirement develops the ability to understand and solve quantitative problems that arise in a variety of contexts.

1. Mathematics Requirement (3 hours)
Students learn tools for understanding patterns that appear in the sciences, as well as the humanities. Students apply algebra to solve quantitative problems.

Timeline: The Mathematics Requirement must be met before students have completed 56 hours of coursework.

Requirement: Student ACT or SAT scores, as well as past coursework in mathematics, can help students select the first course in mathematics. However, neither MTH 151 nor MTH 152 may be used to satisfy the Mathematics Requirement, and a single course may not be used to meet both the Mathematics and Quantitative Reasoning Requirements. A student may satisfy the Mathematics Requirement in one of two ways:

a. Earning a grade of C (2.0) or better in any mathematics (MTH) or statistics (STA) course numbered 105 or above (excluding MTH 151 or MTH 152), OR

b. Successfully completing the Mathematics Competency Examination or any CLEP or AP examination approved for credit in a mathematics (MTH) or statistics (STA) course numbered higher than MTH 105 (excluding MTH 151 or MTH 152).

Mathematics Competency Examination
Students seeking to satisfy the Mathematics Requirement by successfully completing the Mathematics Competency Examination must pass the exam by the time they have completed 56 hours of academic credit at CMU. Students who transfer more than 36 credit hours to CMU may take the competency examination only during their first semester at CMU.

The Mathematics Competency Examination consists of 40 questions. The Mathematics Requirement is satisfied by an overall score of at least 80% on the test. Students will be allowed two retests. Students who fail to obtain an overall score of at least 80% are required to meet the Mathematics Requirement as previously described. The Mathematics Competency Examination is administered by the Computer Based Testing Center (https://www.cmich.edu/office_provost/AcademicAffairs/CBTC/Pages/default.aspx) or call 989-774-1092.

Mathematics Competency Courses
Some of these courses are also approved for UP Subgroup II-B.
MTH 105 - Intermediate Algebra 3(3-0)
MTH 107 - College Algebra 3(3-0)
MTH 109 - Plane Trigonometry 3(3-0)
MTH 113 - Mathematics: A Modeling Approach 3(3-0)
MTH 130 - Pre-Calculus Mathematics 4(4-0)
MTH 132 - Calculus I 4(4-0)
MTH 133 - Calculus II 4(4-0)
MTH 175 - Discrete Mathematics 3(3-0)
MTH 217 - Business Calculus 4(4-0)
MTH 223 - Linear Algebra and Matrix Theory 3(3-0)
MTH 232 - Linear Algebra and Differential Equations 3(3-0)
MTH 233 - Calculus III 4(4-0)
MTH 256 - Algebraic Modeling and Measurement for K-8 Math Teachers 3(3-0)
MTH 261 - Algebra for Secondary Teachers 3(3-0)
MTH 278 - Mathematical Models 3(3-0)
MTH 296 - Special Topics in Mathematics 1-6(Spec)
MTH 332 - Introduction to Mathematical Proof 3(3-0)
MTH 334 - Differential Equations 3(3-0)

(continued)

General Education Requirements

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General Education Requirements

MTH 335 - Mathematical Biology 3(3-0)
MTH 341 - College Geometry 3(3-0)
MTH 351 - Geometry for K-8 Mathematics Teachers 3(3-0)
MTH 361 - Field Experience in Teaching Mathematics 1(Spec)
MTH 362 - Problem-Based and Technology-Enhanced Geometry for Secondary Teachers 3(3-0)
MTH 363 - Problem-Based Probability and Statistics for Secondary Teachers 3(3-0)
MTH 375 - Discrete Structures 3(3-0)
MTH 397 - Independent Study 1-6(Spec)
MTH 434 - Methods of Applied Mathematics 3(3-0)
MTH 438 - Numerical Analysis I 3(3-0)
MTH 439 - Numerical Analysis II 3(3-0)
MTH 444 - Introduction to Differential Geometry 3(3-0)
MTH 461 - Teaching of Secondary School Mathematics 4(4-0)
STA 282QR - Introduction to Statistics 3(3-0)
STA 382QR - Elementary Statistical Analysis 3(3-0)
STA 392 - Probability and Statistics for Engineers 3(3-0)

2. Quantitative Reasoning Requirement (3 hours)

Quantitative reasoning involves the application of mathematics in applied contexts. The overarching goal is to establish a foundation for effective quantitative reasoning and problem-solving strategies that are useful for completing a program of study and relevant to the life activities of most people.

Timeline: The Quantitative Reasoning requirement must be met prior to graduation.

Requirement: Students satisfy this requirement by completing an approved Quantitative Reasoning course with a grade of C (2.0) or better. All approved courses have a “QR” designation in the Bulletin. A single course may not be used to meet both the Quantitative Reasoning and Mathematics Requirements.

Quantitative Reasoning Courses:

The following courses have been approved for offering as Quantitative Reasoning:

BCA 265QR - Understanding Media Measurement 3(3-0)
BIO 105QR - Introductory Quantitative Biology 3(2-2)
BIS 118QR - Introduction to Quantitative Reasoning for Business 3(2-1)
BUS 300QR - Applied Business Statistics 3(3-0)
CHM 211QR - Numerical Analysis 4(3-5)
CHM 265QR - Chemical Physical Science for Elementary Teachers 2(0-6)
ECO 222QR - Behavioral Economics 3(3-0)
EGR 190QR - Digital Circuits 3(3-0)
ENV 210QR - Environmental Resource Use 3(3-0)
GEL 130QR - Earth Processes 3(2-2)
GEO 120QR - Environmental Geography 3(3-0)
GEO 203QR - Introduction to Geographic Information Science 3(2-2)
HDF 214QR - Consumer Economics 3(3-0)
HSC 106QR - Healthy Lifestyles 3(2-1)
IET 181QR - Alternative Energy Analysis 3(2-2)
IET 223QR - Lean Six Sigma for Process Improvement 3(3-0)
ITC 101QR - Reasoning Through Computer Visualization 3(2-2)
JRN 203QR - Information Gathering for the Mass Media 3(3-0)
MET 101QR - Our Changing Climate 3(3-0)
MTH 103QR - Quantitative Reasoning for Informed Citizens 3(3-0)
PHL 145QR - Reasoning and Probability 3(3-0)
PHS 265QR - Quantitative Physical Science 2(1-3)
PHY 105QR - Energy and Society: A Quantitative Perspective 3(3-0)
PHY 130QR - College Physics I 4(4-0)
PHY 145QR - University Physics I 4(4-0)

Note: Courses that are in italic are offered by Global Campus.

PHY 247 QR - Introduction to Modern Physics 3(3-0)
PSC 180QR - Politics, Politics and Policy 3(3-0)
PSY 211QR - Introduction to Psychological Statistics 3(3-0)
RPL 508QR - Budgeting & Funding for Leisure Service Agencies 3(3-0)
SOC 150QR/SWC 150QR - Public Opinion, Social Sciences, and Social Welfare 3(3-0)
STA 103QR - Evidence-based Problem Solving in Modern Society 3(3-0)
STA 282QR - Introduction to Statistics 3(3-0)
STA 382QR - Elementary Statistical Analysis 3(3-0)
SWK 150QR/SOC 150QR - Public Opinion, Social Sciences, and Social Welfare 3(3-0)

C. Oral English Competency (3 hours)

The Oral English Competency develops the ability to interpret, compose, and present information in oral form to specific audiences.

Timeline: The Oral English Competency must be met before students complete 56 hours of coursework. Because of this timeline, students seeking to satisfy this requirement by successfully completing the Oral English Competency Examination must pass the exam by the time they have completed 56 hours of academic credit at CMU. Students who transfer 36 or more credit hours to CMU may take the Oral English Competency Examination prior to the conclusion of their first year of study at CMU.

Requirement: Past coursework in debate, speech, and oral communication can help to determine how students choose to meet the Oral English Competency. There are two ways students may satisfy the Oral English Competency:

1. Earning a grade of C (2.0) or better in one of the following courses: COM 101, 267, 269, 357, TAI 170, 302 (see course titles and descriptions below).

OR

2. Earning a passing score on the Oral English Competency Examination. The Oral English Competency Examination requires the development and delivery of a ten-to-fifteen minute public speech accompanied by a properly typewritten and detailed outline. The student delivers the speech, which is evaluated by a faculty member assigned to oversee the examination. Students receive written feedback, and students who receive unsatisfactory examination results will be allowed one retake. Students who fail twice are required to obtain a grade of C (2.0) or better in one of the Oral English Competency courses listed above.

For Main Campus students, the Oral English Competency Examination is administered twice a year on the Friday prior to the beginning of the fall and spring semesters. Guidelines, registration materials, and other information can be obtained by contacting the Computer Based Testing Center (https://www.cmich.edu/offices_provost/AcademicAffairs/CBTC/Pages/default.aspx) or call 989-774-1092.

For Global Campus students, the examination is administered five times a year. Information can be obtained by contacting the student’s Academic Advisor or CMU Online at 888-688-4268.

Oral English Competency Requirement for Non-native Speakers of English: Students for whom English is not their native language may fulfill the Oral English Competency Requirement by earning a grade of C (2.0) or better in ELI 199 American Language for International Students: Speech Component. (See description below)

Oral English Competency Courses:

The following courses are approved for Oral English Competency. TAI 170 is also approved for UP Subgroup I-B.

COM 101 - Introduction to Communication 3(3-0)
COM 103 - Oral Communication in the Online Environment 3(3-0)
COM 267 - Introduction to Debate 3(3-0)
Additional Guidelines for the Competencies

1. A student must meet the requirements in each of the competency areas described in the Undergraduate Bulletin under which the student graduates.

2. A student attempting to satisfy a specific competency requirement in a given academic year will use the method(s) and requirement(s) in their bulletin year.

3. A competency requirement in a specific area, once satisfied, remains valid until the student graduates.

4. If the chairperson of the department most directly concerned with a competency judges that a student has satisfied a competency requirement by means other than those described above, that chairperson will certify in writing to the Registrar that the student has satisfied the requirement. These competencies and departments include:
   - Writing Competency - Department of English Language and Literature;
   - Oral English Competency - Department of Communication and Dramatic Arts;
   - Mathematics & Quantitative Reasoning Competency - Department of Mathematics.

5. Students with disabilities who, by virtue of these disabilities, might be prevented from taking competency examinations or otherwise meeting competency requirements may have such requirements waived by the Director of Student Disability Services or by the appropriate department chairperson as listed above.

6. All other appeals should be sent to the General Education Committee, Office of the Academic Senate, Ronan Hall 280.

III. The University Program (27 hours)

Courses in the University Program introduce students to the major fields of human knowledge. A primary goal is to provide students with the conceptual tools necessary to provide order and meaning to the information acquired over the course of their lives. Courses included in the University Program were selected to aid students in developing a broad conceptual understanding that ultimately helps graduates function as concerned and thoughtful persons. Courses are identified by a three letter code, called a designator, as well as by a course number. Course designators refer to the areas of study. Each group is divided into two subgroups. Students are required to take at least one course from each subgroup plus an additional course from one of the subgroups as an elective, if needed, to total 27 hours. This typically results in taking nine courses with different designators, but students have the option of repeating a designator once. A passing grade must be obtained in each course and students must maintain an overall average of C (2.0) or better in the University Program courses. See Additional Guidelines at the end of this section. Students with transfer credit should pay particular attention to material presented in Section IV: General Education Program Requirements for Students with Transfer Credit.

Two of the University Program courses must be used to earn at least six Writing Intensive credits. Course sections approved for Writing Intensive will be designated as WI sections in the Course Search and Registration. Courses counted as Writing Intensive must have a grade of C or better.

A. Group I - Humanities (6 hours)

As a group, the humanities is defined as those areas of study that examine human experience and achievement in order for us to attain a deeper understanding of the essential characteristics of the human condition and human values. It emphasizes the importance of the study of our cultural and artistic heritage and the individuals, movements, and ideas that have shaped this heritage. Its basic methodol-

\( \text{COM 269 - Practicum in Debate/Forensics 2-8(Spec)} \)
\( \text{COM 357 - Public Speaking 3(3-0)} \)
\( \text{ELI 199 - American Language for International Students: Speech Component 3(3-0)} \)
\( \text{TAI 170 - Oral Interpretation of Literature 3(3-0)} \)
\( \text{TAI 302 - Voice and Diction 3(3-0)} \)

These I-A courses are approved for offering as WI: ENG 235, 236, 251, 252, 261, 323; HON 201; HST 101, 102, 110, 120, 200, 208, 326, 340, 341; HUM 303; PHL 100, 118, 218, 230; PSC 381; REL 101, 130, 207, 235, 334; WST 207, 328.
<table>
<thead>
<tr>
<th>Subgroup I-B: The Arts (3 hours)</th>
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<tbody>
<tr>
<td>Select from the following: ART 126 - Introduction to the Visual Arts (3-0)</td>
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<tr>
<td>BCA 300 - African and American Film (3-0)</td>
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<tr>
<td>ENG 134 - Introduction to Literature (3-0)</td>
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<tr>
<td>ENG 141 - Comics, Graphic Novels, and Other Illustrated Texts (3-0)</td>
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<tr>
<td>ENG 142 - Literary Interpretation of Sport (3-0)</td>
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<tr>
<td>ENG 326 - The Literary Dimensions of Film (3-2)</td>
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<tr>
<td>FMD 250 - History of Western Dress (3-0)</td>
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<tr>
<td>HON 202 - Honors Studies in the Arts: First Year Seminar (3-3)</td>
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<td>HST 335 - History of the Rock and Roll Era (3-0)</td>
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<td>HST 346 - The World of Versailles: Power and the Politics of Splendor in 17th-Century France (3-0)</td>
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<td>MUS 110 - Music in Society (3-0)</td>
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<td>MUS 114 - Listening Experience (3-0)</td>
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<tr>
<td>MUS 213 - Jazz: An American Art Form (3-0)</td>
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<tr>
<td>MUS 310 - Music and the Mind (3-3)</td>
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<tr>
<td>MUS 313 - Musics of the World (3-0)</td>
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<tr>
<td>TAI 170 - Oral Interpretation of Literature (3-0)</td>
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<tr>
<td>TAI 175 - Appreciation of the Theatre (3-0)</td>
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</table>

Note: These II-A courses are approved for offering as WI: ENG 134, 141, 142; FMD 250; HON 202; MUS 114, 213, 310.

Note: TAI 170 may also count for Oral Competency.

### B. Group II - Natural Sciences (6 hours)

As a group the natural sciences explore and examine natural phenomena to establish basic principles concerning the material universe. Its approach includes, but is not limited to, the observation, identification, description, experimental investigation and theoretical explanation of natural phenomena. To these ends the scientific method is crucial, providing the rules for concept formation, conduct of observations and experiments, model-building, and validation of hypotheses by empirical means.

To satisfy the Natural Sciences requirement, students must select one course from each of the two subgroups. At least one of these courses must include a laboratory experience equivalent to at least one laboratory credit hour.

<table>
<thead>
<tr>
<th>Subgroup II-A: Descriptive Sciences (3 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from the following: ART 110 - Meet Your Ancestors and Other Distant Relatives (3-0)</td>
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<tr>
<td>ANT 171 - Human Origins: Introduction to Physical Anthropology (3-3)</td>
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<td>ANT 173 - Laboratory in Physical Anthropology (1-0-2)</td>
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<tr>
<td>AST 111 - Astronomy (3-0)</td>
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<tr>
<td>AST 112 - Introduction to Astronomical Observations (1-0-2)</td>
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<tr>
<td>BIO 101 - General Biology (3-2)</td>
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<tr>
<td>BIO 110 - Concepts of Biology (4-3-3)</td>
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<tr>
<td>BIO 151 - Human Biology (3-0)</td>
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<tr>
<td>BIO 165 - Life Science for Elementary Teachers (4-3)</td>
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<tr>
<td>BIO 240 - Conservation of Natural Resources (3-0)</td>
<td></td>
</tr>
<tr>
<td>FNS 370 - Nutrition (3-3)</td>
<td></td>
</tr>
<tr>
<td>GEL 100 - Introduction to Earth Systems (3-2-2)</td>
<td></td>
</tr>
<tr>
<td>GEL 101 - Physical Geology (3-0)</td>
<td></td>
</tr>
<tr>
<td>GEL 102 - Physical Geology Laboratory (1-0-2)</td>
<td></td>
</tr>
<tr>
<td>GEL 105 - Dangerous Planet (3-0)</td>
<td></td>
</tr>
<tr>
<td>GEL 205/GEO 205 - Oceanography (3-3)</td>
<td></td>
</tr>
<tr>
<td>GEL 230 - Prehistoric Life (3-3)</td>
<td></td>
</tr>
<tr>
<td>GEO 105 - Physical Geography (3-2)</td>
<td></td>
</tr>
<tr>
<td>GEO 120QR - Environmental Geography (3-3)</td>
<td></td>
</tr>
<tr>
<td>GEO 205/GEL 205 - Oceanography (3-3)</td>
<td></td>
</tr>
<tr>
<td>HON 203 - Honors Descriptive Science: First Year Seminar (3-3)</td>
<td></td>
</tr>
<tr>
<td>MET 101QR - Our Changing Climate (3-0)</td>
<td></td>
</tr>
</tbody>
</table>

These II-A courses satisfying the Group II laboratory requirements: ANT 173, AST 112, BIO 101, BIO 110, BIO 165, GEL 100, GEL 102, GEO 105.

This II-A course is approved for offering as WI: HON 203.

Note: Courses that are in italic are offered by Global Campus.

<table>
<thead>
<tr>
<th>Subgroup II-B: Quantitative and Mathematical Sciences (3 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>It is recommended that the Mathematics Competency be completed before enrolling in a Subgroup II-B course.</td>
<td></td>
</tr>
<tr>
<td>Select from the following:</td>
<td></td>
</tr>
<tr>
<td>BIO 105QR - Introductory Quantitative Biology (3-2-2)</td>
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</tr>
<tr>
<td>CHM 101 - Armchair Chemistry (3-2)</td>
<td></td>
</tr>
<tr>
<td>CHM 112 - Chemistry and Society Laboratory (1-0-3)</td>
<td></td>
</tr>
<tr>
<td>CHM 120 - Survey of Chemistry (4-4)</td>
<td></td>
</tr>
<tr>
<td>CHM 127 - Introductory Chemistry Laboratory (1-0-2)</td>
<td></td>
</tr>
<tr>
<td>CHM 131 - General Chemistry I (4-3)</td>
<td></td>
</tr>
<tr>
<td>CPS 180 - Principles of Computer Programming (3-0)</td>
<td></td>
</tr>
<tr>
<td>GEL 130QR - Earth Processes (3-2)</td>
<td></td>
</tr>
<tr>
<td>GEO 203QR - Introduction to Geographic Information Science (3-2)</td>
<td></td>
</tr>
<tr>
<td>HON 204 - Honors Quantitative and Mathematical Science: First Year Seminar (3-0)</td>
<td></td>
</tr>
<tr>
<td>MET 140 - Severe and Unusual Weather (3-3)</td>
<td></td>
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<tr>
<td>MTH 113 - Mathematics: A Modeling Approach (3-0)</td>
<td></td>
</tr>
<tr>
<td>MTH 132 - Calculus I (4-4)</td>
<td></td>
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<tr>
<td>PHL 140 - Introduction to Logic (3-0)</td>
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<tr>
<td>PHS 101 - Survey of Physical Science (3-3)</td>
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<tr>
<td>PHS 151 - Introductory Physical Science I (3-2)</td>
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<tr>
<td>PHY 100 - Conceptual Physics (3-0)</td>
<td></td>
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<tr>
<td>PHY 110 - Physics of Sports (3-3)</td>
<td></td>
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<tr>
<td>PHY 127 - Table Top Physics (1-0-2)</td>
<td></td>
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<tr>
<td>PHY 130QR - College Physics I (4-4)</td>
<td></td>
</tr>
<tr>
<td>PHY 170 - College Physics Laboratory I (1-0-2)</td>
<td></td>
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<tr>
<td>PHY 175 - University Physics Laboratory I (1-0-2)</td>
<td></td>
</tr>
<tr>
<td>STA 382QR - Elementary Statistical Analysis (3-3)</td>
<td></td>
</tr>
</tbody>
</table>

These II-B courses satisfy the Group II laboratory requirements: BIO 105QR, CHM 101, CHM 112, CHM 127, CHM 131, GEL 130QR, PHS 151, PHY 127, PHY 170, PHY 175.

This II-B course is approved for offering as WI: HON 204.

Mathematics Competency: MTH or STA courses listed in Group II-B may also count for the Mathematics Competency Requirement if not counted for the QR requirement.

### C. Group III - Social Sciences (6 hours)

The social sciences are defined as those fields of knowledge and study that explore and examine the social dimension and, where appropriate, the physical environment of human life. In these studies, an attempt is made to understand the behavior of individuals, groups, and institutions and, where possible, to establish scientifically-valid propositions. To satisfy the Social Sciences requirement, students must select one course from each of the two subgroups.

<table>
<thead>
<tr>
<th>Subgroup III-A: Behavioral Sciences (3 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from the following: CDO 130 - Normal Speech and Language Acquisition (3-0)</td>
<td></td>
</tr>
<tr>
<td>ECO 222QR - Behavioral Economics (3-0)</td>
<td></td>
</tr>
<tr>
<td>HDF 100 - Lifespan Development (3-3)</td>
<td></td>
</tr>
<tr>
<td>HDF 247 - Introduction to Gerontology (3-0)</td>
<td></td>
</tr>
<tr>
<td>HON 205 - Honors Behavioral Sciences: First Year Seminar (3-0)</td>
<td></td>
</tr>
<tr>
<td>IND 332 - Human Shelter and Environment (3-0)</td>
<td></td>
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<tr>
<td>IND 333 - Human Shelter and Environment (3-0)</td>
<td></td>
</tr>
<tr>
<td>PSC 101 - Political Behavior (3-3)</td>
<td></td>
</tr>
<tr>
<td>PSY 100 - Introduction to Psychology (3-0)</td>
<td></td>
</tr>
<tr>
<td>SOC 201 - Social Psychology (3-0)</td>
<td></td>
</tr>
</tbody>
</table>

This III-A course is approved for offering as WI: HON 205.

<table>
<thead>
<tr>
<th>Subgroup III-B: Studies in Social Structures (3 hours)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from the following: ANT 120 - Ancient Insights into Current Crises (3-3)</td>
<td></td>
</tr>
<tr>
<td>ANT 170 - Cultural Anthropology (3-0)</td>
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<tr>
<td>ANT 200 - Education and Culture (3-0)</td>
<td></td>
</tr>
<tr>
<td>ANT 205/SOC 205 - Social Justice in a Global Society (3-0)</td>
<td></td>
</tr>
<tr>
<td>BCA 265QR - Understanding Media Measurement (3-3)</td>
<td></td>
</tr>
<tr>
<td>BLR 202 - Legal Environment of Business (3-3)</td>
<td></td>
</tr>
</tbody>
</table>

Note: Courses that are in italic are offered by Global Campus.
General Education Requirements

ECO 150 - Current Economic Problems 3(3-0)
ECO 201 - Principles of Macroeconomics 3(3-0)
ECO 202 - Principles of Microeconomics 3(3-0)
ENG 175 - The Nature of Language 3(3-0)
FMD 252 - Dress and Culture 3(3-0)
GEO 121 - Cultures of the World 3(3-0)
GEO 317 - Economic Geography 3(3-0)
HDF 212 - Families in Cultural Perspective 3(3-0)
HON 206 - Honors Studies in Social Structures: First Year Seminar 3(3-0)
HST 106 - Twentieth Century: Western World Issues 3(3-0)
HST 111 - The Quest for Liberty: The United States 1865 3(3-0)
HST 112 - The Struggle for Equality: The United States, 1865-Present 3(3-0)
HST 210 - United States History through Michigan Eyes 3(3-0)
HST 221 - Growing Up in America 3(3-0)
HST 321 - United States Social History since 1865 3(3-0)
JRN 101 - Media and Society 3(3-0)
JRN 205 - Shaping the Media 3(3-0)
JRN 372 - The Asian Media and Cross-cultural Mass Communications 3(3-0)
PSC 100 - Introduction to Political Science 3(3-0)
PSC 105 - Introduction to American Government and Politics 3(3-0)
PSC 150 - Introduction to International Relations 3(3-0)
PSC 151 - The U.S. and the World 3(3-0)
PSC 242 - Introduction to Comparative Politics 3(3-0)
PSC 261 - State and Local Government 3(3-0)
SOC 100 - Introductory Sociology 3(3-0)
SOC 105 - How Gender Affects Our Lives 3(3-0)
SOC 205/ANT 205 - Social Justice in a Global Society 3(3-0)
SOC 221 - Social Problems 3(3-0)
WST 100 - How Gender Affects Our Lives 3(3-0)

Note: BLR 202, ECO 201, and ECO 202 may not be applied toward the University Program requirements if a student is earning the Bachelor of Science in Business Administration degree.

These III-B courses are approved for offering as WI: BLR 202; ENG 175; HON 206, HST 106, 111, 112, 210, 221, 321; JRN 205; PSC 150.

D. Group IV - Studies in Culture and Diversity

This group focuses on the exploration of cultures and societies outside of the United States (IV-B: Studies in Cultures Outside of the Anglo-American Tradition) and the history and continuing effects of racism for groups within the United States (IV-C: Studies in Racism and Cultural Diversity in the United States). To satisfy the studies in Culture and Diversity requirement, students must select one option from each of Subgroups IV-B and IV-C.

Subgroup IV-A

PLEASE NOTE: If you enrolled in a prior academic year using a previous Bulletin and are required to take courses from Subgroup IV-A on the University Program, please see the Bulletin in which you initially enrolled (prior to 2014-15) for a list of Subgroup IV-A courses. For students on the 14-15 Bulletin and subsequent years, Subgroup IV-A is not required. Please see an advisor if you have questions about which Bulletin year and University Program you should be following.

Subgroup IV-B: Studies in Cultures Outside of the Anglo-American Tradition (3 hours)

Central Michigan University recognizes the potential for applied experiences to impart an understanding of diverse cultures. Therefore, four options are available for meeting the requirement in Subgroup IV-B:

Option 1: Complete at least three credits of study at an institution of higher education located outside the United States. Students planning to study abroad must apply through the Office of Study Abroad (http://www.studyabroad.cmich.edu).

OR

Option 2: Complete at least three credits of study in a CMU faculty-led course approved through the Office of Study Abroad and taught outside the United States. To have the course count for credit in Subgroup IV-B, the faculty member leading the course must have approval from the General Education Committee prior to the departure. Information on completing the application can be obtained on the General Education Program website (https://www.cmich.edu/office_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx).

Pre-Approved Courses:

Option 3: Complete three credits of applied coursework (e.g., internship, practicum, service-learning project) outside the United States. Students must apply through the Office of Study Abroad. After completing the course, students submit an application for credit in Subgroup IV-B Studies in Global Cultures that is evaluated by the General Education Committee. Information on completing the application can be obtained on the General Education Program website (https://www.cmich.edu/office_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx).

OR

Option 4: Select from the following:

- ANT 175 - Archaeology of the Americas 3(3-0)
- ANT 321 - Cultures of Latin America 3(3-0)
- ANT 322 - Cultures of Africa 3(3-0)
- ANT 324 - Cultures of the South Pacific 3(3-0)
- ARB 101 - Elementary Arabic I 4(4-0)
- ARB 102 - Elementary Arabic II 4(4-0)
- CGL 300 - Study Abroad Experience 1-6(Spec)
- CHN 101 - Elementary Chinese I 4(4-0)
- CHN 102 - Elementary Chinese II 4(4-0)
- ECO 281 - Economic Development of the Pacific Rim 3(3-0)
- ENG 262 - European Literatures 3(3-0)
- ENG 328 - Native American Literature and Film 3(3-0)
- FRN 101 - Elementary French I 4(4-0)
- FRN 102 - Elementary French II 4(4-0)
- FRN 201 - Intermediate French I 4(4-0)
- FRN 202 - Intermediate French II 4(4-0)
- GEO 373 - Latin America 3(3-0)
- GER 101 - Elementary German I: Language and Culture 4(4-0)
- GER 102 - Elementary German II: Language and Culture 4(4-0)
- GER 201 - Intermediate German I 4(4-0)
- GER 202 - Intermediate German II 4(4-0)
- HST 163 - The Latin American Experience 3(3-0)
- HST 168 - Modern East Asia 3(3-0)
- HST 176 - The Africa Experience 3(3-0)
- HST 236 - Babylon and Beyond: Ancient Civilizations of the Near/Middle East 3(3-0)
- HST 237 - Baghdad and Beyond: The Middle East from 600 C.E. 3(3-0)
- JPN 101 - Elementary Japanese I 4(4-0)
- JPN 102 - Elementary Japanese II 4(4-0)
- JPN 201 - Intermediate Japanese I 4(4-0)
- JPN 202 - Intermediate Japanese II 4(4-0)
- JRN 372 - The Asian Media and Cross-cultural Mass Communication 3(3-0)
- LAT 101 - Elementary Latin I 4(4-0)

(continued)
These IV-B courses are approved for offering as WI: ENG 262; HON 207; HST 163, 168, 176.

**Subgroup IV-C: Studies in Racism and Cultural Diversity in the United States (3 hours)**

Central Michigan University recognizes the potential of for applied experiences to impart an understanding of racism and cultural diversity within the United States.

Therefore, three options are available for meeting the requirement for Subgroup IV-C: Studies in Racism and Cultural Diversity in the United States:

Option 1: Complete at least three credits of study in a CMU faculty-led course that involves interacting with one or more of the major groups that experience both racism and invidious discrimination in the United States. To have the course count for credit in Subgroup IV-C: Studies in Racism and Cultural Diversity within the United States, the faculty member leading the seminar must have approval from the General Education Committee prior to the experience.

Information on completing the application can be found on the General Education website (https://www.cmich.edu/office_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx).

OR

Option 2: Complete three credits of applied coursework (e.g., internship, practicum, service-learning project) with one or more of the major groups that experience both racism and invidious discrimination in the United States. Students must sign up with a faculty member who oversees the experience and, after completing the course, submit the proposal for credit in Subgroup IV-C: Studies in Racism and Cultural Diversity within the United States for evaluation by the General Education Committee.

Information on completing the application can be found on the General Education Program website (https://www.cmich.edu/office_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx).

OR

Option 3: Select from the following:

- **ANT 320 - North American Indian Cultures 3(3-0)**
- **ANT 365 - Current American Indian Issues 3(3-0)**
- **BLR 222 - The Search for Racial Justice through Law 3(3-0)**
- **ENG 329 - African American Literature 3(3-0)**
- **HDF 110 - Oppression: Roots and Impact on Human Development in the United States 3(3-0)**
- **HON 208 - Honors Studies in Racism and Diversity in the U.S.: First Year Seminar 3(3-0)**
- **HST 323 - History of Native Americans 3(3-0)**
- **HST 324 - African American History to 1877 3(3-0)**
- **HST 325 - African American History, 1877-Present 3(3-0)**
- **JRN 380 - Racial and Cultural Diversity: Mass Media’s Role 3(3-0)**
- **LAR 145 - Racism and Discrimination in America through Dialogue 3(3-0)**
- **PHL 345/PSC 325/REL 345/SOC 345 - The Civil Rights Movement 3(3-0)**
- **PSC 325/PHL 345/REL 345/SOC 345 - The Civil Rights Movement 3(3-0)**
- **REL 140 - Religion, Race and Discrimination in America 3(3-0)**
- **REL 240 - African-American Religion 3(3-0)**
- **REL 345/PSC 325/SOC 345 - The Civil Rights Movement 3(3-0)**
- **SOC 323 - Racism and Inequality 3(3-0)**
- **SOC 345/PHL 345/SOC 325 - The Civil Rights Movement 3(3-0)**

These IV-C courses are approved for offering as WI: BLR 222, HON 208; HST 323, 324, 325.

**UP Elective (3 hours)**

To complete 27 hours, select one additional course from any University Program subgroup. Students may only repeat a designator once in fulfilling their University Program requirements.

**E. Additional Guidelines for the University Program**

1. Students who meet the Subgroup IV-B *Studies in Global Cultures* requirement by completing their first foreign language course numbered 102 or above may opt to meet the University Program requirements by taking 24 credits, as opposed to the typical 27 credits; that is, by taking one course from each of the seven remaining subgroups.

2. Students who receive credit for either option 1, 2, or 3 for Subgroup IV-B *Studies in Global Cultures* may opt to meet the University Program requirements by taking 24 credits, as opposed to the typical 27 credits; that is, by taking one course from each of the seven remaining subgroups.

3. International students enrolled in an undergraduate degree program must meet the University Program Subgroup IV-B *Studies in Global Cultures* requirement after successfully completing at least one semester of full-time study at Central Michigan University.

4. No more than two courses or seven hours of University Program credit may be taken as CR/NC.

5. Unless a degree or major specifically prohibits it, courses required for a specific major, minor, or other degree may also be used to satisfy University Program requirements, provided that the courses are also on the list of approved University Program courses.

6. CLEP General Examination credit, credit from a Prior Learning Assessment, or retroactive credit may not be used to satisfy any University Program requirements.

7. Students may only repeat a designator once in fulfilling their University Program requirements.

For more information, consult the General Education website at https://www.cmich.edu/office_provost/AcademicAffairs/gened.
IV. General Education Program Requirements for Students with Transfer Credit

A. MACRAO/MTA Agreement
Students who present a transcript from a community college in Michigan documented as having satisfied the MACRAO or MTA Agreement will also have satisfied the University Program portion of the general education requirements at CMU, as well as the requirement for completing six credits of Writing Intensive coursework within the University Program.

B. University Program Transfer Block Option
Students not satisfying the MACRAO or MTA Agreement may satisfy the requirements for the University Program, as well as the requirement for completing six credits of Writing Intensive coursework within the University Program under this option. Students would be eligible to complete the UP through the Transfer Block option if they have completed 15 or more hours as designated below and have 12 or fewer hours remaining:

1. Group I - Humanities
A minimum of six credit hours of coursework from at least two of the following disciplines: ENG (English, not including composition courses), ART (Art), BCA (Broadcasting), HST (History), MUS (Music), PHL (Philosophy), REL (Religion), TAI (Drama), HUM (General Humanities).

2. Group II - Natural Sciences
A minimum of six credit hours of coursework from at least two of the following disciplines: AST (Astronomy), BIO (Biology), CHM (Chemistry), ESC (Earth Science), GEL (Geology), HSC (Health Promotion and Rehabilitation), MET (Meteorology), MTH (Mathematics), PHY (Physics), PHS (Physical Sciences), SCI (General or Natural Science), STA (Statistics). One course must include a laboratory section.

3. Group III - Social Sciences
A minimum of six credit hours of coursework from at least two of the following disciplines: ANT (Anthropology), CDO (Communication Disorders), HEV (Human Environmental Studies: AMD/FMD, FNS, IND, HDF), PSC (Political Science), PSY (Psychology), SOC (Sociology), ECO (Economics), GEO (Geography), JRN (Journalism), SSC (Social Science).

4. Group IV - Global Cultures and Diversity
Three credit hours of a specific course that applies to Subgroup IV-B: Studies in Global Cultures and 3 credit hours of a specific course that applies to Subgroup IV-C: Studies in Racism and Diversity in the United States.

C. Additional Guidelines for Students with Transfer Credit

1. Students who have no more than 12 credit hours remaining on the University Program Transfer Block Option with completed coursework as distributed above (and prior to their first full-time enrollment at CMU) may use the University Program Transfer Block Option. For purposes of this rule, “full-time” means at least 12 credit hours attempted in a single semester. Any additional courses needed to meet the distribution requirements outlined above and to reach a total of 24-27 credit hours must be chosen from the appropriate categories within the list of approved University Program courses. For example, any deficiency in transfer credit for Group I – Humanities must be remedied by completing a University Program course listed under Subgroup I-A: Human Events and Ideas or Subgroup I-B: The Arts. Any deficiency in transfer credit for Group II – Natural Sciences must be remedied by taking a course listed under Subgroup II-A: Descriptive Sciences or Subgroup II-B: Quantitative and Mathematical Sciences. In choosing University Program courses to complete 24-27 credit hours, students must also follow the rules that govern selection of more than one course with the same designator.

2. Students not eligible to follow the Transfer Block option as described above will be required to complete the entire University Program. Comparable coursework at another college or university may be transferred into the University Program on a course-by-course basis when it transfers as equivalent to a CMU course approved as a University Program course or has content deemed congruent with the goals of the University Program and courses approved on the University Program.

3. Competency requirements apply to all students regardless of transfer status, including completion of some competencies before 56 credit hours. Transfer students who enter the University with 44 or more credit hours must complete competencies by the end of the second semester at CMU. You must read carefully the General Education Program Competency section of this Bulletin.

4. Transfer students who have no comparable coursework at another college or university are required to meet the General Education Program requirements in the preceding sections.
This degree indicates achievement in one or more areas of applied knowledge.

**General Education Requirements (30-42 hours)**

See the General Education Requirements on pages 55-63.

**Specialized Studies (68-72 hours)**

Select a major in Administration and one of the following minors:

**Majors**
- Administration: Building Code Administration
- Administration: Industrial Administration
- Administration: Organization Administration
- Administration: Service Sector Administration

**Minors**
- Community Health Minor
- Geography Minor
- Industrial Technology Minor
- Information Technology Minor
- Leadership Minor (Interdisciplinary)
- Management Minor
- Political Science Minor
- Psychology Minor
- Public Administration Minor
- Public Affairs Minor

**Note:** Not all minors are offered through Global Campus.

**Electives**

The number of elective hours will vary depending upon the requirements for the major and minor. No more than 8 hours of electives taken from the same department as the student’s major field will count towards graduation requirements.

**Minimum Totals for Graduation: 124 hours**

- To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.
- Please note: The combination of some majors and minors may require more than 124 hours for graduation.
- No more than 27 hours may be taken from the College of Business Administration. These hours include both business transfer credits and credits earned at Central Michigan University.
- You should read the Requirements for Graduation in this Bulletin for a complete description.
This degree indicates significant exploration and achievement in the liberal arts, including humanities but with an emphasis on natural or social sciences.

General Education Requirements
(30-42 hours)
See General Education Requirements on page 55-63.

Area Requirements (18 hours)
In addition to the University Program requirements, each area requirement below must be completed. Courses taken to satisfy the University Program Requirements may NOT be used to satisfy area requirements.

Area 1 - Humanities (6 hours)
Any 100-500 courses in the following disciplines:
- ARB - Arabic
- ART - Art
- CHN - Chinese
- ENG - English Language and Literature
- FRN - French
- GER - German
- GRK - Greek
- HUM - Humanities
- JPN - Japanese
- LAT - Latin
- MUS - Music
- OJB - Ojibwe
- PHL - Philosophy
- REL - Religion
- RUS - Russian
- SPN - Spanish
- TAI - Theatre and Interpretation

Area 2 - Natural Sciences (6 hours)
Any 100-500 level courses in the following disciplines:
- AST - Astronomy
- BIO - Biology
- CHM - Chemistry
- ENV - Environmental Studies
- ESC - Earth Science
- GEL - Geology
- MET - Meteorology
- MTH - Mathematics
- PHS - Physical Science
- PHY - Physics
- SCI - Sciences
- STA - Statistics

Note: MTH 101 cannot be used to fulfill the Area 2 Natural Sciences requirement.

Anthropology (ANT): Physical Anthropology Courses
These courses also fulfill Area 1 requirements:
- ANT 171 - Human Origins: Introduction to Physical Anthropology 3(3-0)
- ANT 173 - Laboratory in Physical Anthropology 1(0-2)
- ANT 342 - Principles of Forensic Anthropology 3(3-0)
- ANT 347 - Human Evolution 3(3-0)
- ANT 351 - The Race Concept and Human Variation 3(3-0)
- ANT 356 - Primate Behavior 3(3-0)
- ANT 358 - Diseases and Human Evolution 3(3-0)
- ANT 461 - Race, Racism and Human Evolution 3(3-0)
- ANT 542 - Methods in Forensic Anthropology: Osteology and Skeletal Analysis 4(3-2)

Communication Disorders Courses
These courses also fulfill Area 2 Requirements:
- CDO 335 - The Anatomy and Physiology of Speech and Hearing 3(3-0)
- CDO 463 - Introduction to Audiological Sciences 3(3-0)

Computer Science Courses
These courses also fulfill Area 2 Requirements:
- CPS 110 - Information Technology Programming I 3(3-0)
- CPS 150 - FORTRAN Programming 3(3-0)
- CPS 180 - Principles of Computer Programming 3(3-0)
- CPS 181 - Introduction to Data Structures 3(3-0)
- CPS 210 - Assembly Language and Computer Organization 3(3-0)
- CPS 280 - Alternative Programming Languages 1-6(Spec)
- CPS 340 - Advanced Data Structures and Algorithms 3(3-0)
- CPS 360 - Computer Design and Architecture 3(3-0)
- CPS 370 - File Manipulation Techniques 3(3-0)
- CPS 380 - Microcomputer Architecture 3(3-0)
- CPS 410 - Software Engineering 3(3-0)
- CPS 450 - Programming Language Concepts 3(3-0)
- CPS 468 - Systems Programming and Software 3(3-0)
- CPS 530 - Simulation of Discrete Event Systems 3(3-0)
- CPS 541 - Databases 3(3-0)
- CPS 560 - Digital Computer Design 3(3-0)
- CPS 575 - Computer Graphics 3(3-0)

Geography (GEO): Physical Geography and Geographic Information Science Courses
These courses also fulfill Area 2 Requirements:
- GEO 105 - Physical Geography 3(2-2)
- GEO 201 - Weather and Climate 4(4-0)
- GEO 203QR - Introduction to Geographic Information Science 3(2-2)
- GEO 205/GEL 205 - Oceanography 3(3-0)
- GEO 210 - Landforms 3(2-2)
- GEO 303 - Geographic Information Systems I 3(2-2)
- GEO 305 - Remote Sensing of the Environment 3(2-2)
- GEO 310 - Surface Hydrology 3(2-2)
- GEO 330 - Resource Perception and Utilization 3(3-0)
- GEO 334/BIO 334 - Soil Science 3(2-2)
- GEO 335 - Biogeography 3(3-0)
- GEO 355 - Environmental Catastrophes 3(3-0)
- GEO 404 - Global Positioning System 1(1-0)
- GEO 405 - CAD Mapping for GIS 3(2-2)
- GEO 500 - Advanced Cartography 3(2-2)
- GEO 501 - Principles and Applications of Geographic Information System 3(2-2)
- GEO 503 - Advanced Geographic Information Systems 3(2-2)
- GEO 508 - Digital Remote Sensing 3(2-2)
- GEO 512 - Quantitative Methods for Spatial Analysis 3(2-2)
- GEO 516 - Advanced Remote Sensing Systems 3(2-2)
- GEO 528 - Environmental Modeling with GIS 3(2-2)
- GEO 553 - GIS Operations and Practices 3(3-0)

Health Science Courses
These courses also fulfill Area 2 Requirements:
- HSC 211 - Human Anatomy and Physiology 3(3-0)
- HSC 214 - Human Anatomy 4(3-3)
- HSC 215 - Human Physiology 4(3-2)

Human Environmental Studies Courses
These courses also fulfill Area 2 Requirements:
- FNS 361 - Experimental Foods 3(2-2)
- FNS 370 - Nutrition 3(3-0)
- FNS 473 - Advanced Nutrition 4(4-0)
Area 3 - Social Sciences (6 hours)
Any 100-500 level courses in the following disciplines:
ANT - Anthropology (All ANT courses except those included in Area 2); ECO - Economics; GEO - Geography (All GEO courses except Physical Geography and Geographic Information Science courses listed in Area 2); HDF - Human Development & Family Studies; HST - History; PAD - Public Administration; PSC - Political Science; PSY - Psychology; SOC - Sociology

Fashion Merchandising & Design Courses
These courses also fulfill Area 3 Requirements:
FMD 252 - Dress and Culture 3(3-0)

Communication Disorders Courses
These courses also fulfill Area 3 Requirements:
ASL 101 - American Sign Language, Level I 3(3-0)
CDO 130 - Normal Speech and Language Acquisition 3(3-0)

Natural and Social Sciences Requirements
(0-9 hours)
A minimum of 33 credit hours in the natural and social sciences are required. Courses taken to satisfy University Program, Competencies, Area Requirements, or Specialized Studies requirements may be counted toward fulfilling this requirement.

Specialized Studies
The major on the BS degree may include courses taken to satisfy other degree requirements. Not all majors are offered at all locations.
Minor: Optional; however, certain majors require a particular minor or one chosen from a list of acceptable minors. See departments for major requirements. Not all minors are offered through Global Campus.

Majors
Administration: Building Code Administration
Administration: Industrial Administration
Administration: Organization Administration
Administration: Service Sector Administration
Information Technology Major
Integrated Leadership Studies Major
Political Science Major: General Concentration
Psychology Major, General

Minors
Community Health Minor
Geography Minor, Non-Teaching
Industrial Technology Minor
Information Technology Minor
Leadership Minor (Interdisciplinary)
Management Minor
Political Science Minor
Psychology Minor
Public Administration Minor
Public Affairs Minor

Electives
The number of elective hours will vary depending upon the requirements for the major.

Minimum Totals for Graduation: 124 hours
• To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above. Please note: The combination of some majors and minors may require more than 124 hours for graduation.
• No more than 27 hours may be taken from the College of Business Administration. These hours include both business transfer credits and credits earned at Central Michigan University.
• You should read the Requirements for Graduation in this Bulletin for a complete description.
**Available Majors**

**Administration Major**  
*B.S., B.A.A. degrees*

The Major in Administration consists of a 16 semester hour academic core, preceded by 12 semester hours of academic core prerequisites and a concentration of 18 semester hours.

**Admission Requirements, Retention & Termination Standards**

College of Business Administration: No more than 27 semester hours may be taken from the College of Business Administration. These hours include both business transfer credits and credits earned at Central Michigan University.

**Core Courses (28 hours)**

- ACC 203 - Essentials of Accounting for Business 3(3-0)
- ACC 204 - Accounting for Not-for-Profit Entities 1(1-0)
- CPS 501 - Survey of Computer Science 3(3-0)
- ECO 201 - Principles of Macroeconomics 3(3-0)
- ECO 202 - Principles of Microeconomics 3(3-0)
- FIN 303 - Financial Administration 3(3-0)
- MGT 312 - Introduction to Management 3(3-0)
- MGT 495 - Global Management Strategy 3(3-0)
- MKT 300 - Introduction to Marketing 3(3-0)
- STA 282 - Introduction to Statistics 3(3-0)

**Concentrations**

Select from the following:

**Building Code Administration Concentration**

**Required Courses (3 hours)**

- IET 363 - Building Code Enforcement 3(3-0)

**Electives (15 hours)**

Select hours from the following list:

- IET 357 - Residential Architectural Graphics 3(1-4)
- IET 367 - International Building Codes 3(3-0)
- IET 368 - International Residential Code 3(3-0)
- COM 461 - Communication in Leadership 3(3-0)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 411 - Public Sector Human Resources 3(3-0)

**Industrial Administration Concentration**

**Required Courses (18 hours)**

Select hours from the following list:

- IET 326 - Manufacturing Methods Analysis 3(3-0)
- IET 327 - Industrial Safety 3(3-0)
- IET 501 - Application of Industrial Management Principles 3(3-0)
- IET 502 - Computer Applications in Industry 3(3-0)
- MGT 340 - Production/Operations Management 3(3-0)
- MGT 542 - Inventory and Materials Management 3(3-0)
- MGT 543 - Management and Control of Quality 3(3-0)

**Organization Administration Concentration**

**Required Courses (18 hours)**

Select hours from the following list:

- BLR 202 - Legal Environment of Business 3(3-0)
- ECO 440 - Managerial Economics 3(3-0)
- COM 461 - Communication in Leadership 3(3-0)
- JRN 350 - Public Relations Principles and Practices 3(3-0)
- MGT 320 - Human Resource Management 3(3-0)
- PSY 336 - Industrial/Organizational Psychology 3(3-0)
- PSY 537 - Organizational Behavior Management 3(3-0)
- SOC 512 - Industrial Sociology 3(3-0)

**Service Sector Administration Concentration**

**Required Courses (18 hours)**

Select hours from the following list:

- BCA 503 - Critiquing Mass Media 3(3-0)
- BIS 445 - Small Business Organization and Operation 3(3-0)
- BIS 492/ACC 492/FIN 492/MGT 492/MKT 492 - Practicum in Small Business 3(Spec)
- ECO 306 - Money and Banking 3(3-0)
- ECO 425 - The Economics of Industrial Organization 3(3-0)
- ECO 440 - Managerial Economics 3(3-0)
- ECO 515 - Collective Bargaining and Labor Law 3(3-0)
- FIN 257 - Risk Management 3(3-0)
- JRN 360 - Advertising Principles 3(3-0)
- JRN 365 - Advertising Media 3(3-0)
- JRN 465 - Advertising Copy and Design 3(3-0)
- MGT 320 - Human Resource Management 3(3-0)

Total: 46 semester hours

**Information Technology Major**  
*B.S. degree*

**Required Courses I (9 hours)**

Select one of the following options:

**Option A (9 hours)**

- CPS 110 - Information Technology Programming I 3(3-0)
- CPS 280 - Alternative Programming Languages 1-6(Spec)
- ITC 111 - Information Technology Programming II 3(3-0)

**Option B (9 hours)**

- CPS 180 - Principles of Computer Programming 3(3-0)
- CPS 181 - Introduction to Data Structures 3(3-0)
- CPS 280 - Alternative Programming Languages 1-6(Spec)

Note: 3 hours of CPS 280 is required.

**Required Courses II (18 hours)**

- CPS 282 - Introduction to Multimedia Design 3(3-0)
- CPS 395 - Internship in Computer Science 1-9(Spec)
- ITC 190 - Computer Hardware Concepts, Installation, Configuration, and Support 3(3-0)
- ITC 191 - Computer Software Concepts, Installation, Configuration, and Support 3(3-0)
- ITC 265 - Basics of Data Communications and Computer Networks 3(3-0)
- ITC 341 - Introduction to Databases and Applications 3(3-0)

Note: 3 hours of internship (CPS 395) is required.

**Required Courses III (3 hours)**

An IT project as a capstone experience, preferably in the student's area of concentration. It should involve the design and implementation of a solution to a nontrivial IT problem that has some practical meaning in the real world. Capstone experiences may include a special project conducted on- or off-campus under supervision of a faculty member or an internship or service learning project supervised by an off-campus project director in coordination with the advisor.

Choose one of the following:

- CPS 497 - Independent Study 1-6(Spec)
- ITC 495 - Senior Internship 1-3(Spec)

(continued)
Specialized Tracks (6 hours)
Each student is required to select one track from the following list:

- **Data Communication and Networking (6 hours)**
  - ITC 465 - Network Administration and Security 3(3-0)
  - ITC 466 - System Administration and Automation 3(3-0)

- **Database (6 hours)**
  - CPS 541 - Databases 3(3-0)
  - ITC 441 - Database and Virtual Data Server Administration 3(3-0)

- **Interactive Multimedia Design (6 hours)**
  - CPS 482 - Advanced Multimedia Design 3(3-0)
  - ITC 383 - Computer Game Design 3(3-0)

- **Web Application Development (6 hours)**
  - CPS 420 - Web Application Development - Web Services SOA 3(3-0)
  - ITC 320 - Web Application Development - Client-Side Scripting 3(3-0)

- **Custom Track (6 hours)**
  A student may choose to develop a customized track by choosing courses from the other IT tracks or courses from another subject area. The courses may be selected from a variety of disciplines at CMU. The objective of this alternative is to allow students to have the opportunity to follow special interests. The student must propose a program of six hours that represent a coordinated area of interest, and the proposal must be approved by an IT advisor.

Other Requirements I (3 hours)
Select one of the following:
- STA 282QR - Introduction to Statistics 3(3-0)
- STA 382QR - Elementary Statistical Analysis 3(3-0)

Other Requirements II (3-4 hours)
Select one of the following:
- MTH 132 - Calculus I 4(4-0)
- MTH 175 - Discrete Mathematics 3(3-0)
- MTH 217 - Business Calculus 4(4-0)

Other Requirements III (3 hours)
Select one of the following:
- COM 264 - Organizational Communication 3(3-0)
- COM 361 - Interpersonal Communication 3(3-0)

Electives (6 hours)
Each student must take 6 additional elective hours, chosen to complement the student’s program goals and approved by an IT advisor. In addition to CPS/ITC courses from other IT tracks, or other areas of CPS/ITC, possible electives might include courses such as ART 231, ART 235, ART 335, ART 435, GIS 280, GIS 308, GIS 327, EDU 590, FMD 246, FMD 346, GEO 303, GEO 503, IET 154, IET 226, IET 291, IET 457, IET 458, IET 502, IND 334, MGT 335, PSC 585, SOC 210, and TEC 321.

Total: 51-52 semester hours

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**Integrated Leadership Studies Major**

*B.S. degree*

The Integrated Leadership Studies major consists of a 21 semester hour academic core, a selected 6 semester hour specialized track and 12 semester hours of electives chosen in consultation with an advisor.

**Admission Requirements, Retention & Termination Standards**

Any student in good academic standing admitted to CMU’s Global Campus may sign a program plan in Integrated Leadership Studies. Every student intending to major in Integrated Leadership Studies must meet with an advisor for academic planning before registering for classes.

A minimum 2.0 GPA (C) must be earned in the major.

No more than a total of 27 semester hours earned in business courses, including business transfer hours, may be counted toward graduation.

**Core Courses (21 hours)**

- COM 195 - Intercultural Communication 3(3-0)
- COM 461 - Communication in Leadership 3(3-0)
- LDR 200 - Introduction to Leadership 3(2-2)
- MGT 312 - Introduction to Management 3(3-0)
- MGT 348 - Dynamics of Organizational Behavior 3(3-0)
- MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
- PHL 318 - Business Ethics 3(3-0)

**Note:** MSA 501 is the capstone course and should be taken in the final semester prior to graduation.

**Specialized Track (6 hours)**

Select one of the following Specialized Tracks:

- **Military Services Leadership**
  - HST 312 - American Military Experience 3(3-0)
  - PSC 321 - The American Chief Executive 3(3-0)

- **Public Sector Leadership**
  - PSC 105 - Introduction to American Government and Politics 3(3-0)
  - PSC 411 - Public Sector Human Resources 3(0)

- **Enterprise Leadership**
  - ACC 210/ENT 210 - Accounting Information for Entrepreneurial Decision Making 3(3-0)
  - MKT 300 - Introduction to Marketing 3(3-0)

**Electives (12 hours)**

Elective coursework is chosen in consultation with an advisor and pre-approved by the Director of Undergraduate Programs, based on the career interest and goals of the individual student. A minimum of 6 semester hours of electives must be at the 300 level or above.

**Total: 39 semester hours**

**Note:** A student majoring in Integrated Leadership Studies can pursue an Accelerated Master of Science (MSA) degree. The Accelerated MSA program will allow an ILS major to reduce the total number of credits to complete their graduate degree by 12 semester hours. Admission criteria for the Accelerated MSA program can be located in the MSA in the graduate studies section of the Global Campus Bulletin. See your undergraduate academic advisor for details.
Political Science Major: General Concentration
B.S. Degree

A political science major consists of 33 hours. A minimum of 15 hours of course work must be at the 300 level or above, with at least one course at the 400-500 level. PSC 405 cannot be used to fulfill this requirement. Students must choose between the General Political Science Major, the Public Administration Concentration or the International Relations/Comparative Politics Concentration.

Courses taken on a Credit/No Credit basis may not be counted toward political science majors or political science minors. Majors and minors in political science should enroll in PSC 105 as freshmen (see course description). Transfer students majoring in political science will be expected to take at least 15 hours of coursework in the department; transfer minors, 12 hours.

The student is required to take a minimum of three hours from three of the following five fields:

I. American National Political Institutions and Processes;
II. American State and Local Government, Public Administration and Policy;
III. International Relations;
IV. Comparative Politics;
V. Political Theory.

Note: Field II is not applicable to the International Relations/Comparative Politics Concentration. It is recommended that all political science majors enroll in PSC 280 during their sophomore year. PSC 398 and PSC 598 are Special Topics courses which may be used to fulfill the area requirements for majors and minors. Permission to do this is based on the substantive content of the course, and requires the consent of the student's major or minor advisor or the department chair. Any regular faculty member in the department can serve as the student's advisor on a major or minor.

Internships: The department has established an internship program where students are provided relevant firsthand work experience. The duration of an internship can vary depending on the number of credit hours (1-12) taken. Students majoring in political science with a concentration in public administration can receive credit toward their major or minor. Any regular faculty member in the department can serve as the student's advisor on a major or minor.

Required Courses (9 hours)
PSC 100 - Introduction to Political Science 3(3-0)
PSC 105 - Introduction to American Government and Politics 3(3-0)
PSC 280 - Introduction to Empirical Methods of Political Research 3(3-0)

Other Requirements (12 hours)
Select one 3-credit hour course in four of the following five fields:

Field I
American National Political Institutions and Processes
PSC 101 - Political Behavior 3(3-0)
PSC 125 - African-American Politics 3(3-0)
PSC 320 - The American Legislative Process 3(3-0)
PSC 321 - The American Chief Executive 3(3-0)
PSC 322 - Judicial Process and Politics 3(3-0)
PSC 323 - American Parties and Politics 3(3-0)
PSC 325/PHL 345/REL 345/SOC 345 - The Civil Rights Movement 3(3-0)
PSC 326/WST 326 - Women and Politics 3(3-0)
PSC 327 - Lobbying and Interest Group Behavior 3(3-0)
PSC 328 - Campaigns and Elections 3(3-0)
PSC 421 - Constitutional Law: Powers of Government 3(3-0)
PSC 422 - Constitutional Law: Civil Rights and Liberties 3(3-0)
PSC 520 - American National Government and Politics 3(3-0)

Field II
American State and Local Government, Public Administration and Policy
PSC 210 - Introduction to Public Administration 3(3-0)
PSC 261 - State and Local Government 3(3-0)
PSC 300 - Michigan Politics and Elections 3(3-0)
PSC 301 - Law and Policy in Michigan State Government 3(3-0)
PSC 313 - Public Budgeting Processes 3(3-0)
PSC 411 - Public Sector Human Resources 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 516 - Environmental Politics and Policy 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)

Field III
International Relations
PSC 150 - Introduction to International Relations 3(3-0)
PSC 151 - The U.S. and the World 3(3-0)
PSC 351 - International Relations 3(3-0)
PSC 352 - US - Latin American Relations 3(3-0)
PSC 353 - Model United Nations 3(3-0)
PSC 453 - American Foreign Policy 3(3-0)
PSC 551 - Seminar in International Relations 3(3-0)
PSC 555 - International Law 1 3(3-0)
PSC 556 - International Law II 3(3-0)

Field IV
Comparative Politics
PSC 242 - Introduction to Comparative Politics 3(3-0)
PSC 340 - African Political Systems and Processes 3(3-0)
PSC 341 - Comparative Politics: Eastern Europe 3(3-0)
PSC 343 - Southeast Asian Political Systems and Processes 3(3-0)
PSC 344 - East Asian Political Systems and Processes 3(3-0)
PSC 345 - Middle Eastern Political Systems 3(3-0)
PSC 346 - The Politics of Islam 3(3-0)
PSC 347 - Comparative Politics: Western Europe 3(3-0)
PSC 348 - Latin American Political Systems 3(3-0)
PSC 515 - Comparative Public Policy 3(3-0)
PSC 540 - Cultural Heritage and Politics of Eastern Europe 3(3-0)

Field V
Political Theory
PSC 275 - Great Political Thinkers 3(3-0)
PSC 371 - American Political Thought 3(3-0)
PSC 372 - American Radical Thought 3(3-0)
PSC 375 - Socialism, Fascism, and Liberalism 3(3-0)
PSC 378 - Modern Democratic Theory 3(3-0)
PSC 381 - Slavery, Tyranny, Democracy: Classical Origins of Modern Ideas 3(3-0)
PSC 382 - Modern Political Theory 3(3-0)
PSC 383 - Contemporary Political Theory 3(3-0)
PSC 426/PHL 426/WST 426 - Feminist Theory 3(3-0)
PSC 583 - Survey Research 3(3-0)

(continued)
Electives (12 hours)
Hours selected from the five fields listed above.

Total: 33 semester hours

Note: A minimum of 15 hours of PSC course work must be at the 300 level or above, with at least one PSC course at the 400-500 level. PSC 405 cannot be used to fulfill this requirement.

Psychology Major
B.S. degrees
This is the flexible major which you can consider regardless of your post-graduation plans including graduate school. This major requires that you complete a minimum of 30 semester hours of PSY courses.

Required Courses I (9 hours)
PSY 100 - Introduction to Psychology 3(3-0)
PSY 285 - Research Methods 3(3-0)
PSY 385 - Applications of Research Methods 3(3-0)

Required Courses II (3 hours)
PSY 211QR - Introduction to Psychological Statistics 3(3-0)
Psychology Electives (18 hours)

Total: 33 semester hours

Note: You must complete a minimum of 15 hours of psychology course work at CMU.

Note: You must earn a grade of “C” or better in PSY 211 to enroll in PSY 285, and earn a “C” or better in PSY 285 and have completed ENG 201 to enroll in PSY 385. Consult individual course descriptions for prerequisites for other courses.

Note: Students who have already taken BIO 500 Biological Statistics (3) or HSC 544 Biostatistics (3) and received a grade of “C” or better in the course may substitute the requirement for PSY 211. In that case, an additional three (3) hours of Psychology must be taken.

Credit restrictions: Only PSY 100 may be taken on a CR/NC basis. No more than 9 hours may be counted from the following courses with unspecified content: PSY 200, 400, 496, 497, 498, 500, 501, 502. Further, not more than 3 hours may be counted from any one unspecified content course.

Available Minors

Minors consist of 20-24 credit hours (depending on the field of study). Credit can be earned through CMU classroom courses, prior learning, and independent study. Courses not offered through CMU programs can be transferred in from other accredited institutions. Additional minors may become available. For information contact your academic advisor or program center.

Community Health Minor

Required Courses (9 hours)
HSC 106QR - Healthy Lifestyles 3(2-1)
HSC 211 - Human Anatomy and Physiology 3(3-0)
HSC 317 - Community Health 3(3-0)

Electives (15 hours)
Selected with an advisor from a list of approved courses.

Total: 24 semester hours

Note: There is considerable overlap of health content courses with the present major in Community Health Education. For this reason, students with a major in Community Health Education may not minor in Community Health.

Geography Minor

Required Courses I: Core Courses (12 hours)
GEO 105 - Physical Geography 3(2-2)
GEO 120QR - Environmental Geography 3(3-0)
GEO 121 - Cultures of the World 3(3-0)
GEO 203QR - Introduction to Geographic Information Science 3(2-2)

Required Course II (3 hours)
Select at least one of the following:
GEO 312 - Geography of Contemporary Global Issues 3(3-0)
GEO 315 - Food and Agriculture 3(3-0)
GEO 317 - Economic Geography 3(3-0)
GEO 330 - Resource Perception and Utilization 3(3-0)
GEO 340 - Urban Geography 3(3-0)
GEO 342 - Historical Geography 3(3-0)
GEO 345 - Political Geography 3(3-0)
GEO 355 - Environmental Catastrophes 3(3-0)

Required Course III (3 hours)
Select at least one of the following:
GEO 346 - Geography of the Developing World 3(3-0)
GEO 350 - United States and Canada 3(3-0)
GEO 365 - Europe 3(3-0)
GEO 373 - Latin America 3(3-0)
GEO 385 - China: Environment and People 3(3-0)
GEO 395 - Michigan 3(3-0)

Elective I (3 hours)
Select three additional hours of Geography.

Total: 21 semester hours
Industrial Technology Minor

Students may select courses appropriate to any IET major concentration with advisor approval:

**Automotive**
- IET 226 - Parametric Design and Modeling 3(2-2)
- IET 385 - Automotive Engines 3(1-4)
- IET 450 - Mechanical Computer-Aided Engineering 3(2-2)

**Construction**
- IET 160 - Wood Technology 3(1-4)
- IET 226 - Parametric Design and Modeling 3(2-2)
- IET 294 - Residential Electrical Wiring 3(2-2)
- IET 357 - Residential Architectural Graphics 3(1-4)
- IET 358 - Light Commercial Architectural Graphics 3(2-2)
- IET 361 - Construction Technology 3(1-4)
- IET 426 - Plant Layout and Materials Handling 3(3-0)
- IET 428 - Manufacturing Quality 3(3-0)
- IET 561 - Light Frame Construction Workshop 3(0-6)

**Mechanical Design and Engineering**
- IET 154 - Engineering Design Graphics 3(2-2)
- IET 226 - Parametric Design and Modeling 3(2-2)
- IET 350 - Mechanism Design 3(3-0)
- IET 379 - Mechanics of Materials 3(3-0)
- IET 450 - Mechanical Computer-Aided Engineering 3(2-2)
- IET 451 - Geometric Dimensioning and Tolerancing 3(2-2)
- IET 455 - Tool Design 3(2-2)
- IET 457 - Computer-Aided Design 3(2-2)
- IET 458 - Surface Modeling 3(2-2)

**Graphics**
- IET 143 - Introduction to Graphic Arts 3(2-2)
- IET 154 - Engineering Design Graphics 3(2-2)
- IET 226 - Parametric Design and Modeling 3(2-2)

**Manufacturing/Production**
- IET 225 - Manufacturing Process Planning 3(3-0)
- IET 226 - Parametric Design and Modeling 3(2-2)
- IET 326 - Manufacturing Methods Analysis 3(3-0)
- IET 375 - Robotics 3(2-2)
- IET 377 - Computer Numerical Control Programming 3(2-2)
- IET 426 - Plant Layout and Materials Handling 3(3-0)
- IET 428 - Manufacturing Quality 3(3-0)
- IET 477 - Advanced Computer Numerical Control Programming 3(2-2)

Total: 21 semester hours

Information Technology Minor

A minor in Information Technology may not be approved for students with majors in Computer Integrated Manufacturing, Computer Technology, or the joint major, Computer Science-Mathematics. A minor in Information Technology will be approved for students with a major in Computer Science only if another major or minor outside of the department is also obtained.

**Required Courses I (9 hours)**
Select one of the following options:

- **Option A**
  - CPS 110 - Information Technology Programming I 3(3-0)
  - CPS 280 - Alternative Programming Languages 1-6(Spec)
  - ITC 111 - Information Technology Programming II 3(3-0)
  
  **Note:** 3 hours of CPS 280 is required.

- **Option B**
  - CPS 180 - Principles of Computer Programming 3(3-0)
  - CPS 181 - Introduction to Data Structures 3(3-0)
  - CPS 280 - Alternative Programming Languages 1-6(Spec)
  
  **Note:** 3 hours of CPS 280 is required.

**Required Courses II (6 hours)**
- ITC 190 - Computer Hardware Concepts, Installation, Configuration, and Support 3(3-0)
- ITC 191 - Computer Software Concepts, Installation, Configuration, and Support 3(3-0)

**Other Requirements (3 hours)**
Select one of the following:
- STA 282 - Introduction to Statistics 3(3-0)
- STA 382QR - Elementary Statistical Analysis 3(3-0)

**Electives (6 hours)**
Select two of the following:
- CPS 282 - Introduction to Multimedia Design 3(3-0)
- CPS 395 - Internship in Computer Science 1-9(Spec)
- CPS 420 - Web Application Development - Web Services SOA 3(3-0)
- CPS 482 - Advanced Multimedia Design 3(3-0)
- ITC 265 - Basics of Data Communications and Computer Networks 3(3-0)
- ITC 320 - Web Application Development - Client-Side Scripting 3(3-0)
- ITC 341 - Introduction to Databases and Applications 3(3-0)
- ITC 365 - Introduction to Data Communications and Computer Networks 3(3-0)
- ITC 383 - Computer Game Design 3(3-0)
- ITC 441 - Database and Virtual Data Server Administration 3(3-0)
- ITC 465 - Network Administration and Security 3(3-0)
- ITC 466 - System Administration and Automation 3(3-0)

Total: 24 semester hours

This major is available in Southfield.
Leadership Minor

The Leadership minor is a 24 credit hour interdisciplinary program that includes both theoretical and experiential components. The major objective of the program is to educate students for and about leadership and prepare them to acquire leadership positions in their community and profession. The minor complements a wide variety of academic programs such as: health professions, business, political science, recreation, parks and leisure services, military science, communication, and education. Contact the Department of Recreation, Parks and Leisure Services Administration at 774-1939 or see the advisor in Finch 213.

Required Courses I (9-12 hours)
COM 461 - Communication in Leadership 3(3-0)
LDR 200 - Introduction to Leadership 3(2-2)
LDR 402 - Applications of Leadership 3-6(Spec)

Required Courses II (3 hours)
Select one of the following:
PHL 118 - Moral Problems 3(3-0)
PHL 218 - Ethical Theories 3(3-0)
PHL 318 - Business Ethics 3(3-0)

Electives (9-12 hours)
Choose one course from each of the three elective tracks listed below. The fourth course may be selected from any of the tracks, or LDR 402 can be taken for six credits, three of which count in the core requirements, the other three credits would count as elective credits. Elective tracks and courses to be selected in consultation with an advisor.

Track 1 - Understanding Human Behavior and Development
Courses in this track provide a study of the theories, frameworks, and research that assist in the understanding and prediction of human behavior. Each course addresses aspects of how behavior develops through normal maturation processes, the identification of traits and behavior to meet environmental demands or personal goals.
EDU 280 - Education of Children 3(3-0)
HDF 100 - Lifespan Development 3(3-0)
MSL 102 - Introduction to the Profession of Arms 2(Spec)
PSC 101 - Political Behavior 3(3-0)
PSY 100 - Introduction to Psychology 3(3-0)
PSY 220 - Developmental Psychology 3(3-0)
PSY 340 - Studies in Personality 3(3-0)

Note: You may count only one of EDU 280, HDF 100, or PSY 220.

Track 2 - Interpersonal and Group Interaction
Courses in this track address the major tenets of social interaction that may lead to group productivity and overall effectiveness. Each course provides an examination of how groups can develop into functioning units through the study of patterns of individual and group interaction (e.g., communication) within organizations and society in general.
BLR 310 - Alternative Dispute Resolution in Business 3(3-0)
ENG 402 - Argumentation and Expository Writing 3(3-0)
COM 264 - Organizational Communication 3(3-0)
COM 267 - Introduction to Debate 3(3-0)
COM 353 - Small Group Communication 3(3-0)
COM 361 - Interpersonal Communication 3(3-0)
COM 367 - Nonverbal Communication 3(3-0)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
MGT 348 - Dynamics of Organizational Behavior 3(3-0)
MGT 355 - Communications: Managerial Applications 3(3-0)
MSL 201 - Individual Leadership Studies 3(Spec)
MSL 202 - Leadership and Teamwork 3(Spec)
PES 300 - Wilderness Experience for Leadership Development 3(2-2)
PSC 327 - Lobbying and Interest Group Behavior 3(3-0)
PSY 330 - Social Psychology 3(3-0)
PSY 336 - Industrial/Organizational Psychology 3(3-0)
PSY 531 - Group Dynamics 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)
PFL 205 - Outdoor Leadership 3(2-2)
PFL 206 - Recreation Activities Leadership 3(3-0)
PFL 307 - Management Skills in Leisure Services 3(3-0)
PFL 435 - Leadership in Adventure Education Programming 3(3-0)
SOC 100 - Introductory Sociology 3(3-0)
SOC 201 - Social Psychology 3(3-0)

Track 3 - Leadership in a Social, Political, or Historical Context
Courses in this track put the analysis of effective leaders and leadership practices into a specific historical, political, and/or social context. Each course provides a broad perspective of leadership as it examines a set of complex environmental variables that affect leader development and effectiveness.
BAC 210 - Survey of the Mass Media 4(4-0)
HSC 203 - Leadership for the Health Professions 3(3-0)
HSC 520 - Health Services Administration 3(3-0)
HST 110 - The American Experience 3(3-0)
HST 238 - Ancient Greece and Rome 3(3-0)
HST 312 - American Military Experience 3(3-0)
HST 325 - African-American History, 1877-Present 3(3-0)
LAR 145 - Racism and Discrimination in America through Dialogue 3(3-0)
MSL 301 - Adaptive Team Leadership 4(Spec)
MSL 402 - Mission Command II and the Company Grade Officer 4(Spec)
PSC 105 - Introduction to American Government and Politics 3(3-0)
PSC 125 - African-American Politics 3(3-0)
PSC 150 - Introduction to International Relations 3(3-0)
PSC 261 - State and Local Government 3(3-0)
PSC 275 - Great Political Thinkers 3(3-0)
PSC 321 - The American Chief Executive 3(3-0)
PSC 371 - American Political Thought 3(3-0)
REL 345/PFL 345/PSC 325/SOC 345 - The Civil Rights Movement 3(3-0)
PFL 405 - Administration of Community Leisure Services 3(3-0)
SOC 221 - Social Problems 3(3-0)
SOC 402 - Analysis of Social Change 3(3-0)
SOC 403 - Political Sociology 3(3-0)
WST 326/PSC 326 - Women and Politics 3(3-0)

Total: 24 semester hours
Management Minor
This minor is designed to provide sufficient flexibility to accommodate students with varying backgrounds and career objectives.

Admission Requirements, Retention & Termination Standards
To sign a minor in Management:
1. A minimum cumulative GPA of 2.5 based on completion of at least 56 credit hours is required.
2. The minor is available only to students pursuing majors outside the College of Business Administration. If you are pursuing a teaching degree you may not choose this minor.
3. No more than a total of 27 hours of credit earned in business courses, including business transfer hours, may be counted towards graduation.
4. Courses taken Credit/No Credit basis are not accepted on the management department minor.

Required Courses (9 hours)
MGT 312 - Introduction to Management 3(3-0)
MGT 320 - Human Resource Management 3(3-0)
MGT 348 - Dynamics of Organizational Behavior 3(3-0)

Elective Courses (12 hours)
1. Six hours from the Department of Management.
2. Six hours from the College of Business Administration.

Total: 21 semester hours

Political Science Minor
A Political Science minor consists of 21 hours. Courses taken on a Credit/No Credit basis may not be counted toward this minor.

Required Course (3 hours)
PSC 105 - Introduction to American Government and Politics 3(3-0)

Other Requirements (12 hours)
Select one 3-credit hour course in four of the following five fields:

Field I
American National Political Institutions and Processes
PSC 101 - Political Behavior 3(3-0)
PSC 125 - African-American Politics 3(3-0)
PSC 320 - The American Legislative Process 3(3-0)
PSC 321 - The American Chief Executive 3(3-0)
PSC 322 - Judicial Process and Politics 3(3-0)
PSC 323 - American Parties and Politics 3(3-0)
PSC 325/PHL 345/REL 345/SOC 345 - The Civil Rights Movement 3(3-0)
PSC 326/WST 326 - Women and Politics 3(3-0)
PSC 327 - Lobbying and Interest Group Behavior 3(3-0)
PSC 328 - Campaigns and Elections 3(3-0)
PSC 421 - Constitutional Law: Powers of Government 3(3-0)
PSC 422 - Constitutional Law: Civil Rights and Liberties 3(3-0)
PSC 520 - American National Government and Politics 3(3-0)

Field II
American State and Local Government, Public Administration and Policy
PSC 210 - Introduction to Public Administration 3(3-0)
PSC 261 - State and Local Government 3(3-0)
PSC 300 - Michigan Politics and Elections 3(3-0)
PSC 301 - Law and Policy in Michigan State Government 3(3-0)
PSC 313 - Public Budgeting Processes 3(3-0)

PSC 411 - Public Sector Human Resources 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 516 - Environmental Politics and Policy 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)

Field III
International Relations
PSC 150 - Introduction to International Relations 3(3-0)
PSC 151 - The U.S. and the World 3(3-0)
PSC 351 - International Relations 3(3-0)
PSC 352 - US - Latin American Relations 3(3-0)
PSC 353 - Model United Nations 3(3-0)
PSC 453 - American Foreign Policy 3(3-0)
PSC 551 - Seminar in International Relations 3(3-0)
PSC 555 - International Law I 3(3-0)
PSC 556 - International Law II 3(3-0)

Field IV
Comparative Politics
PSC 242 - Introduction to Comparative Politics 3(3-0)
PSC 340 - African Political Systems and Processes 3(3-0)
PSC 341 - Comparative Politics: Eastern Europe 3(3-0)
PSC 343 - Southeast Asian Political Systems and Processes 3(3-0)
PSC 344 - East Asian Political Systems and Processes 3(3-0)
PSC 345 - Middle Eastern Political Systems 3(3-0)
PSC 346 - The Politics of Islam 3(3-0)
PSC 347 - Comparative Politics: Western Europe 3(3-0)
PSC 348 - Latin American Political Systems 3(3-0)
PSC 515 - Comparative Public Policy 3(3-0)
PSC 540 - Cultural Heritage and Politics of Eastern Europe 3(3-0)

Field V
Political Theory
PSC 275 - Great Political Thinkers 3(3-0)
PSC 280 - Introduction to Empirical Methods of Political Research 3(3-0)
PSC 371 - American Political Thought 3(3-0)
PSC 372 - American Radical Thought 3(3-0)
PSC 375 - Socialism, Fascism, and Liberalism 3(3-0)
PSC 378 - Modern Democratic Theory 3(3-0)
PSC 381 - Slavery, Tyranny, Democracy: Classical Origins of Modern Ideas 3(3-0)
PSC 382 - Modern Political Theory 3(3-0)
PSC 383 - Contemporary Political Theory 3(3-0)
PSC 426/PHL 426/WST 426 - Feminist Theory 3(3-0)
PSC 583 - Survey Research 3(3-0)

Other Requirements (6 hours)
Select hours from the five fields listed above.

Total: 21 semester hours
Psychology Minor

Required Course (3 hours)
PSY 100 - Introduction to Psychology 3(3-0)

Electives (18 hours)
A student must complete a minimum of 9 hours of psychology course work at CMU. If you are minoring in psychology and plan to attend graduate school in psychology, PSY 211QR is strongly recommended. The balance of your credits should be selected by you and your advisor working together to select the set of courses which is most appropriate for you. A minimum 2.7 GPA (B-) must be earned in all teaching minors.

Total: 21 semester hours

Note: Only 6 hours may be counted from courses of unspecified content: PSY 200, 400, 496, 498, 500, 501, and 502. Further, not more than 3 hours may be counted from any one unspecified content course.

Public Administration Minor

Required Courses (15 hours)
PSC 105 - Introduction to American Government and Politics 3(3-0)
PSC 210 - Introduction to Public Administration 3(3-0)
PSC 280 - Introduction to Empirical Methods of Political Research 3(3-0)
PSC 313 - Public Budgeting Processes 3(3-0)
PSC 411 - Public Sector Human Resources 3(0)

Electives (6 hours)
Select two of the following:
PSC 261 - State and Local Government 3(3-0)
PSC 300 - Michigan Politics and Elections 3(3-0)
PSC 301 - Law and Policy in Michigan State Government 3(3-0)
PSC 320 - The American Legislative Process 3(3-0)
PSC 395 - Internship in Government and Politics 1-12(Spec)
PSC 514 - American Public Policy Making 3(3-0)
PSC 516 - Environmental Politics and Policy 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)

Total: 21 semester hours

Public Affairs Minor

The Public Affairs Minor is offered by the Department of Journalism and the Department of Political Science and Public Administration. The minor brings together courses designed to provide skills and knowledge for the student with a career interest in public affairs communication.

Only JRN 202 (3) can be double-counted by Journalism majors and minors. Only PSC 105 (3) can be double-counted by Political Science majors and minors. Credits from only one internship, either Journalism or Political Science can be counted toward the Public Affairs Minor. Internship hours are limited to 3.

Required Courses (12 hours)
JRN 202 - Writing for the Mass Media 3(3-0)
JRN 350 - Public Relations Principles and Practices 3(3-0)
PSC 105 - Introduction to American Government and Politics 3(3-0)
PSC 261 - State and Local Government 3(3-0)

Electives (12 hours)
JRN 360 - Advertising Principles 3(3-0)
JRN 450 - Public Relations Writing 3(3-0)
JRN 551 - Case Studies in Public Relations 3(3-0)
JRN 556 - Public Relations Seminar 3(3-0)
JRN 559 - Public Relations Internship 1-4(Spec)
PSC 210 - Introduction to Public Administration 3(3-0)
PSC 313 - Public Budgeting Processes 3(3-0)
PSC 320 - The American Legislative Process 3(3-0)
PSC 327 - Lobbying and Interest Group Behavior 3(3-0)
PSC 395 - Internship in Government and Politics 1-12(Spec)
PSC 395 - Internship in Government and Politics 1-12(Spec)

Total: 24 semester hours
The primary purpose of the Bachelor of Science with an Option in Community Development is to provide education for persons required to function effectively in various community organizations. The program allows for a general education, for a broad education in community development, and for the development of specialized expertise in specified professional fields.

**General Education Requirements (50 hours)**

All students must complete 50 semester hours of work in general education which reflect each of the following (work may be demonstrated by successfully completing course work or other learning experiences for which college-level credit is granted):

- Insight and Appreciation
- Organization and Communication of Ideas
- Physical Environment and Biological Inheritance
- Social Inheritance and Responsibilities

**Areas of Study (24 hours)**

Students must demonstrate competence in each of the following areas of study by successfully completing course work or other learning experiences for which college-level credit is granted.

- **Area 1** - The General Theory and Practice of Community
- **Area 2** - Interaction of Community Institutions in a Community Setting
- **Area 3** - Methods Appropriate for Studying Community Behavior and the Implementation and Evaluation of Community Programs
- **Area 4** - Organization Theory and Leadership, Interpersonal Relationships, Communication, and Group Dynamics

**Specialized Studies (12 hours)**

Concentrations (see page 76)

Select one of the following concentrations:

- Community Development Option:
  - Concentration in Public Administration
  - Concentration in Community Services
  - Concentration in Health Sciences

**Electives (0-38 hours)**

The number of elective hours will vary depending upon the requirements for the option.

**Minimum Totals for Graduation:**

**124 hours**

- To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.
- Please note: The combination of some majors and minors may require more than 124 hours for graduation.
- No more than 27 hours may be taken from the College of Business Administration. These hours include both business transfer credits and credits earned at Central Michigan University.
- You should read the Requirements for Graduation in this Bulletin for a complete description.
**Option in Community Development**

B.S. degree

No more than a total of 27 hours of credit may be taken from the College of Business Administration. These credits include both business transfer credit and credits earned at Central Michigan University.

**Concentration in Community Services**

No more than a total of 27 hours of credit may be taken from the College of Business Administration. These credits include both business transfer credit and credits earned at Central Michigan University.

**Representative Courses (12 hours)**

Select hours from the following list:

- HDF/WST 213 - Introduction to Human Sexuality 3(3-0)
- HSC 317 - Community Health 3(3-0)
- SOC 223 - Urban Structures and Change 3(3-0)
- SOC 323 - Racism and Inequality 3(3-0)
- SOC 324 - Criminology 3(3-0)
- SOC 411 - The Family 3(3-0)
- SWK 470 - Social Work Practicum 14(Spec)

**Total: 12 semester hours**

**Concentration in Health Sciences**

**Required Course**

HSC 211 - Human Anatomy and Physiology 3(3-0)

**Note:** HSC 211 (or equivalent) is required. It will not count toward the 12 hours in Health Sciences but it may be applied toward the General Education Requirements. It is a prerequisite to some of the courses listed below.

**Representative Courses (12 hours)**

Select 12 credit hours from the following list (at least 6 hours must be at the 300 level or above):

- FNS 370 - Nutrition 3(3-0)
- HSC 106QR - Healthy Lifestyles 3(3-0)
- HSC 205 - Responding to Emergencies 2(1-2)
- HSC 235 - Psychoactive Drugs 3(3-0)
- HSC 317 - Community Health 3(3-0)
- HSC 352 - Environmental Health 3(3-0)
- HSC 390 - Health and Aging 3(3-0)
- HSC 411 - Pathophysiology 3(3-0)
- HSC 510 - Independent Reading Experience 1-4(Spec)
- HSC 512 - Special Topics in Health Education 1-12(Spec)
- HSC 519 - Death Education and Suicide Prevention 3(3-0)
- HSC 522 - Consumer Health Education 2(2-0)
- HSC 523 - AIDS Education 1(1-0)
- HSC 525 - Sexually Transmitted Disease Workshop 1(Spec)
- HSC 526 - Behavioral Health 3(3-0)
- HSC 527 - Sex Education Workshop 1(Spec)
- HSC 528 - Smoking and Health Education Workshop 1(Spec)
- HSC 529 - Alcohol Education Workshop 1(1-0)
- HSC 530 - Drug Abuse Workshop 1(Spec)
- HSC 534 - Workshop in Principles of Cardiovascular Health and Disease 1(Spec)
- HSC 537 - Stress Reduction Workshop 1(Spec)
- HSC 547 - Health Risk Identification and Management 3(3-0)

**Total: 12 semester hours**

**Concentration in Public Administration**

**Representative Courses (12 hours)**

Select hours from the following list:

- ECO 201 - Principles of Macroeconomics 3(3-0)
- ECO 202 - Principles of Microeconomics 3(3-0)
- ECO 360 - Public Economics 3(3-0)
- ECO 503 - Seminar in Urban Economics 3(3-0)
- GEO 340 - Urban Geography 3(3-0)
- JRN 350 - Public Relations Principles and Practices 3(3-0)
- MGT 312 - Introduction to Management 3(3-0)
- MGT 320 - Human Resource Management 3(3-0)
- MGT 348 - Dynamics of Organizational Behavior 3(3-0)
- MGT 355 - Communications: Managerial Applications 3(3-0)
- MGT 445 - Compensation Administration 3(3-0)
- PSC 100 - Introduction to Political Science 3(3-0)
- PSC 105 - Introduction to American Government and Politics 3(3-0)
- PSC 125 - African-American Politics 3(3-0)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 261 - State and Local Government 3(3-0)
- PSC 313 - Public Budgeting Processes 3(3-0)
- PSC 320 - The American Legislative Process 3(3-0)
- PSC 322 - Judicial Process and Politics 3(3-0)
- PSC 326/WST 326 - Women and Politics 3(3-0)
- PSC 411 - Public Sector Human Resources 3(3-0)
- PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

**Total: 12 semester hours**
Completion of this degree will qualify a student for recommendation to the Michigan State Board of Education for an Elementary Provisional Certificate, which will permit the holder to teach in the elementary schools.

**General Education Requirements**

*(30-42 hours)*

See General Education Requirements on pages 113-121.

**Planned Program/Comprehensive Major**

*(45 hours)*

*Note:* Many of the courses in the Planned Program/Comprehensive Major double count in the University Program and in majors and minors.

- **ART 345** - Art in the Elementary School 2(1-2)
- **AST 165** - Foundations of Astronomy 1(0-2)
- **BIO 165** - Life Science for Elementary Teachers 4(3-3)
- **CHM 265QR** - Chemical Physical Science for Elementary Teachers 2(0-6)
- **ENG 315** - Teaching Writing in Elementary and Middle Schools 4(3-1)
- **ENG 381** - Children's Literature 3(3-0)
- **GEO 120QR** - Environmental Geography 3(3-0)
- **GEO 350** - United States and Canada 3(3-0)
- **HSC 343** - Health Education in the Elementary School 2(2-0)
- **HST 210** - United States History through Michigan Eyes 3(3-0)
- **MTH 151** - Mathematics for Elementary Teachers I 3(3-0)
- **MTH 152** - Mathematics for Elementary Teachers II 3(3-0)
- **MUS 330** - Music for Elementary Classroom Teachers 2(2-0)
- **PES 310** - Physical Education for the Classroom Teacher 2(Spec)
- **PHS 265QR** - Quantitative Physical Science 2(1-3)
- **PSC 105** - Introduction to American Government and Politics 3(3-0)
- **SCI 165** - Earth Systems Science for Elementary Teachers 3(2-2)

**Professional Education Sequence Requirements**

*(38 hours)*

All of the courses below (except EDU 107 and HDF 100) require students to be admitted to the teacher education program. Students cannot continue in the education program until each previous EDU course is completed with a C+ or better. EDU 432 and EDU 458 may be taken at any point after the course prerequisites are met.

*Note:* For main campus students, all of these courses except EDU 432 and EDU 458 are offered in cohort blocks and must be taken in a specific order. In order to proceed to the next cohort block of classes, all EDU courses in the previous block must be successfully completed with a grade of C+ or better. Read carefully the section on Standards leading to Teacher Certification for additional requirements.

- **EDU 107** - Introduction to Teaching 3(3-1)
- **EDU 330** - Reading in the Elementary School 3(3-0)
- **EDU 380** - Pre-Student Teaching 10(10-5)
- **EDU 393** - Learning Theory in Elementary Education 3(3-0)
- **EDU 432** - Student Teaching Seminar 3(3-0)
- **EDU 458** - Student Teaching 10(Spec)
- **HDF 100** - Lifespan Development 3(3-0)
- **SPE 504** - Teaching Students in Inclusive Settings 3(3-0)

**Specialized Studies**

**Option 1 - Choice 1: (Major)**

Select a major:

- Integrated Science Major

**Minimum Totals for Graduation: 124 hours**

- To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.

- Please note: the combination of some majors and minors may require more than 124 hours for graduation.

- You must earn a minimum overall grade point average of 2.70 in order to graduate with the Bachelor of Science in Education degree.

- Not all major/minor combinations are allowed. Please consult with a university advisor to confirm your choice.

- No more than a total of 27 hours may be taken from the College of Business Administration and counted towards graduation.

- You should read the Requirements for Graduation in this Bulletin for a complete description.

- Note: Early advisement and planning are necessary to be able to complete this degree with as few hours as possible.

**Minimum Totals for Graduation: 124 hours**

*To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.*

*Please note: the combination of some majors and minors may require more than 124 hours for graduation.*

*You must earn a minimum overall grade point average of 2.70 in order to graduate with the Bachelor of Science in Education degree.*

*Not all major/minor combinations are allowed. Please consult with a university advisor to confirm your choice.*

*No more than a total of 27 hours may be taken from the College of Business Administration and counted towards graduation.*

*You should read the Requirements for Graduation in this Bulletin for a complete description.*

*Note: Early advisement and planning are necessary to be able to complete this degree with as few hours as possible.*

**Specialized Studies**

**Option 1 - Choice 1: (Major)**

Select a major:

- Integrated Science Major

**Minimum Totals for Graduation: 124 hours**

- To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.

- Please note: the combination of some majors and minors may require more than 124 hours for graduation.

- You must earn a minimum overall grade point average of 2.70 in order to graduate with the Bachelor of Science in Education degree.

- Not all major/minor combinations are allowed. Please consult with a university advisor to confirm your choice.

- No more than a total of 27 hours may be taken from the College of Business Administration and counted towards graduation.

- You should read the Requirements for Graduation in this Bulletin for a complete description.

- Note: Early advisement and planning are necessary to be able to complete this degree with as few hours as possible.
Interdisciplinary Integrated Science Major

B.S. in Ed. degree, Provisional Elementary Certification

This major offers a balanced, interdisciplinary program of coursework in the life, physical, and earth and space sciences for students planning to teach elementary or middle school. The required courses have been selected to prepare students to teach the science content in the Michigan Curriculum Framework including strong preparation in science inquiry through laboratory and field methods experiences. Students are encouraged to work closely with an advisor throughout their program. Courses, where appropriate, may be double counted with the University Program and the degree requirements on the Bachelor of Science in Education.

Admission Requirements, Retention & Termination Standards

A minimum grade of a C is required for all non-methods courses used in this major. Any course with a C- or lower will be included in the calculation of the major GPA until it is retaken and a grade of a C or better is earned. All courses must be taken for a grade, not for credit/no credit even if offered as an option. Grades in courses transferred to CMU will count in the calculation of the major GPA. A minimum 2.7 GPA (B-) must be earned in all teaching majors and must be evident prior to student teaching. Some of the courses required by this Major are already degree requirements for all students seeking the Bachelor of Science in Education, Elementary Provisional Certification; 24-25 credits are unique to this Major.

In addition to the courses listed below, each student must receive training in safe chemical use and storage and care of living things from trained personnel prior to applying for student teaching. Students should check the Integrated Science website for the training workshop schedule. There is no enrollment charge to the students for the training and no credit hours are earned. The training is offered fall and spring semesters. The Interdisciplinary Science Education Council oversees these training workshops.

This major is administered by the Interdisciplinary Science Education Council.

Required Courses I (36 hours)
AST 111 - Astronomy 3(3-0)
AST 112 - Introduction to Astronomical Observations 1(0-2)
BIO 101 - General Biology 3(2-2)
BIO 151 - Human Biology 3(3-0)
BIO 229 - Nature Study 3(2-3)
CHM 120 - Survey of Chemistry 4(4-0)
CHM 127 - Introductory Chemistry Laboratory 1(0-2)
GEL 130QR - Earth Processes 3(2-2)
GEL 201 - Earth History 3(2-2)
MTH 107 - College Algebra 3(3-0)
PFS 151 - Introductory Physical Science I 3(2-2)
PFS 251 - Introductory Physical Science II 3(2-2)

Plus an additional 3 credit BIO or SCI course at the 200-level or higher selected in consultation with an advisor.

Note: Equivalent courses for BIO 229, CHM 120, CHM 127, and MTH 107 may be chosen in consultation with an advisor.

Required Courses II (3-4 hours)
Select one of the following:
GEO 105 - Physical Geography 3(2-2)
GEO 201 - Weather and Climate 4(4-0)

Required Courses III (3 hours)
Select one of the following:
BIO 351 - Biological Science for Elementary Teachers 3(Spec)
ESC 400 - Earth Science Education 3(2-2)
PFS 351 - Physical Science for the Elementary Grades 3(2-2)
PFS 452 - Physical Science for the Middle Grades 3(2-2)
SCI 410 - Teaching Integrated Science K-8 3(3-0)

Note: C+ or better is required for the selected course.

Total: 42-43 semester hours
This degree prepares graduates with knowledge, problem solving ability, and hands-on skills to enter careers in the design, installation, testing, evaluation, technical sales, or maintenance of engineering systems. This degree provides students with an opportunity to pursue an approved major in Construction Management, Industrial Engineering Technology, Mechanical Engineering Technology, or Product Design Engineering Technology within the School of Engineering and Technology.

1. General Education Requirements (30-42 hours),
2. Basic Science and Mathematics Requirements (21-25 hours), and
3. Specialized Study (63 hours).

**General Education Requirements (30-42 hours)**

See General Education Requirements on page 55-63.

**Basic Science and Mathematics Requirements (19-22 hours)**

All students pursuing a degree in engineering technology must complete the following basic science and mathematics requirements.

**Core Courses I (12 hours)**

CHM 131 - General Chemistry I (4-3-3)
MTH 130 - Pre-Calculus Mathematics (4-0)
MTH 132 - Calculus I (4-0)

*Note:* MTH 130 may be waived upon the results of the mathematics placement examination or permission of a mathematics advisor.

**Core Courses II (5 hours)**

Select one of the following options:

**Option 1**

PHY 130QR - College Physics I (4-0)
PHY 170 - College Physics Laboratory I (1-0-2)

**Option 2**

PHY 145QR - University Physics I (4-0)
PHY 175 - University Physics Laboratory I (1-0-2)

**Core Courses III (5 hours)**

Select one of the following options:

**Option 1**

PHY 131 - College Physics II (4-0)
PHY 171 - College Physics Laboratory II (1-0-2)

**Option 2**

PHY 146 - University Physics II (4-0)
PHY 176 - University Physics Laboratory II (1-0-2)

*Note:* The following courses may be used according to rules regarding University Program Requirements: MTH 132, PHY 130QR, PHY 145QR, PHY 170, PHY 175, CHM 131.

**Specialized Studies (66 hours)**

All students must pursue an approved major in Construction Management, Industrial Engineering Technology, Mechanical Engineering Technology, or Product Design Engineering Technology within the School of Engineering and Technology.

A minor is optional. Students who wish to complete a minor are encouraged to select Computer Science, Industrial Technology, Mathematics, or Physics.

**Majors:**

Construction Management Major
Industrial Engineering Technology
Mechanical Engineering Technology Major
Product Design Engineering Technology

**Electives (0-6 hours)**

The number of elective hours will vary depending upon the requirements for the degree and major.

**Minimum Total for Graduation: 124 hours**

- To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.
- Please note: the combination of some majors and minors may require more than 124 hours for graduation.
- No more than a total of 27 hours may be taken from the College of Business Administration and counted towards graduation.
- You should read the Requirements for Graduation in this Bulletin for a complete description.
Product Design Engineering Technology
Major
B.S.E.T. degree

This major offers a program of coursework for students planning careers in Product Design and Development. Product design as a process is the efficient and effective development of ideas and concepts that lead to new products. Product Design Engineering Technology as a discipline overlaps the conceptual talents of industrial designers and the analytical knowledge required of engineers.

Program Educational Objectives for Product Design Engineering Technology

The engineering technology programs have established the following expectations for the accomplishments of our graduates in the first several years following graduation:

1. Attain appropriate employment and practice successfully in a product design engineering technology related profession;
2. Work in multi-disciplinary teams providing technical knowledge and effective communication as engineering technologists;
3. Remain technically current through continuous learning and self-improvement;
4. Understand and exhibit professional, ethical and social responsibility as they pursue their career.

Product Design Engineering Technology Student Outcomes

By the time of graduation from the Product Design Engineering Technology program, students are expected to have:

1. An ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities;
2. An ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies;
3. An ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes;
4. An ability to design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives;
5. An ability to function effectively as a member or leader on a technical team;
6. An ability to identify, analyze, and solve broadly-defined engineering technology problems;
7. An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature;
8. An understanding of the need for and an ability to engage in self-directed continuing professional development;
9. An understanding of and a commitment to address professional and ethical responsibilities including a respect for diversity;
10. A knowledge of the impact of engineering technology solutions in a societal and global context; and
11. A commitment to quality, timeliness, and continuous improvement.

All Product Design Engineering Technology students are required to complete the following required courses. Students also need to select nine (9) credit hours of Technical Electives in consultation with an advisor.

Admission Requirements, Retention & Termination Standards

The engineering and technology degree programs consist of extensive laboratory work which involves a close physical relationship with tools, moving machinery and electrical equipment necessitating specific safe practices. Examples include voltage checks, use of safety guards, and continuous observation of associated visual alarms, caution signs and auditory signals.

On-campus students are required to meet with an ET advisor during the first semester of attendance at CMU. Global Campus majors must consult with their Program Plan advisor.

A maximum of six semester hours of Credit/No Credit may be used on departmental majors (excluding computer, electrical and mechanical engineering) or minors. Credit/No Credit courses are identified in the Course Search & Registration.

Required Courses (57 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>EGR 200</td>
<td>Computer Aided Problem Solving for Engineers</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 130</td>
<td>Industrial Materials and Testing</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 154</td>
<td>Engineering Design Graphics</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 170</td>
<td>Manufacturing Processes I</td>
<td>3(1-4)</td>
</tr>
<tr>
<td>IET 181QR</td>
<td>Alternative Energy Analysis</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 226</td>
<td>Parametric Design and Modeling</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 279</td>
<td>Applied Statics</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 291</td>
<td>Applied Circuits</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 324</td>
<td>Product Design and Development</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 350</td>
<td>Mechanism Design</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 365</td>
<td>Manufacturing Processes II</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 379</td>
<td>Mechanics of Materials</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 424</td>
<td>Human Factors and Ergonomics</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 450</td>
<td>Mechanical Computer-Aided Engineering</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 451</td>
<td>Geometric Dimensioning and Tolerancing</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 458</td>
<td>Surface Modeling</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 488</td>
<td>Computer Aided Product Design Capstone</td>
<td>3(1-4)</td>
</tr>
<tr>
<td>IET 501</td>
<td>Application of Industrial Management Principles</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>STA 282QR</td>
<td>Introduction to Statistics</td>
<td>3(3-0)</td>
</tr>
</tbody>
</table>

Technical Electives (9 hours)

Select nine semester hours of coursework from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 106</td>
<td>Introduction to Drawing</td>
<td>3(0-6)</td>
</tr>
<tr>
<td>ART 115</td>
<td>2-D Design</td>
<td>3(0-6)</td>
</tr>
<tr>
<td>ART 118</td>
<td>3-D Design</td>
<td>3(0-6)</td>
</tr>
<tr>
<td>CPS 180</td>
<td>Principles of Computer Programming</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>EGR 120</td>
<td>Introduction to Engineering</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>EGR 190QR</td>
<td>Digital Circuits</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>EGR 290</td>
<td>Circuit Analysis</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>EGR 300</td>
<td>Engineering Economic Analysis</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 223QR</td>
<td>Lean Six Sigma for Process Improvement</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 281</td>
<td>Dynamics</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 327</td>
<td>Industrial Safety</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>IET 375</td>
<td>Robotics</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 377</td>
<td>Computer Numerical Control Programming</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 425</td>
<td>Industrial Internship</td>
<td>2-8(Spec)</td>
</tr>
<tr>
<td>IET 454</td>
<td>Machine Design</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>IET 455</td>
<td>Tool Design</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>MTH 133</td>
<td>Calculus II</td>
<td>4(4-0)</td>
</tr>
</tbody>
</table>

Total: 66 semester hours
**Undergraduate Certificate in Social Media**

Please note: As of Summer, 2016, this program has been placed on hiatus. Please contact your advisor for more information.

The purpose of the Undergraduate Certificate in Social Media is to prepare students to understand the history and development of social media, identify the cultural, legal and ethical impact of using social media in society, and to analyze its benefits in order to strategically incorporate it in the public or private sector. This program will be offered in an online format only.

**Minimum Totals for Graduation: 15 hours**

**Admission Requirements, Retention & Termination Standards**

Note: This program is on hiatus.

1. The Social Media Certificate is available for students enrolled on CMU’s main campus or through Global Campus. The program will be offered in an online format only. Students who enroll in online programs must meet the criteria set by CMU Global Campus. See the current CMU Global Campus Bulletin at https://bulletins.cmich.edu/ (location: Online).

2. A minimum of a C or better is required for JRN 105, 250 and 370.

3. JRN 460 is a practicum experience in a selected public or private sector organization. Written agreement (CMU approved forms) required from on-site supervisor to follow all evaluation procedures and the instructor must be satisfied the placement will meet the course objectives.

**Required Courses (12 hours)**

- JRN 105 - Social Media in Society 3(3-0)
- JRN 250 - Social Media: Managing the Message 3(3-0)
- JRN 370 - Social Media Legal and Ethical Issues 3(3-0)
- JRN 460 - Social Media Practicum, Portfolio and Plan 3(3-0)

**Electives (3 hours)**

Three semester hours that purposefully complement the social media certificate and the student’s interests in consultation with the program faculty advisor.

Total: 15 semester hours

See the Index for Requirements for Undergraduate Certificates

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**Undergraduate Certificate in Cybersecurity**

Note: This program is offered online through Global Campus only.

For this standalone certificate, students will take BIS 510 as their first course, followed by BIS 521, BIS 523, and BIS 525 (which can be taken in any order). The culminating course is BIS 530.

**Admission Requirements, Retention & Termination Standards**

The Undergraduate Certificate in Cybersecurity is designed for regularly admitted undergraduate student who desire to acquire advanced knowledge and skills in cybersecurity.

To be considered for regular admissions, an applicant must:

1. Matriculate as a regular undergraduate student or a Non-degree Special Admission student.

2. Present a cumulative grade point average of 2.0 (C) or higher in the certificate. All courses are letter graded.

3. Demonstrate computer network literacy by prerequisite coursework or professional certifications in computer networking or cybersecurity.

4. File a certificate authorization form by the end of the third week of classes of the term in which the student will complete the certificate.

No more than a total of 27 hours of credit earned in business courses, including business transfer hours, may be counted towards graduation unless the student is majoring in the College of Business Administration.

**Required Courses (15 hours)**

- BIS 510 - Network & Systems Security Fundamentals 3(3-0)
- BIS 521 - Governance, Risk, & Compliance in Cybersecurity 3(3-0)
- BIS 523 - Cybercrime Forensics 3(3-0)
- BIS 525 - Managing Security & Privacy in the Cloud 3(3-0)
- BIS 530 - Cybersecurity, Systems, and Network Certification 3(3-0)

**Total: 15 semester hours**
Master of Arts (M.A.) in Education

Global Campus, 802 Industrial Drive, Mount Pleasant 48859; 989-774-3144

Note: Currently the M.A. degree in Education is only offered through Global Campus.

Minimum Totals for Graduation: 30-34 hours

The Master of Arts degree in Education is designed to provide knowledge and skills for individuals required to function effectively in various positions of educational leadership. This is not a certification program for public school teachers, as it presumes the individual is already trained and qualified in the technical aspects of her or his field.

The MA degree in Education program requires the student to complete a core of 18 semester hours, which includes an integrating experience (Capstone Project). An additional 12-15 semester hours must then be completed with specific courses determined by the academic advisor. All candidates for the MA must complete a minimum of 30-34 semester hours.

For information: Global Campus, 802 Industrial Drive, Mt. Pleasant, MI 48859; 989-774-3144.

ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7
Entrance Exam: N/A
See Admission Requirement Details Below

Important Message for Prospective Students: It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at http://dev.cel.cmich.edu/compliance/professionallicensure.aspx with web links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

Admission

Applicants holding a baccalaureate or equivalent degree from a college or university of recognized standing may be granted regular admission, provided they have an overall cumulative undergraduate grade point average of 2.7 or higher (on a 4.0 scale). Conditional admission may be granted when the applicant does not meet the requirements for regular admission and evidence exists to support the applicant’s potential for success in the program. Admission decisions are governed by the policies of Graduate Studies.

Note: For the Integrated Science concentration, applicants must have completed an undergraduate degree with at least 20 semester hours of undergraduate science, including biology, chemistry, geology (or the equivalent) and possess a current teaching certificate with an endorsement in science. An applicant who does not meet the foregoing requirements may be granted Conditional Admission with the understanding that additional coursework may be required. Please note: the total number of credit hours for the MA in Education: Integrated Science is 34 hours.

Program Requirements

To qualify for graduation, candidates for the Master of Arts (MA) degree in Education must meet all of the following requirements found in the Graduate Degree Requirements and the following requirements:

1. Earned a minimum of 30-34 semester hours of acceptable graduate credit (12-16 semester hours of which must be in the area of concentration/emphasis).

2. Earned a minimum of 18 semester hours from Central Michigan University.

3. Submitted evidence of scholarship by meeting the Plan B paper requirements.

Degree Requirements

Program Core I (18 hours)
EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
EDU 614 - Advanced Educational Psychology 3(3-0)
EDU 660 - Methods of Educational Research 3(3-0)
EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)
EDU 705 - Theory and Practice in Curriculum Development 3(3-0)
EDU 776 - Seminar: Issues in Education 3(3-0)

Note: EDU 776 Seminar: Issues in Education - Following accepted guidelines toward the end of their degree program, students are required to research, analyze and provide a plan of action relevant to a problem or opportunity within their own organization or professional field.

Concentrations

Select one of the following:

Community College Concentration

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in a community college environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement or as a base for a doctoral program in Community College Education.

Required Courses (15 hours)
Select from the following:
EDL 676 - Administration of Community Colleges 3(3-0)
EDL 680 - Teaching in Higher Education Settings 3(3-0)
EDL 757 - Student Development Theory 3(3-0)
EDL 778 - Contemporary Issues in Higher Education 3(3-0)
EDU 655 - The Community College 3(3-0)

Total: 33 semester hours

Curriculum and Instruction Concentration

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or the teaching environment. This is not a certification program for teacher or administrators but may be utilized for professional advancement.

Required Courses (9 hours)
Select from the following:
EDU 602 - Strategies and Techniques for Teaching 3(3-0)
EDU 613/MLE 613 - Current Educational Issues 3(3-0)
EDU 706 - Theory and Practice of Instruction 3(3-0)

Emphasis (3-6 hours)
Select one of the following emphases:
Instruction Emphasis (3 hours)
EDU 770 - Practicum in Systematic Curriculum Development 3(3-0)

Mathematics Emphasis (6 hours)
Select two specific courses in Mathematics for 3 hours each.

Global Campus, 802 Industrial Drive, Mount Pleasant 48859; 989-774-3144

Important Message for Prospective Students: It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at http://dev.cel.cmich.edu/compliance/professionallicensure.aspx with web links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

Admission

Applicants holding a baccalaureate or equivalent degree from a college or university of recognized standing may be granted regular admission, provided they have an overall cumulative undergraduate grade point average of 2.7 or higher (on a 4.0 scale). Conditional admission may be granted when the applicant does not meet the requirements for regular admission and evidence exists to support the applicant’s potential for success in the program. Admission decisions are governed by the policies of Graduate Studies.

Note: For the Integrated Science concentration, applicants must have completed an undergraduate degree with at least 20 semester hours of undergraduate science, including biology, chemistry, geology (or the equivalent) and possess a current teaching certificate with a science endorsement. An applicant who does not meet the foregoing requirements may be granted Conditional Admission with the understanding that additional coursework may be required. Please note: the total number of credit hours for the MA in Education: Integrated Science is 34 hours.

Program Requirements

To qualify for graduation, candidates for the Master of Arts (MA) degree in Education must meet all of the following requirements found in the Graduate Degree Requirements and the following requirements:

1. Earned a minimum of 30-34 semester hours of acceptable graduate credit (12-16 semester hours of which must be in the area of concentration/emphasis).

2. Earned a minimum of 18 semester hours from Central Michigan University.

3. Submitted evidence of scholarship by meeting the Plan B paper requirements.

Degree Requirements

Program Core I (18 hours)
EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
EDU 614 - Advanced Educational Psychology 3(3-0)
EDU 660 - Methods of Educational Research 3(3-0)
EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)
EDU 705 - Theory and Practice in Curriculum Development 3(3-0)
EDU 776 - Seminar: Issues in Education 3(3-0)

Note: EDU 776 Seminar: Issues in Education - Following accepted guidelines toward the end of their degree program, students are required to research, analyze and provide a plan of action relevant to a problem or opportunity within their own organization or professional field.

Concentrations

Select one of the following:

Community College Concentration

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in a community college environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement or as a base for a doctoral program in Community College Education.

Required Courses (15 hours)
Select from the following:
EDL 676 - Administration of Community Colleges 3(3-0)
EDL 680 - Teaching in Higher Education Settings 3(3-0)
EDL 757 - Student Development Theory 3(3-0)
EDL 778 - Contemporary Issues in Higher Education 3(3-0)
EDU 655 - The Community College 3(3-0)

Total: 33 semester hours

Curriculum and Instruction Concentration

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or the teaching environment. This is not a certification program for teacher or administrators but may be utilized for professional advancement.

Required Courses (9 hours)
Select from the following:
EDU 602 - Strategies and Techniques for Teaching 3(3-0)
EDU 613/MLE 613 - Current Educational Issues 3(3-0)
EDU 706 - Theory and Practice of Instruction 3(3-0)

Emphasis (3-6 hours)
Select one of the following emphases:
Instruction Emphasis (3 hours)
EDU 770 - Practicum in Systematic Curriculum Development 3(3-0)

Mathematics Emphasis (6 hours)
Select two specific courses in Mathematics for 3 hours each.
Reading Emphasis (6 hours)
Select EDU 603 OR EDU 606, plus EDU 540:
EDU 540 - Literacy Education: Theory and Practice 3(3-0)
EDU 603 - Elementary Diagnosis, Remediation and Differentiation of Reading Instruction 3(3-0)
EDU 606 - Secondary Advanced Reading Diagnosis and Instruction 3(3-0)
Total: 30-33 semester hours

Guidance and Development Concentration
This program is designed to provide knowledge and skills for individuals to function effectively in schools, businesses or in the nonprofit sector with special emphasis on managing relationships, making appropriate referrals and recognizing special needs of students, clients or co-workers. It is not a certification program for teachers, counselors or administrators as it presumes the participants are already certified and qualified in the technical aspects of their respective positions. It is designed for educators or practitioners who do not desire to be fully certified counselors but are seeking counseling skills to enhance their teaching competencies.

This non-certification program is designed to improve practitioners’ skills in communicating with their students, colleagues, clients, and supervisors. The classes in this program focus directly on involving participants in skill-building and integration activities. Participants regularly test skills and ideas from courses taught at their work sites and refine the use of these skills through feedback from the instructor, supervisors, and other program participants. Many of the classes require that participants interact with their students, colleagues, clients, or supervisors outside of the university setting. EDU 776 is a capstone course in which participants conduct field or action-oriented research which is then reported in the form of a Plan B paper or project.

Note: This MA will not qualify the graduate for endorsement as a School Counselor.

Required Courses (12 hours)
CED 608 - Understanding and Working with Couples and Families 3(3-0)
CED 612 - Work and Career in a Global Society 3(3-0)
CED 621 - Orientation to a Culturally Diverse Society 3(3-0)
CED 684 - Grief, Loss and Trauma 3(3-0)
Total: 30 semester hours

Integrated Science Concentration
This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or the teaching environment. Specifically, it is designed to enhance the knowledge and skills of sciences educators. This is not a certification program for teachers or administrators but may be utilized for professional advancement.

Required Courses (16 hours)
BIO 670 - Concepts in Biological Areas for Educators 3(2-2)
CHM 509 - Environmental Chemistry for Science Teachers 4(3-3)
EDU 615 - Survey of Science Education 3(3-0)
EDU 645 - Advanced Science Teaching Methods 3(3-0)
GEL 650 - Geology for Science Teachers 3(2-2)
Total: 34 semester hours

Training and Development Concentration
This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in the adult education environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement.

Required Courses (12 hours)
EDL 612 - Methods and Techniques of Training and Development 3(3-0)
EDL 620 - Administration Within Diverse Populations 3(3-0)
EDL 624 - Planning for Instruction in Nontraditional Settings 3(3-0)
EDL 626 - The Adult Learner 3(3-0)
Total: 30 semester hours
Master of Arts (M.A.)
in Educational Technology

Minimum Totals for Graduation: 33 hours

The Educational Technology master's degree program prepares students to provide instruction utilizing new learning technologies. The technologies addressed in this program include multimedia, telecommunications, and distance learning. While meeting the needs of the classroom teacher, this program also prepares individuals for technology leadership roles.

The degree program requires a minimum of 33 hours and all candidates for the MA must complete the Educational Technology Seminar, resulting in a terminal project. Educational Technology projects must demonstrate effective uses of technology in K-12 classroom settings.

In addition to the university's general admission requirements, the student must either hold a valid K-12 teaching certificate or be employed in an educational capacity within their school, school district, community college, or profession. Regular admission in the program requires an undergraduate grade point average of at least 2.7 (on a 4-point scale). Students with a GPA below 2.5 will not be considered for admission for the graduate program in teacher education. A maximum of 9 hours taken before signing the master's program may be counted on the program. Students must earn a B- or better in each graded course within the 9 hours taken.

Advisors for the master's program are assigned only after the student has been regularly or conditionally admitted to Graduate Studies at CMU and has selected an option.

<table>
<thead>
<tr>
<th>Degree Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required Courses (12 hours)</td>
</tr>
<tr>
<td>EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)</td>
</tr>
<tr>
<td>EDU 613/MLE 613 - Current Educational Issues 3(3-0)</td>
</tr>
<tr>
<td>EDU 614 - Advanced Educational Psychology 3(3-0)</td>
</tr>
<tr>
<td>EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)</td>
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</table>

<table>
<thead>
<tr>
<th>Required Cognate Courses (18 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDU 642 - Instructional Multimedia 3(3-0)</td>
</tr>
<tr>
<td>EDU 643 - Instructional Design 3(3-0)</td>
</tr>
<tr>
<td>EDU 653 - The Read/Write Web 33 (3-1)</td>
</tr>
<tr>
<td>EDU 707 - Seminar: Issues in Educational Technology 3(3-0)</td>
</tr>
<tr>
<td>EDU 708 - Distance Education 3(3-0)</td>
</tr>
<tr>
<td>EDU 710 - Seminar: Terminal Project 3(3-0)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives (3 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select from the following:</td>
</tr>
<tr>
<td>EDL 610 - Grants and Fund Procurement 3(3-0)</td>
</tr>
<tr>
<td>EDU 506 - Principles and Techniques for Individualizing Instruction 3(3-0)</td>
</tr>
<tr>
<td>EDU 566 - Independent Study in Elementary Education 1-6(Spec)</td>
</tr>
<tr>
<td>EDU 709 - Innovative Uses of Technology 3(3-0)</td>
</tr>
<tr>
<td>(or courses selected in consultation with graduate advisor.)</td>
</tr>
</tbody>
</table>

Total: 33 semester hours (minimum)
Doctor of Educational Technology (D.E.T.)

Minimum Totals for Graduation: 87 hours

This program is offered through Global Campus. The online doctoral program in educational technology prepares educators in the study of integration of technologies supporting learning and teaching. Specific instruction revolves around the study of the latest educational technologies to increase student achievement in the classroom. Graduates are prepared for careers in K-12 educational technology support, higher education research and teaching, research and development of instructional technologies, and private sector training and development.

The online Doctor of Educational Technology program at Central Michigan University offers students an opportunity to either earn a Master's Degree or matriculate in two years of graduate credit if they currently hold an accredited graduate degree. Certified K-12 teachers in Michigan will also earn the “NP” educational technology endorsement for their teaching certificate.

Students take an additional 36 credit hours of coursework (12 classes) beyond the Master’s level. Upon completion of the apprenticeship/comprehensive exam, students will enroll in 18 dissertation credits to include a proposal writing class.

Requirements I - Research (9 hours)

The research component encompasses both quantitative and qualitative research methods. The competencies to be developed are essential to interpreting and evaluating research studies to be encountered in all course work as well as to completing the dissertation requirement.

EDU 800 - Educational Technology Research 3(3-0)
EDU 801 - Qualitative Research in Educational Technology 3(3-0)
EDU 802 - Quantitative Research in Educational Technology 3(3-0)

Requirements II - Academic Core (12 hours)

The academic core component includes all of the critical areas of study for future educational leaders: foundations, organizational and leadership analyses, and the issues which change and dominate over time. The courses are designed to provide students with the underpinnings to understand and to act effectively upon the challenges confronting the educational organization.

EDU 807 - Seminar: Learning Tools in Education Technology 3(3-0)
EDU 808 - Blended and Online Learning 3(3-0)
EDU 814 - Differentiated Instruction in Online Learning 3(3-0)
EDU 853 - Evolving Internet Learning 3(3-0)

Requirements III - Cognate (15 hours)

The program requires at least one academic discipline to be selected to meet the cognate requirement in consultation between the student and the academic advisor. The cognate, to be determined jointly by the student and advisor, can be completed in one academic discipline or by taking a combination of courses from more than one academic discipline.

There are multiple choices from which students may select a concentration. The specific courses will be determined in consultation between the student and the academic advisor. The cognate, to be determined jointly by the student and advisor, can be completed in one academic discipline or by taking a combination of courses from more than one academic discipline. Students could choose to take a "Leadership" cognate by taking 3 classes currently offered by Educational Leadership and two of the classes below as a cognate.

(continued)
Educational Technology Cognate:
- EDU 810 - Grant Writing 3(3-0)
- EDU 811 - Motivation in Online and Blended Learning 3(3-0)
- EDU 842 - Mobile Learning 3(3-0)
- EDU 862 - Data Driven Decision Making 3(3-0)
- EDU 870 - Higher Order Learning and New Literacies 3(3-0)

Comprehensive Exams
Students will be expected to take written qualifying exams upon the completion of their academic core classes. Comprehensive exams will be administered in the fall and spring of each year. Upon successful completion of the comprehensive exam, students are advanced to candidacy.

Dissertation
EDU 898 - Dissertation 1-18(Spec)

The candidate will complete three steps in the dissertation process:
1. the proposal review stage in which there is a formal review of the literature and a journal article submitted for publication; The proposal of the candidate's research, the research question and methodology for conducting the research will be proposed and approved by the candidate's dissertation committee;
2. conducting the research, analyzing the results, and writing the final document including a minimum of one journal article submitted for publication after successful defense; and
3. oral defense of the research.

Total: 87 semester hours

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Master of Arts (M.A.) in Educational Leadership

Minimum Totals for Graduation: 30 hours
The Master of Arts in Educational Leadership program prepares students with the knowledge and skills needed to effectively lead schools and meet the needs of 21st Century learners. The purpose of this degree is to provide an academic foundation for school leadership and develop the skills and abilities of educational leaders through performance-based learning. Applicants selecting this program are educators who would like to broaden their career options to include school administration. Students completing this program can apply to the Michigan Department of Education and receive initial administrative certification. This certification is a state requirement for school principals.

The Master of Arts in Educational Leadership is a nationally accredited program by the NCATE.

<table>
<thead>
<tr>
<th>Admission Requirement Snapshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA: 3.0</td>
</tr>
<tr>
<td>Application Deadline: Rolling Application</td>
</tr>
</tbody>
</table>

**Admission Requirements, Retention & Termination Standards**

**Important Message for Prospective Students:** It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at [http://dev.cel.cmich.edu/compliance/professionallicensure.aspx](http://dev.cel.cmich.edu/compliance/professionallicensure.aspx) with web links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

1. Applicants must meet the requirements for admission to Graduate Studies.
2. Regular admission in the program requires an undergraduate grade point average of at least 3.0 (on a 4-point scale).
3. Applicants must provide evidence of promise as an administrator by preparing and submitting an admission portfolio directly to the Department of Educational Leadership. The following items must be included in the contents of the portfolio:
   a. a current resume identifying training, experience, and professional accomplishments;
   b. a minimum of two letters of reference (dated and submitted on organizational letterhead) from individuals who can appropriately address the applicant's potential as an administrator and attest to the applicant's potential for success in the program;
   c. a two page statement incorporating how the applicant's program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
      - Vision for student success and achievement,
      - Involvement of all stakeholders,
      - Leadership for a diverse and complex society, and
      - Demonstration of ethical behavior
   d. identification of at least two significant activities which indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarize with a self-reflective statement addressing the insight and learning that occurred.
4. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant's statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.
**Additional Admission Requirements** - Must have either a valid teaching certificate and three years of experience or three years of other qualifying experience.

It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission packet and it must be approved before a student is granted regular admission.

**Core Courses (21 hours)**
*Required for State Certification*
- EDL 656 - Public School Law 3(3-0)
- EDL 661 - School and Community Relations 3(3-0)
- EDL 662 - School Business Administration 3(3-0)
- EDL 670 - The Principalship 3(3-0)
- EDL 690 - Administration of School Curriculum 3(3-0)
- EDL 694 - Educational Leadership Capstone 3(3-0)
- EDL 699 - Leadership Internship 1-15(Spec)

**Note:** 3 hours of EDL 699.

**Required Course (3 hours)**
- EDL 600 - Research for Educational Leadership 3(3-0)

**Emphasis Area**
Select one of the following:

- **Emphasis Area: Supervision (6 hours)**
  - EDL 660 - Principles of Educational Administration 3(3-0)
  - EDL 773 - Instructional Supervision and Leadership 3(3-0)

- **Emphasis Area: Charter School Leadership (6 hours)**
  - EDL 645 - Charter School Leadership 3(3-0)
  - EDL 678 - Emerging Issues and Reform Efforts in Educational Leadership 3(3-0)

- **Emphasis Area: Virtual Education Leadership (6 hours)**
  - EDL 615 - Educational Technology for Administrators 3(3-0)
  - EDL 650 - Professional Studies: Special Topics 1-6(Spec)

- **Emphasis Area: Rural Education Leadership (6 hours)**
  - EDL 620 - Administration Within Diverse Populations 3(3-0)
  - EDL 669 - Rural School Leadership 3(3-0)

**Professional Portfolio**
Students are required to complete a Professional Portfolio that consists of evidence of significant scholarship and ability relating to competence in administration and leadership. The portfolio is developed and maintained by the student during the graduate educational experience. Portfolios should include evidence of his or her competence in the standard of the Educational Leadership Constituents Council (ELCC) standards.

The portfolio is composed of the student’s resume and professional platform.

- **Resumé** - Detailed educational and professional experiences.
- **Professional Platform** - A series of personal statements that provide performance-based evidence that demonstrates mastery of the knowledge and skills required for effective leadership (ELCC, 2011).

The platform provides the foundation that guides the student’s thinking and decisions he or she makes about educational leadership issues and speaks to the performance outcomes necessary to effectively lead an organization.

- **Supporting Documents** - The portfolio also includes relevant documents that the student has created throughout his or her graduate experience that support the professional platform and serve as key examples of the student's scholarly work and performance.

Portfolios are developed in the capstone course and require departmental approval prior to graduation.

**Exit Exam - Praxis SLLA**

The Exit Examination is proctored during the capstone course and a passing score is required to complete the program. Students seeking Michigan Administrator Certification must pass the Praxis SLLA administered by ETS®. Students are responsible for scheduling the SLLA at a testing center of their choosing. A full list of locations and registration information can be found at: [https://www.ets.org](https://www.ets.org).

**Total:** 30 semester hours
Master of Arts (M.A.) in Reading and Literacy K-12

Minimum Totals for Graduation: 33 - 36 hours

The Master of Arts in Reading and Literacy K-12 has been developed based on teacher preparation standards written by the International Reading Association (IRA) and the National Council of Teachers of English (NCTE) and adopted by the National Council for the Accreditation of Teacher Education (NCATE). In addition, the course work contains components to meet the standards approved by the Michigan State Board of Education for the Reading Specialist (BR) Endorsement (July 20, 2000). Any certified teacher meeting the requirements for entry into graduate studies at Central Michigan University is eligible to enter the program.

The Master of Arts in Reading and Literacy K-12 provides students with knowledge and skills in reading and writing programs K-12. The major objectives of the program will enable students to:

1. organize and implement school literacy programs
2. diagnose and treat difficulties in literacy
3. implement appropriate reading and writing instruction.
4. develop interdisciplinary and integrated units involving literacy.
5. conduct research about current issues of literacy.
6. develop technological and viewing skills related to literacy programs.

Admission Requirements, Retention & Termination Standards

GPA: 2.7
Entrance Exam: N/A
International Application Deadline: July 1 (Fall), Oct. 1 (spring)
See Admission Requirement Details Below

Important Message for Prospective Students: It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at http://dev.cel.cmich.edu/compliance/professionallicensure.aspx with links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

Admission

In addition to the university's general admission requirements, the student must have a valid K-12 teaching certificate or equivalent. Regular admission into the program requires an undergraduate grade point average of at least 2.70 (on a four point scale). Students with a GPA below 2.70 will not be considered for admission to the program.

A maximum of 9 hours taken before signing the master's program may be counted toward the program. Students must earn a B- or better in each graded course.

Program Requirements

Residence Requirement for Plans A and B:

Students are required to complete a minimum of 12 semester hours of credit in graduate courses taken at the Mount Pleasant campus or from Teacher Education Professional Development tenured and tenure track faculty in course work offered by Global Campus.

Degree Requirements

Required Courses - Reading and Literacy Concentration (18 hours)

EDU 630 - Organization and Implementation of School Literacy Programs 3(3-0)
EDU 632 - Practicum in the Diagnosis and Treatment of Difficulties in Literacy 6(Spec)
EDU 636 - Classroom Reading and Writing Instruction 3(3-0)
EDU 641 - Interdisciplinary Processes and Strategies for Teaching Literacy 3(3-0)
EDU 730 - Seminar: Issues in Literacy 3(3-0)

Core Courses

Select one of the following plans:

Plan A - Required Core (15 hours)

EDU 613/MLE 613 - Current Educational Issues 3(3-0)
EDU 660 - Methods of Educational Research 3(3-0)
EDU 698 - Thesis 1-6(Spec)
EDU 755 - Advanced Research Design and Interpretation 3(3-0)

Plan B (18 hours)

Required Core (15 hours)

EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
EDU 613/MLE 613 - Current Educational Issues 3(3-0)
EDU 614 - Advanced Educational Psychology 3(3-0)
EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)
EDU 780/MLE 780 - Master of Arts Capstone Experience 3(3-0)

Electives for Plan B (3 hours)

An elective course may be selected from the following:

EDU 528 - Emergent Literacy: Theory and Practice 3(3-0)
EDU 538 - Coordination of the Language Arts with Reading 3(3-0)
EDU 590/MLE 690 - Researchers in Literacy 5(4-1)
EDU 730 - Seminar: Issues in Literacy 3(3-0)

Elective courses may be selected from the following:

COM 569 - Communication in the Classroom 3(3-0)
ENG 573 - Linguistics and Reading 3(3-0)
ENG 580 - Literature for Young Adults 3(3-0)
ENG 581 - The History of Children's Literature 3(3-0)
ENG 582 - Cultural Pluralism in Young Adult and Children's Literature 3(3-0)
ENG 681 - Seminar in Children's Literature 3(3-0)
COM 569 - Communication in the Classroom 3(3-0)
SPE 577 - Introduction to Specific Learning Disability 3(3-0)
TAI 585 - Creative Dramatics 3(2-2)

Note: Plan B students must also take a comprehensive four (4) hour examination over the course work in the student’s M.A. program. This exam must be taken early in the term following the completion of EDU 780.

Students will not need to register or pay fees for this exam. The exam may be taken a maximum of two times. Specific descriptions of the program and exam requirements are available in 421 EHS Building or online.

Total: 33-36 semester hours

Note: Plan A requires a total of 33 hours. Plan B requires a total of 36 hours.

Graduate Programs
Master of Arts (M.A.) in Teacher Leadership

The Teacher Leadership degree program prepares teachers to be leaders who strive for school improvement and increased student learning. The Master of Arts in Teacher Leadership is a nationally accredited program by the Teacher Education Accreditation Council (TEAC).

Students enrolled in this program will take 30 credit hours, selected with their advisor, from the courses listed below.

**Minimum Totals for Graduation: 30 hours**

**Admission Requirements, Retention & Termination Standards**

<table>
<thead>
<tr>
<th>Admission Requirement Snapshot</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA: 3.0</td>
</tr>
<tr>
<td>Entrance Exam: N/A</td>
</tr>
<tr>
<td>Intern'l Application Deadline: July 1 (Fall), Oct.1 (Spring)</td>
</tr>
<tr>
<td>See Admission Requirement Details Below</td>
</tr>
</tbody>
</table>

**Important Message for Prospective Students:** It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at [http://dev.cel.cmich.edu/compliance/professionallicensure.aspx](http://dev.cel.cmich.edu/compliance/professionallicensure.aspx) with web links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

1. Applicants must meet the requirements for admission to Graduate Studies at CMU.
2. Regular admission in the program requires an undergraduate grade point average of at least 3.0 (on a 4-point scale).
3. Applicants must provide evidence of promise as a teacher leader by preparing and submitting an admission portfolio directly to the Department of Educational Leadership. The following items must be included in the contents of the portfolio:
   a. current resume identifying training, experience, and professional accomplishments;
   b. a minimum of two letters of reference (dated and submitted on organizational letterhead) from individuals who can appropriately address the applicant’s potential as a teacher leader and attest to the applicant’s potential for success in the program;
   c. a two page statement incorporating how the applicant’s program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
      - Vision for student success and achievement,
      - Involvement of all stakeholders,
      - Leadership for a diverse and complex society, and
      - Demonstration of ethical behavior
   d. identification of at least two significant activities which indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarize with a self-reflective statement addressing the insight and learning that occurred.
4. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant's statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.

**Additional Admission Requirements** - Must have either a valid teaching certificate and three years of experience or three years of other qualifying experience.

It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission packet and it must be approved before a student is granted regular admission.

**Core Courses (12 hours)**
- EDL 600 - Research for Educational Leadership 3(3-0)
- EDL 651 - Program Review and Evaluation 3(3-0)
- EDL 658 - Teacher Leadership 3(3-0)
- EDL 660 - Principles of Educational Administration 3(3-0)

**Emphasis Area (15 hours)**
To be selected in conjunction with the student’s advisor.
- EDL 620 - Administration Within Diverse Populations 3(3-0)
- EDL 690 - Administration of School Curriculum 3(3-0)
- EDL 765 - Organizational Change in Educational Institutions 3(3-0)
- EDL 773 - Instructional Supervision and Leadership 3(3-0)
- EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
- EDU 602 - Strategies and Techniques for Teaching 3(3-0)
- EDU 613/MLE 613 - Current Educational Issues 3(3-0)
- EDU 642 - Instructional Multimedia 3(3-0)
- EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)

**Capstone Experience (3 hours)**
Students earning a degree in Teacher Leadership will meet Plan B requirements by completing a Professional Portfolio that consists of additional evidence of significant scholarship and ability relating to competence in teacher leadership. Materials for the portfolio will be compiled throughout the program and will be submitted and assessed during the exit interview.
- EDL 699 - Leadership Internship 1-15(Spec)

**Total: 30 semester hours**
Specialist in Education (Ed.S.)
in General Educational Administration

Minimum Totals for Graduation: 30 hours

The Specialist in Education (Ed.S.) in General Education Administration is an advanced degree program that prepares professional educators with instructional and leadership skills beyond the master’s level of competence. The purpose of this degree is to extend the academic foundation, skills, and abilities of educational leaders and to build leadership capacity in a variety of educational settings. The Ed.S. degree is based upon the satisfactory completion of 30 semester hours of graduate-level coursework. Applicants may choose one of two concentration areas (Administrative Leadership K-12 or Instructional Leadership K-12). The program is aligned to state standards and is approved by the state of Michigan.

Applicants who successfully complete the Administrative Leadership K-12 concentration and the Exit Examination may apply to the Michigan Department of Education for administrative certification.

ADMISSION REQUIREMENTS; RETENTION & TERMINATION STANDARDS

ADMISSION REQUIREMENTS SNAPSHOT

GPA: 3.0
Entrance Exam: N/A
Internat’l Application Deadline: July 1 (Fall), Oct.1 (Spring)
See Admission Requirement Details Below

Important Message for Prospective Students: It is highly recommended that students contact the appropriate licensing agency in their state of residence if they are considering an academic program that leads to a professional license. CMU offers state-by-state information at http://dev.cel.cmich.edu/compliance/professionallicensure.aspx with web links to the appropriate licensing agencies. It is the responsibility of students to contact the appropriate licensing agency and to understand the requirements in their state of residence as applied to their specific situation.

1. Applicants for the Educational Specialist degree must have three years of experience in an educational setting.
2. Applicants must meet the requirements for admission to Graduate Studies at CMU.
3. Applicants must have completed a master’s degree in education or related field.
4. Applicants must provide evidence of promise as an administrator by preparing and submitting an admission portfolio directly to the Department of Educational Leadership. The following items must be included in the contents of the portfolio:
   a. A current resume identifying training, experience, and professional accomplishments;
   b. A minimum of two letters of reference (dated and submitted on organizational letterhead) from individuals who can appropriately address the applicant’s potential as an administrator and attest to the applicant’s potential for success in the program;
   c. A two-page statement incorporating how the applicant’s program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
      • Vision for student success and achievement,
      • Involvement for all stakeholders,
      • Leadership for a diverse and complex society
      • Demonstration of ethical behavior;
   d. Identification of a minimum of two significant activities that indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarized with a self-reflective statement addressing the insight and learning that occurred.
5. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the Educational Specialist degree. The applicant’s statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the Educational Specialist degree.
6. It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission’s packet, and it must be approved before a student is granted regular admission.

Exit Exam: Praxis SSA (School Leadership Series-School Superintendent Assessment)

Students are responsible for scheduling the Praxis SSA at a testing center of their choosing. A full list of locations and registration information can be found at: https://www.ets.org/praxis/register/

Required Courses I (9 hours)

EDL 651 - Program Review and Evaluation 3(3-0)
EDL 760 - Leadership Theory and Practice 3(3-0)
EDL 765 - Organizational Change in Educational Institutions 3(3-0)

Required Courses II (3 hours)

Select one of the following:

EDL 700 - Advanced Administrative Research 3(3-0)
EDL 710 - Action Research 3(3-0)

Concentrations

Concentration is selected based upon students’ needs assessment. The specific courses will be determined in consultation between the student and academic advisor.

Concentration I: Administrative Leadership K-12 (12 hours)

EDL 745 - Administration of the School District 3(3-0)
EDL 761 - Advanced School and Community Relations 3(3-0)
EDL 766 - Advanced Educational Law 3(3-0)
EDL 773 - Instructional Supervision and Leadership 3(3-0)
EDL 775 - Educational Policy Analysis

Note: You may choose only one of EDL 766 OR 775, not both.

Concentration II: Instructional Leadership K-12 (12 hours)

EDL 773 - Instructional Supervision and Leadership 3(3-0)

Plus 9 hours of electives to be chosen in consultation with program advisor.

Capstone Project (6 hours)

Select either Plan A or Plan B.

Plan A: Thesis

EDL 798 - Thesis 1-6(Spec)

Plan B: Field Based Project

EDL 699 - Leadership Internship 1-15(Spec)
EDL 797 - Field Study 1-6(Spec)

Total: 30 semester hours
Doctor of Education (Ed.D.) in Educational Leadership

Minimum Totals for Graduation: 63 - 66 hours

The Ed.D. degree in Educational Leadership is designed to provide in-depth knowledge and skills to educational leaders who seek to develop and refine their knowledge and skills to help transform through practice the educational institution. The program emphasizes the application of scholarship (theory) to the improvement of educational practice. It is intended for individuals in educational leadership careers. Students accepted into the program will be part of a cohort. The Ed.S. degree program was also designed for a seamless transition into the Doctor of Education (Ed.D.) in Educational Leadership program if the applicant meets department requirements. Students entering the Doctor of Education program, who have an earned Specialist in Education degree in Educational Leadership from an approved institution, may receive up to a maximum of 27 credits toward the Doctor of Education. Remaining Doctor of Education requirements must be completed at Central Michigan University.

Admission Requirements, Retention & Termination Standards

Admission. In order to be considered for admission to the program, an applicant must have completed a master’s degree with a minimum graduate grade point average of 3.5 and must have completed three years of professional education experience. (Preference will be given to those with leadership experience.)

There are two application deadlines, April 1 and July 1. Preference will be given to April 1 applicants. Admission will continue until the cohort is filled. A completed application packet will include the following materials:

To Graduate Studies:
1. Graduate Application
2. Application Fee
3. Official transcript(s) pertaining to all previous undergraduate and graduate coursework

To the Department of Educational Leadership:
1. Three Recommendations: Use the EdD Letter of Recommendation Form (found on EDL website) and submit recommendations from three individuals who can attest to the applicant’s leadership ability and potential for success in this program.
2. Personal Statement: A two- or three-page typed/written statement incorporating how the applicant’s program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
   a. Vision for student success and achievement,
   b. Involvement of all stakeholders,
   c. Leadership for a diverse and complex society, and
   d. Demonstration of ethical behavior.
3. A two-page written statement that identifies at least two significant activities which indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) and resources used, and summarize with a self-reflective statement addressing the insight and learning that occurred.
4. GRE Score: An official score report from the Graduate Record Examination (GRE) earned within the last five years.
5. Current Resume or Vita identifying training, experience, and professional accomplishments. Applicant must have at least three years of experience in education or a related field.
6. Signed Declaration of Commitment (found on EDL website)
7. Participation in Doctor of Education Interview/Group Process
8. TOEFL Score: If your native language is not English, submit an official score report from the Test of English as Foreign Language (TOEFL). The TOEFL is required of all non-native speakers unless they have completed two years of university-level coursework in an English-language institution.

The Doctoral Program Committee will make all decisions regarding admissions, selecting the cohort from those interviewed. Preference will be given to those applicants who have a demonstrated history of educational leadership and who have career goals consistent with the expectations of this program. The total application package will be evaluated holistically.

Exam for those who seek Michigan Central Office Certification: Praxis SSA (School Leadership Series-School Superintendent Assessment) Students are responsible for scheduling the Praxis SSA at a testing center of their choosing. A full list of locations and registration information can be found at: https://www.ets.org/praxis/register/

Program Requirements. Progress through the program is based upon obtaining satisfactory grades (a 3.25 GPA average overall), passing written and oral comprehensive exams, and completing a doctoral dissertation. Students who have an earned Educational Specialist degree may be able to waive some program requirements.

Continuous Progress Policy. In order to encourage degree completion and current knowledge of the dissertation process and research methodology, the faculty in the Department of Educational Leadership enact the following policy:

• EdD students have one calendar year following their final course (EDL 897) or comprehensive exam; whichever is the latter, to successfully defend their dissertation proposal.

• In the event that a student does not successfully defend his/her dissertation proposal within the allotted one-year time frame, the student will be required to take or retake EDL 897, in person, within six months of the one-year date. If the course is a retake, the three credits will not count toward the student’s degree completion. If the student fails to take EDL 897 within the required timeframe, the student may be dismissed from the program.

• In the event that a student does not successfully defend his/her dissertation proposal within two years following the final course (EDL 897) or comprehensive exam; whichever is the latter, the student will be required to take or retake EDL 700, in person, within six months of their second one-year date. If the student fails to take EDL 700 within the required timeframe, the student may be dismissed from the program. The course retake will not count toward the student’s degree completion.

• In the event that a student has not successfully defended his/her dissertation proposal within three years following his/her final course (EDL 897) or comprehensive exam, whichever is the later, the student will be dismissed from the program.

• Typically EDL 897 and EDL 700 will be offered as week-long, in-person summer courses. If these courses are retaken as part of the continuous progress policy, the credits will not count toward the degree and will not count as continuous enrollment.

(continued)
Research Requirements (9 hours)
The research component encompasses both quantitative and qualitative research methods. The competencies to be developed are essential to interpreting and evaluating research studies to be encountered in all course work as well as to completing the dissertation requirement.
EDL 700 - Advanced Administrative Research 3(3-0)
EDL 800 - Qualitative Research in Educational Leadership 3(3-0)
EDL 801 - Quantitative Analysis in Educational Leadership 3(3-0)

Academic Core (15 hours)
The academic core component includes all of the critical areas of study for future educational leaders: foundations, organizational and leadership analyses, and the issues which change and dominate over time. The courses are designed to provide students with the underpinnings to understand and to act effectively upon the challenges confronting the educational organization.
EDL 815 - Ethical Leadership 3(3-0)
EDL 855 - Organizational Culture and Change in Educational Institutions 3(3-0)
EDL 860 - Organizational Theory in Educational Institutions 3(3-0)
EDL 899 - Doctoral Seminar 3-6(Spec)

Concentration (12 hours)
There are four choices from which students may select a concentration, based upon their needs assessment. The specific courses will be determined in consultation between the student and the academic advisor.

Concentration I: K-12 Leadership
EDL 775 - Educational Policy Analysis 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Concentration II: K-12 Curriculum
EDL 773 - Instructional Supervision and Leadership 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Concentration III: Higher Education Leadership
EDL 876 - Higher Education Policy 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Concentration IV: Educational Technology
EDU 707 - Seminar: Issues in Educational Technology 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Cognate (9 hours)
The cognate, to be determined jointly by the student and advisor, can be completed in one academic discipline or by taking a combination of courses from more than one academic discipline.

Field-Based Experience (3-6 hours)
This internship experience will assist students in strengthening their leadership competencies. The number of credit hours required will be determined with the student's advisor based upon the student's past professional experience and personal career objectives. Forty-five contact hours will be required for each credit earned. A letter of understanding will be developed between the student, district, and university supervisor as to the responsibilities and expectations for the experience.
EDL 880 - Doctoral Internship 3-6(Spec)

Comprehensive Exams
Students will be expected to take written qualifying exams upon the completion of their academic core classes. Qualifying exams will be administered in the fall and spring of each year. Comprehensive review of all program materials is completed with the successful defense of a student's dissertation proposal. At this point, students are advanced to candidacy.

Dissertation (15 hours)
The student will complete three steps in the dissertation process:
1. the proposal review stage in which there is a formal defense of the dissertation proposal;
2. conducting the research, analyzing the results, and writing the final document;
3. an oral defense of the dissertation.

Total: 63-66 semester hours
Note: Students with an earned Ed.S. may be eligible for fewer than the maximum total program credits indicated if they meet university requirements.

Graduate Certificate in College Teaching

Minimum Totals for Graduation: 15 hours
The Graduate Certificate in College Teaching is designed to prepare students for a faculty teaching career in post-secondary education. The 15-credit hour certificate is intended for graduate students who desire preparation and training in the area of college teaching. Courses eligible for the certificate program include an assortment of topics relevant to teaching in higher education such as student background (adult learners and traditionally-aged students), classroom teaching theory and strategies, online/hybrid or distance education, the faculty role, and an internship in college teaching.

Students enrolled in the Graduate Certificate in College Teaching will take 15 credit hours, selected with their advisor from the courses listed below. Students with little or no teaching experience will be highly encouraged to complete an internship in college teaching (EDL 697).

ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS
1. Applicants must meet the requirements for admission to Graduate Studies at CMU.
2. Applicants must send a current resume identifying training, experience, and professional accomplishments to the Department of Educational Leadership. A cover page should indicate this is intended for the Graduate Certificate for College Teaching. Send to edlead@cmich.edu or fax to 989-774-4374.

It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission’s packet, and it must be approved before a student is granted regular admission.

Required Courses (15 hours)
Select from the following:
EDL 626 - The Adult Learner 3(3-0)
EDL 677 - The American College Student 3(3-0)
EDL 680 - Teaching in Higher Education Settings 3(3-0)
EDL 681 - Teaching with Technology in Higher Education Settings 3(3-0)
EDL 697 - College Teaching Internship 3(3-6)
EDL 763 - The Academic Profession 3(3-0)
EDL 876 - Higher Education Policy 3(3-0)

Total: 15 semester hours
Minimum Totals for Graduation: 48 hours

The Counselor Education faculty at Central Michigan University offer courses and programs designed to prepare students to work as counseling personnel in public and private schools, institutions of higher education, community-based social service agencies, and private practice. Many classes are offered afternoons, evenings, and weekends to better accommodate nontraditional students. Students who successfully complete a program for Counselor Education earn a Master of Arts degree in Counseling.

Faculty members include licensed professional counselors. Full-time counselor education faculty hold doctoral degrees in counselor education or counseling psychology. Teaching excellence is a top priority of the faculty.

**Admission Requirements, Retention & Termination Standards**

<table>
<thead>
<tr>
<th>Admission Requirement Snapshot</th>
</tr>
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<tbody>
<tr>
<td>GPA: 2.7</td>
</tr>
<tr>
<td>Entrance Exam: GRE</td>
</tr>
<tr>
<td>Application Deadline: Six weeks prior to registration</td>
</tr>
<tr>
<td>See Admission Requirement Details Below</td>
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**Admission Requirements**

A complete application includes:

- a graduate application;
- all transcripts from undergraduate and graduate degree work,
- recent (not more than five years old) Graduate Record Exam (GRE) score to be sent directly to Center Services, CMU North, 802 Industrial Drive, Mt. Pleasant, MI 48858
- written statement of purpose and general plans for graduate study; and
- Two (2) letters of recommendation (one professional [e.g. supervisor, employer, academic professor/instructor] and one personal [not a family member]).

The GRE assesses verbal reasoning, quantitative reasoning, and analytical writing. Testing centers, test dates and seating availability can be found here: https://mygre.ets.org/greweb/action/RegPortal.

When selecting a test date, make sure your scores will be reported in time for your application deadline. For computer-delivered tests, scores reports are sent to your designated score recipients approximately 10–15 days after your test date, but can take up to six weeks for paper-based scoring. CMU must receive the official score report from the testing company, rather than from the applicant.

The written statement should consist of a 2-3 page APA formatted essay detailing the following: (1) an explanation of why the applicant wants to enter the Counseling program/profession, (2) what skills the applicant possesses that would make the applicant successful in the graduate program in Counseling, and (3) how the Counseling program is congruent with the applicant’s career goals.

Two (2) letters of recommendation are required for your application. One should be a professional reference from an academic instructor, current/past supervisor, colleague etc. The second should be a personal reference from a mentor, advisor, volunteer manager, etc. Letters written from family members or friends are not acceptable.

The applicant’s cumulative undergraduate grade point average (GPA) (2.7 minimum), two (2) letters of recommendation, written statement of purpose and general plans for graduate study, and GRE score are all considered in determining admission. Students who have below a 2.7 minimum undergraduate GPA are still encouraged to apply and will receive consideration. All application materials and GRE score must be received by the Center Services, CMU North, 802 Industrial Drive, Mt. Pleasant, MI 48858, before a decision will be made whether to recommend the applicant for admission.

If an applicant has met all of the requirements and is invited on campus for the interview process by department faculty, the applicant will participate in a ½ day in-person interview on the main campus in Mount Pleasant, MI. Attendance at the interview is mandatory and the dates of the interview will be made available in advance for you to make accommodations to be there.

Upon successful completion of the initial screening process and in-person interview, the applicant will be recommended for admission. This decision will be sent to Graduate Studies and if approved, the applicant will be admitted on a conditional basis. To be eligible for regular admission status, the student must first complete a minimum of 9 semester credit hours of course work in the Counselor Education program with a minimum 3.0 GPA. The student must then submit an application for regular admission (available in the CSE office), which will be reviewed by the Counselor Education faculty, using established department criteria to determine the student’s suitability for regular admission.

In addition, for an applicant interested in school counseling, admission consideration will be based on the following:

- An applicant interested in school counseling who is a certified teacher with a valid Michigan teaching certificate may be admitted to the School Counseling program option. Upon completion of the degree program this student may apply through CMU’s EHS Center for Student Services to add a counseling endorsement to his/her teaching certificate.
- An applicant interested in school counseling who does not have a valid Michigan teaching certificate must be admitted to the Professional Counseling program option. This student’s program of study will consist of additional course work and require a portion of the internship requirement to be completed in a school setting. Upon completion of the degree program this student may apply for a school counseling license through CMU’s EHS Center for Student Services.

**Program Requirements**

The candidate should complete their Authorization of Degree Program form with their assigned advisor after achieving Regular Admission status. Elective Courses will be selected with the approval of the advisor.

Both the School Counseling and Professional Counseling program options require each candidate to successfully complete a minimum of 48 credit hours. Students will gain knowledge and experience in research, group techniques, counseling theories, counseling techniques, ethics, counseling philosophy, multicultural counseling, testing procedures, career development, and consulting. Practicum and internship experiences will complete the minimum requirements. Elective courses will provide students additional studies and experience in areas of personal interest.

Each student will participate in a supervised counseling experience (practicum) in the Center for Community Counseling and Development on CMU’s campus (Global Campus students’ practicum will take place in the field), and a field-based 600 hour internship experience. This program also requires successful completion of a comprehensive examination.

The candidate should complete their Authorization of Degree Program form with their assigned advisor after achieving Regular Admission status. Elective courses will be selected with the approval (continued)
of the advisor. The faculty recommends taking the comprehensive examination during the semester the student intends to graduate.

Progress through the program is based on satisfactory grades (grade point average of "B" or better) and satisfactory evaluations of pre-professional functioning (e.g., demonstration of appropriate personal and professional skills, ethical standards, and behaviors). Serious and persistent difficulties in pre-professional functioning may result in dismissal from the program.

**Degree Requirements**

Select one of the following options:

**Counseling: Professional Counseling**

This option is designed for students interested in qualifying for a license as a Professional Counselor (LPC) in Michigan, and for students who do not have a valid Michigan teaching certificate and are interested in school counseling licensure in Michigan. The program of study for students seeking school counseling licensure will consist of additional course work and require a portion of the internship requirement to be completed in a school setting. Upon completion of the degree program this student may apply for a school counseling license through CMU's EHS Center for Student Services. Potential work settings include: community-based social service agencies, institutions of higher education, counseling personnel in public and private schools, and private practice.

**Core Courses I (3 hours)**

Select one of the following:

CED 610 - Career Development and Counseling 3(3-0)
CED 611 - Developmental Career Counseling 3(2-1)

**Core Courses II (30 hours)**

CED 566 - Lifespan Development for Counselors 3(3-0)
CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)
CED 630 - Counseling Ethics and Professional Issues 3(3-0)
CED 640 - Standardized Tests 3(3-0)
CED 650 - Theories and Techniques of Group Counseling 3(3-0)
CED 660 - Counseling Techniques 3(3-0)
CED 677 - Theories of Counseling 3(3-0)
CED 690 - Counseling Practicum 3(1-3)
CED 695/SPE 695 - Research for Counseling and Special Education 3(3-0)
CED 765 - Professional Counseling and Consulting 3(3-0)

**Additional Requirements (6 hours)**

CED 502 - Student Development in Higher Education 3(3-1)
CED 503 - Introduction to Community Agency Counseling 3(3-0)
CED 504 - Introduction to School Counseling 3(3-0)

**Electives (6 hours)**

Select other CED courses, approved SPE courses, or approved transfer credits to bring credit hour total to at least 48.

**Plan B Requirement (6 hours)**

Satisfied by CED 691 (6 hours) and Comprehensive Examination.
CED 691 - Internship in Counseling 1-6(Spec)

**Total: 48 semester hours**

**Counseling: School Counseling**

This option is designed for students with a valid Michigan teaching certificate interested in elementary or secondary school counseling, K-12 counseling, early childhood development, or vocational career counseling. In addition, graduates will meet the academic requirements for licensure as a Professional Counselor (LPC) in Michigan. Upon completion of the degree program this student may apply through CMU's EHS Center for Student Services to add a counseling endorsement to his/her teaching certificate.

**Core Courses I (3 hours)**

Select one of the following:

CED 610 - Career Development and Counseling 3(3-0)
CED 611 - Developmental Career Counseling 3(2-1)

**Core Courses II (30 hours)**

CED 566 - Lifespan Development for Counselors 3(3-0)
CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)
CED 630 - Counseling Ethics and Professional Issues 3(3-0)
CED 640 - Standardized Tests 3(3-0)
CED 650 - Theories and Techniques of Group Counseling 3(3-0)
CED 660 - Counseling Techniques 3(3-0)
CED 677 - Theories of Counseling 3(3-0)
CED 690 - Counseling Practicum 3(1-3)
CED 695/SPE 695 - Research for Counseling and Special Education 3(3-0)
CED 765 - Professional Counseling and Consulting 3(3-0)

**Additional Requirements I (6 hours)**

CED 504 - Introduction to School Counseling 3(3-0)
CED 545 - School Counseling Seminar 3(3-0)

**Electives (3 hours)**

Select other CED courses, approved SPE courses, or approved transfer credits to bring credit hour total to at least 48.

**Plan B Requirement (6 hours)**

Satisfied by CED 691 (6 hours) and Comprehensive Examination.
CED 691 - Internship in Counseling 1-6(Spec)

**Total: 48 semester hours**
Master of Arts (M.A.)
in Humanities

Minimum Totals for Graduation: 30 hours
Susan A. Schiller, Ph.D., Director
032 Anspach Hall, 989-774-3681

The Master of Arts in Humanities is a degree designed for generalists, for those more interested in synthesis than specialization. It provides an integrated study of the humanities in a cross-disciplinary format. Because the various areas of the humanities are naturally interrelated, this format emphasizes connection rather than fragmentation. The courses for the 30-semester hour program are generally selected from such traditional areas of the humanities as history, English, philosophy, religion, art, music, and broadcast and cinematic arts; they may, however, also include such areas as women's studies, political science, sociology, anthropology, and theatre.

The program is flexible enough to meet the needs of a great variety of students. It is an appropriate degree choice for students seeking a graduate degree which offers educational development, personal development, or a focus on interdisciplinary knowledge.

Note: Some courses listed are not offered on a regular basis and some courses may only be offered by Global Campus. Several courses are available in an online format.

Admission Requirements, Retention & Termination Standards

Admission Requirement Snapshot

| GPA: 2.7 |
| Entrance Exam: N/A |
| Internat'l Application Deadline: July 1 (Fall), Oct. 1 (spring) |

See Admission Requirement Details Below

Admission requirements are the same as those for admission to Graduate Studies at CMU (baccalaureate degree and overall GPA of 2.7) and a minimum of 20 hours of coursework in areas of the Humanities (history, English, philosophy, etc.) with GPA of 2.7.

Requirements I (24 hours)

A minimum of 24 hours of graduate credit in the Humanities, selected in consultation with advisor, including:
- History Requirements (6-9 hours)
- English Requirements (6-9 hours)
- Other Requirements (12-18 hours)

These are selected from the following areas with approval from the advisor:
- Art
- Music (non-studio/non-performance)
- Religion
- Philosophy
- Broadcast and Cinematic Arts
- Political Science
- Sociology
- Anthropology
- Theatre (non-performance courses)

See Structure (Core Courses) below.

Note: A minimum of 15 hours of the above courses must be in courses numbered 600 or above.

Requirements II (6 hours)

Select one of the following plans:

Plan A (6 hours)

Thesis with oral defense.
HUM 799 - Thesis 1-6(Spec)

Plan B (6 hours)

6 hours of additional coursework approved by the advisor, plus a scholarly paper.

Total: 30 semester hours

Structure (Core Courses)

In order to ensure both coherence and the advantage of complementary disciplinary approaches in the program of studies, each student's coursework must be approved in advance by a faculty advisor. Coursework leading to the degree will be organized around a core (15-18 hours) of courses that are based on topics and themes or on the individual student's interests and goals.

The following is a list of representative topics that have been approved by the M.A. in Humanities Council. Approved topics or themes include:

I. The Rise of Industrial Society
II. Images and Ideas of Self
III. Contemporary Issues in the Humanities: Race, Class and Gender
IV. Popular Culture Studies
V. Native American Issues in Modern Culture
VI. Global and Cultural Studies

Alternative topics or themes to those listed above may be proposed by the student as well, and/or a student may also choose a "broad" approach that is not based on a single topic or theme.
Minimum Totals for Graduation: 36 hours

This is a 36-hour graduate program designed specifically to meet the National Association for Sport and Physical Education-North American Society for Sport Management standards for accreditation.

The master’s degree in sport administration is designed to prepare the student for a career in administration in a sport-related field. The program is flexible and designed to provide both theoretical and practical experience that will meet the needs and interests of the individual.

This degree is accredited by the Commission on Sport Management Accreditation (COSMA)

Admission Requirements, Retention & Termination Standards

Admission
To be considered for admission to the Master of Arts in Sport Administration degree program, a student must meet the general requirements for admission to CMU Graduate Studies.

In addition, the applicants for the MA in Sport Administration must submit three letters of recommendation, and a resume, along with all other application materials. Based upon the undergraduate GPA, resume, professional experience, and the three letters of recommendation, the candidate may be accepted for regular or conditional admission. For regular admission, the minimum undergraduate GPA must be 3.0 or higher on a 4.0 scale.

Required Courses (30-36 hours)

Required Courses I
PES 602 - Sport Event Management: Theory & Application 3(Spec)
PES 603 - Administration of Sport 3(3-0)
PES 625 - Facilities for Sport and Physical Education 3(3-0)
PES 640 - Sport and the Law 3(3-0)
PES 645 - Financial Management of Sport 3(3-0)
PES 650 - Sport Marketing 3(3-0)
PES 670/HSC 670 - Research Methods for Physical Education and Sport, Health and Recreation 3(3-0)
PES 672 - Statistics for Physical Education and Sport, Health and Recreation 3(3-0)
PES 699 - Sport Management Internship 3-6(Spec)

Required Courses II
Select one of the following courses in consultation with an advisor:
PES 691 - Independent Study 3(Spec)
PES 698 - Thesis 1-6(Spec)

Electives (0-6 hours)
These courses will be selected from Educational Leadership, Communication, Management, Marketing, Physical Education and Sport, etc.

Total: 36 semester hours
Minimum Totals for Graduation: 30-48 hours

The MBA program's mission is to prepare graduate business students for leadership positions in today's global economy. The program features an active student learning environment with a curriculum that meets the needs of both part-time and full-time students all over the world. Accredited by AACSB International - The Association to Advance Collegiate Schools of Business, the program is designed to meet the needs of three groups of people:

1. individuals whose business careers have focused on specialized areas and who seek to develop a more general management perspective in anticipation of further advancement;
2. individuals with previous education and work experience in areas other than business who seek a general business education that will allow them to move into management positions; and
3. individuals with limited work experience who plan to use the MBA as a foundation from which to begin their careers.

This program is approved for online delivery for the emphases in Information Systems, Logistics Management, Value-Driven Organization, Marketing, and Human Resource Management.

The College of Business Administration offers the online program for working professionals who seek career-enhancing education but are not able to take classes in Mt. Pleasant. This online MBA is equivalent to our traditional MBA in that it has rigorous coursework from an AACSB International - The Association to Advance Collegiate Schools of Business - accredited business school.

In existence for over 40 years, the curriculum receives constant review to keep pace with emerging business trends. The graduate business faculty are not only well educated but also have substantial business experience. The faculty are committed to a program that emphasizes:

1. integration of the functional core areas of business;
2. providing the perspective required to manage in a global world;
3. awareness of ethical issues and standards and their influence on business decisions;
4. ability to work in teams through group projects and collaborative learning;
5. enhancement of oral and written communication skills integrating the most current technology;
6. application of theory and concepts to the solution of business problems through the use of cases, business exports, consulting projects, simulations and the study of real world business practice;
7. integration of business concepts in an applied project.

Admission Requirements, Retention & Termination Standards

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<td>GPA: 2.7</td>
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<td>Entrance Exam: GMAT</td>
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<td>Internet/ Application Deadline: July 1 (Fall), Oct. 1 (Spring)</td>
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To be considered for admission to the MBA program, a student must first be admitted to Graduate Studies at CMU.

The Application for Admission should be sent to the Office of Research and Graduate Studies, CMU, Mount Pleasant, MI, 48859 at least six weeks prior to the beginning of the first semester of anticipated enrollment in classes.

A Graduate Management Admission Test (GMAT) score must be on file in the College of Business Administration before an application for admission to the MBA program can be considered. Applicants lacking a GMAT score are granted non-degree admission to Graduate Studies at CMU. A student with non-degree admission may register for prerequisite courses only. To be admitted, students must have at least 1,050 points based on the formula: 200 times the cumulative undergraduate GPA plus a minimum GMAT score of 450. Applicants are expected to reflect the current MBA student body, which possesses an average formula score of more than 1, 150. International students must submit a GMAT score and submit a score of 213 (550 on paper-based test or 79 Internet-based test) or higher on the Test of English as Foreign Language (TOEFL).

Regular Admission. To be granted regular admission to the Master of Business Administration program, a student must meet the university requirements for admission to Graduate Studies at CMU, possess an acceptable GMAT score and undergraduate GPA, and have successfully completed the prerequisite courses or equivalent.

Conditional Admission. Applicants who have satisfied the GMAT requirement, but are lacking only prerequisites are allowed to enroll in a maximum of 12 credit hours of MBA degree requirements while completing prerequisite requirements.

Any exceptions to the above admission requirements must be approved by the Graduate Studies Committee of the College of Business Administration.

Degree Requirements I (0-18 hours)
Foundation Courses (Prerequisites)

Applicants must present evidence of a working knowledge of advanced business applications in spreadsheet, database, and presentation graphics.

In addition, the following courses or equivalents may be completed before or after admission to the MBA program.

- MBA 503 - Professional Business Communications 2(2-0)
- MBA 504 - Using Financial Accounting Information 2(2-0)
- MBA 505 - The Economic Environment of Business 2(2-0)
- MBA 506 - Legal Environment of Business 2(2-0)
- MBA 507 - Introduction to Marketing Management 2(2-0)
- MBA 508 - Management and Organization 2(2-0)
- MBA 509 - Production/Operations Management 2(2-0)
- MBA 510 - Financial Management and Analysis 2(2-0)
- MBA 511 - Statistics for Managerial Decisions 2(2-0)

Degree Requirements II (27 hours)
MBA Program Core Courses

- MBA 610 - Managing Information Systems in a Global Economy 3(3-0)
- MBA 620 - Managerial Accounting: A Management Perspective 3(3-0)
- MBA 630 - Managing and Leading Individuals and Groups in Organizations 3(3-0)
- MBA 640 - Data Analysis for Managers 3(3-0)
- MBA 650 - Marketing-Based Management 3(3-0)
- MBA 660 - Global Business and Sustainability 3(3-0)
- MBA 670 - Financial Analysis and Risk Management 3(3-0)
- MBA 680 - Global Economic Environment 3(3-0)
- MBA 690 - Strategic Management: Integrative Experience 3(3-0)

Plan B Requirement. The Plan B requirement is fulfilled through successful completion of MBA 690.

(continued)
Graduate Certificate in Enterprise Systems
(SAP)

Minimum Totals for Graduation: 16 hours

Admission Requirements, Retention & Termination Standards
The Graduate Certificate in Enterprise Systems is designed for regularly admitted graduate students who desire to acquire advanced knowledge and skills in the enterprise software, SAP. If admission requirements to the MBA program are met and the MBA core courses are taken by the students, credits successfully earned with this certificate program may be used towards the MIS (SAP emphasis) concentration in the MBA program. Students will not be allowed to use the same course for two different concentrations. To be considered for regular admission, an applicant must have:

1. Admission into the graduate college.
2. Computer literacy as demonstrated by BIS 104 or CPS 100 or equivalent.

Required Courses (13 hours)
BIS 647 - Enterprise Systems for Management using SAP Software 3(3-0)
BIS 656 - Business Intelligence using SAP Software 3(3-0)
BIS 658 - Configuration & Implementation for Global Systems using SAP Software 3(3-0)
BUS 698 - Integration of Business Processes for Management using SAP Software 4(Spec)

Electives (3 hours)
BIS 657 - ABAP Programming for ES 3(3-0)
BUS 697 - Special Topics in Business 1-12(Spec)

Total: 16 semester hours

Note: Students will take BIS 647 as their first course, then BIS 658. The third course in this sequence is BUS 698. BIS 656, BIS 657, and BUS 697 may be taken in any sequence.
Graduate Certificate in Logistics Management

Minimum Totals for Graduate: 16 hours

Admission Requirements, Retention & Termination Standards
The Graduate Certificate in Logistics Management is designed for regularly admitted graduate students who desire to acquire advanced knowledge and skills in logistics. If admission requirements to the MBA program are met and the MBA core courses are taken by the students, credits successfully earned with this certificate program may be used towards the Logistics Management Concentration in the MBA program. Students will not be allowed to use the same course for two different concentrations. To be considered for regular admission, an applicant must have:

1. Admission to the MBA program or permission of the MBA director.
2. Computer literacy as demonstrated by BIS 104 or CPS 100 or equivalent.
3. MKT 300, Introduction to Marketing or equivalent
4. STA 282, Introduction to Statistics or equivalent

Required Courses I (12 hours)

- MKT 555 - Market and Sales Forecasting 3(3-0)
- MKT 631 - Lean Logistics Operations 3(3-0)
- MKT 632 - Integrated Logistics Strategy 3(3-0)
- MKT 633 - Risk-based Logistics Networks 3(3-0)

Required Courses II (4 hours)
One specialized course (4 credit hours) such as MBA 699 (4) determined by the MBA Director.

Total: 16 semester hours

Graduate Certificate in Cybersecurity

Minimum Totals for Graduation: 15 hours

This is a standalone certificate in the Department of Business Information Systems in College of Business Administration. At the current time, this certificate is offered through Global Campus only.

Admission Requirements, Retention & Termination Standards
The Graduate Certificate in Cybersecurity is designed for regularly admitted graduate students who meet graduate school admissions requirements who desire to acquire advanced knowledge and skills in cybersecurity.

To be considered for regular admissions, an applicant must have:

1. A bachelor’s degree with a cumulative GPA of 2.7 from an accredited institution.
2. Computer network literacy as demonstrated by prerequisite coursework or professional certifications in computer networking or cybersecurity.

See an advisor for more information.

Required Courses (15 hours)

Students will take BIS 510 as the first course, followed by BIS 521, 523, and 525 (which may be taken in any order). The culminating course is BIS 530.

- BIS 510 - Network & Systems Security Fundamentals 3(3-0)
- BIS 521 - Governance, Risk, & Compliance in Cybersecurity 3(3-0)
- BIS 523 - Cybercrime Forensics 3(3-0)
- BIS 525 - Managing Security & Privacy in the Cloud 3(3-0)
- BIS 530 - Cybersecurity, Systems, and Network Certification 3(3-0)

Total: 15 semester hours
Minimum Totals for Graduation: 36 hours

Director: Dr. Thomas Greitens, 989-774-3862; greit11@cmich.edu

Mission Statement
The NASPAA-accredited Master of Public Administration program at Central Michigan University provides a professional degree to prepare students to assume or advance in careers in the public and non-profit sectors. The program focuses on developing critical thinking, analytical skills, and an appreciation for ethical decision making. The program maintains a commitment to the recruitment and education of a diverse student body, and the recruitment and development of a diverse faculty. Consistent with the University’s mission, the program, through collaboration with CMU Global Campus, offers the degree to underserved communities in select locations served by CMU.

Accordingly, MPA-CMU has the following goals:

- Graduating well qualified professionals who will assume careers in the public and non-profit sectors.
- Graduating well-qualified, mid-career professionals who will be prepared to advance in careers in the public and non-profit sectors.
- Balancing practical learning with the current theories of management, leadership, and administration.
- Providing a systematic understanding of political, economic, and social issues facing public administrators.
- Developing quantitative, analytical, and information technology skills required for current and future work in the public and non-profit sectors.
- Offering students professional development opportunities through internships and applied research in the public and non-profit sectors.
- Developing core competencies in problem solving skills, policy analysis, legal and constitutional frameworks, and management of a diverse workforce.
- Growing the MPA program for an off-campus audience through traditional and non-traditional delivery modes.

Program Requirements
The requirements for the MPA degree consist of 36 hours of coursework. First, completion of a set of core courses presents an understanding of essential components of the discipline. Then, with the approval of an advisor, the student creates a degree emphasis in one of three ways:

a. by selecting a specific concentration in either Public Management or State and Local Government;

b. by selecting a set of general elective courses; or

c. by selecting a cognate course focused on a particular subject area. Using this last method, MPA students have developed emphases in such areas as Planning and Land Use, Health Administration, and Recreation Management by incorporating courses from other departments, again with the approval of an advisor.

Advisors may make substitutions to the course requirements to fit the student’s focus and the availability of course work.

The pre-service student will also complete an internship of 3 hours (PSC 795) in place of an elective course.

Before enrollment in PSC 796, Applied Research in Public Administration, a student, in conjunction with their advisor and faculty, develops an approved research topic for the Applied Research Project. The student will present his or her project as part of the PSC 796 course guidelines.

Admission Requirements, Retention & Termination Standards

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MPA Admission Requirements include the following:

1. An undergraduate grade point average of at least 2.8 (on a 4.0 point scale).
2. A minimum of 18 undergraduate hours in social science.
3. Evidence of successful completion of an undergraduate statistics or research methods course is required.
4. An essay (two or three pages, double-spaced) including a discussion of the applicant’s professional goals and how completion of the program will facilitate his or her achievement of those goals. This essay replaces the written statement requested as part of the application to Graduate Studies at CMU.
5. Three letters of recommendation from former professors or professionals in the field of public service that attest to the applicant’s potential to succeed in the program.
6. If the applicant is an international student for whom English is not the first language, a score of 550 on the written-based (or 213 on the computer-based) Test of English as a Foreign Language (TOEFL).
7. Per university policy, conditional admission may be considered for applicants with backgrounds or grade point averages that do not meet these requirements. Courses taken to meet these requirements may not be counted toward graduate degree requirements. Regular admission status should be requested upon completion of all conditional requirements.
8. Up to 9 semester hours of graduate credit may be transferred from another institution with approval of the advisor and the Vice President/Dean of the Office of Research and Graduate Studies.

Degree Requirements
Core Courses (24-27 hours)
PSC 514 - American Public Policy Making 3(3-0)
PSC 610 - Foundations of Public Administration 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 713 - Public Budgeting and Finance 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)
PSC 775 - Organization Theory in Public Administration 3(3-0)
PSC 780 - Public Sector Research Methods 3(3-0)
PSC 795 - Internship in Public Administration 1-6(Spec)
PSC 796 - Applied Research in Public Administration 3(3-0)

Note: In-service students with experience are not required to take an internship (PSC 795). Students without experience will take 3 hours of internship, reducing their number of elective courses by 1 course, or 3 credit hours.

PSC 796 The Applied Research Project: Before a student’s final semester, he or she forms a Plan B paper committee of three members and, with their advice, develops an approved research topic. The student will present his or her finished paper to the committee when completed. Both main campus and Global Campus students are encouraged to develop their research topics through the tutelage of the entire teaching staff.

Degree Emphasis (9-12 hours)
Choose from one of the following four options:
Cognate Courses Option (9-12 hours)

With the approval of an advisor, a student may create an emphasis in a subject area by selecting from 9 to 12 hours of cognate course work in place of the general electives. A cognate course is one outside of but related to the principal discipline of Public Administration.

General Electives (9-12 hours)
PSC 516 - Environmental Politics and Policy 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 583 - Survey Research 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 655 - Managing Modern Local Government 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 761 - Seminar in American State Government 3(3-0)
PSC 773 - Administration and Ethics in Public Service 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

Note: Both PSC 661 and PSC 761 may not be selected.

Public Management Concentration (9-12 hours)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

State and Local Government Concentration (9-12 hours)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 655 - Managing Modern Local Government 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)
PSC 761 - Seminar in American State Government 3(3-0)

Note: Both PSC 661 and PSC 761 may not be selected.

Total: 36 semester hours
Master of Science (M.S.) in Nutrition and Dietetics

Minimum Totals for Graduation: 31 - 37 hours

The M.S. in Nutrition and Dietetics is designed to provide advanced training in nutritional sciences for new and experienced professionals. Its objectives are to enhance the graduate's knowledge base and expertise in the continually advancing field of nutrition and clinical dietetics and to provide graduates with the quantitative and methodological knowledge necessary to better interpret the scientific literature and nutritional research.

The M.S. in Nutrition and Dietetics Program course work can be completed entirely through distance and distributed learning. The program utilizes web-based technology to provide course content.

This degree program has three options:

- Option I - Plan A Thesis Option;
- Option II - Plan B Internship Option;
- Option III - Plan C Course Work Option.

Options
Select one of the following plans:

Option I - Plan A: Thesis Option (31 hours)
FNS 661 - Macronutrients 3(3-0)
FNS 662 - Micronutrients 3(3-0)
FNS 670 - Seminar: Nutrition 1-3(Spec)
FNS 672 - Advanced Clinical Nutrition 3(3-0)
FNS 673 - Advanced Nutritional Assessment 3(3-0)
FNS 674 - Dietetic Internship: Clinical Experience 5(Spec)
FNS 675 - Dietetic Internship: Foodservice Administration Experience 5(Spec)
FNS 676 - Dietetic Internship: Summary Experience 2(Spec)
FNS 677 - Nutritional Epidemiology 3(3-0)
FNS 678 - Research Methods in Nutrition 3(3-0)
FNS 690 - Independent Study in Dietetics 2-6(Spec)
FNS 790 - Thesis in Dietetics 1-6(Spec)

Plus an oral exam on the thesis topic and 6 additional hours of electives selected with the approval of the student's academic advisor.

Note: FNS 670 and FNS 790 are variable credit courses. Students on this option are required to take 1 credit hour of 670 and 6 credit hours of 790.

Option II - Plan B: Internship Option (37 hours)
FNS 661 - Macronutrients 3(3-0)
FNS 662 - Micronutrients 3(3-0)
FNS 670 - Seminar: Nutrition 1-3(Spec)
FNS 672 - Advanced Clinical Nutrition 3(3-0)
FNS 673 - Advanced Nutritional Assessment 3(3-0)
FNS 674 - Dietetic Internship: Clinical Experience 5(Spec)
FNS 675 - Dietetic Internship: Foodservice Administration Experience 5(Spec)
FNS 676 - Dietetic Internship: Summary Experience 2(Spec)
FNS 677 - Nutritional Epidemiology 3(3-0)
FNS 678 - Research Methods in Nutrition 3(3-0)
FNS 790 - Independent Study in Dietetics 2-6(Spec)

Plus oral examination over course work and 3 additional hours of electives selected with the approval of the student's academic advisor.

Note: FNS 670 and FNS 790 are variable credit courses. Students on this option are required to take 1 credit hour of FNS 670 and 3 credit hours of FNS 790.

In some cases, twelve credits may be earned through examination to substitute for the dietetic internship experience. Students must be eligible and must pass the examination to earn the twelve credits. Contact the Department of Human Environmental Studies for the policy on Credit by Examination for Dietetic Internship Experience.

Option III - Plan C: Course Work Option (33 hours)
The Graduate Certificate in Nutrition and Dietetics is designed to provide advanced training in clinical nutrition for new and experienced professionals. Its objectives are to enhance the graduate's knowledge base and expertise in the continually advancing field of nutrition and clinical dietetics, to provide graduates with the knowledge necessary to better interpret the scientific literature in nutrition, and incorporate nutritional constructs into their professional practice. The Certificate in Nutrition and Dietetics Program course work can be completed entirely through distance and distributed learning.

The program utilizes web-based technology to provide course content.

Minimum Totals for Graduation: 16 hours

Admission Requirements, Retention & Termination Standards

Successful completion of a baccalaureate degree from an accredited institution, in which at least one course in each of the following was completed: basic nutrition, biochemistry; physiology and statistics.

A 3.0 minimum GPA is required in undergraduate and/or post baccalaureate course work for admission to the program.

Professional status in any health or scientific profession with advanced training. Must submit registration, certification, licensure, or other documentation of professional competency.

Graduate Certificate in Nutrition and Dietetics

Core Courses (15 hours)

Select 5 courses from the following:

- FNS 661 - Macronutrients 3(3-0)
- FNS 662 - Micronutrients 3(3-0)
- FNS 670 - Seminar: Nutrition 1-3(Spec)
- FNS 671 - Advanced Topics in Nutrition: Geriatrics 3(3-0)
- FNS 672 - Advanced Clinical Nutrition 3(3-0)
- FNS 673 - Advanced Nutritional Assessment 3(3-0)
- FNS 677 - Nutritional Epidemiology 3(3-0)
- FNS 678 - Research Methods in Nutrition 3(3-0)
- FNS 790 - Independent Study in Dietetics 2-6(Spec)

Plus oral examination over course work and 9 additional hours of electives selected with the approval of the student's academic advisor.

Note: FNS 670 and FNS 790 are variable credit courses. Students in this program MUST enroll in FNS 670 three times (1 hour each) under different subject themes. For FNS 790, students are required to take 3 credit hours.

Total: 31-37 semester hours
Master of Science in Administration (M.S.A.)

Minimum Totals for Graduation: 36 hours

The Master of Science in Administration degree is an interdisciplinary program developed to meet the educational needs and interests of administrators in organizations. The primary focus of the degree program is applied action grounded in theory. The principal elements of this degree are knowledge, competencies, and practical processes needed for successful careers in administration.

The program includes a core of courses that provides the students with a base of common knowledge and competencies required for successful administration. In addition, the program provides a concentration of specialized courses in the student's area of professional interest. The program culminates in an integrative applied concentration of specialized courses in the student's area of professional interest. The program culminates in an integrative applied concentration of specialized courses in the student's area of professional interest.

This program leads to an MSA degree and is identical whether on CMU's main campus or through Global Campus. Credit for course work in either program is interchangeable.

Admission Requirements, Retention & Termination Standards
(For Global Campus Students)

Admission Requirements
To be admitted to the Master of Science in Administration program, a candidate must meet the requirements for regular admission to Graduate Studies at CMU (a baccalaureate degree from a college or university of recognized standing with a cumulative GPA of at least 2.7 or, optionally, 3.0 in the final sixty semester hours of graded coursework toward the bachelor’s degree). At least sixty semester hours of undergraduate coursework must be graded. Applicants who possess an undergraduate GPA less than 2.7 may be considered for conditional admission. A maximum of six hours taken before admission to the MSA program may be counted toward the degree.

Competencies Required
Several MSA administrative core and cognate courses have prerequisites. These prerequisite courses are Accounting 201 or 203 and Statistics 282 or their equivalents. Students can satisfy the prerequisites for MSA 600, MSA 602, MSA 634, MSA 635, and MSA 640 in the following ways:

1. Successful completion of the course (grade of C or better) or its equivalent within three years prior to admission to the MSA program;
2. Pass a competency assessment exam. Examinations may be taken twice and must be passed with at least 70% accuracy. Students are limited to two attempts; or
3. Take the course or its equivalent at CMU or another accredited institution and earn a “C” or better. Submit an official transcript if the course is not taken at CMU;
4. Take either the CLEP Financial Accounting test and submit official results of 50 or better or take the DSST Principles of Financial Accounting exam and submit official results of 47 or better. Take the DSST Principles of Statistics exam and submit official results of 48 or better or 400 or better on the revised version.

Global Campus Students: If students are eligible to take the competency assessment approach to meeting the competency requirement, they must meet core course prerequisites by taking and achieving a passing score on appropriate competency assessments. The assessments are an evaluation of a student's readiness to perform the quantitative work required in MSA 600, 602, 634, 635, 640, BIS 630 and BIS 634. Competency assessments in financial accounting and statistics will determine a student's preparation for graduate course work, and will point out any areas which need strengthening before enrollment in a particular core course.

The competency assessment exam is administered online, and each takes approximately 90 minutes to complete. To prepare for the competency assessment exam, students can complete a free, online self-paced review workshop that allows students to independently review the Accounting or Statistics subject matter in preparation for the competency assessment exam. Content within the workshop is intended for students who have previously had a course in Accounting or Statistics. The review materials will serve as a refresher and provide working knowledge on the subject matter that will be utilized in future MSA coursework. For more information on competency requirements and competency exam preparation, see http://global.cmich.edu/cmuonline/proctoring/ca-exam-request.aspx.

Satisfactory Progress
Students must maintain a cumulative GPA of 3.0 or higher to remain in good standing. If a student’s cumulative GPA falls below 3.0, the student will be placed on academic probation. Students on probation will be allowed an opportunity to raise the cumulative GPA to a 3.0 according to Graduate Studies policy. Students dismissed from the program may petition for readmission no sooner than one academic year after the semester they were dismissed. Coursework which is over seven years old may not be used toward the MSA degree and graduate certificates.

English Language Requirements for International Students
International students who meet the requirements of Global Campus admission should review the International Student Admission section on Demonstrating English Competency at the Graduate Level.

Online Courses and MSA International Students
International students on student visas must obtain departmental approval in order to take online courses.

Advising
Upon admission to the MSA program, the student will be assigned an advisor. The student is required to meet with his or her advisor to determine prerequisite(s) and core area requirements and to select the courses to meet the concentration's requirements. A record of the program authorization will be placed in the student’s file in Graduate Studies. Any course taken without the express written consent of the MSA Director may not be approved for fulfillment of the degree requirements. When appropriate, other courses may be substituted in a concentration with the approval of the MSA Director. Students are strongly encouraged to complete their accounting and statistic competency requirements within their first 12 semester credits. Students are also strongly encouraged to take MSA 600 before the mid-point of their program.
Graduate Transfer Credit
The MSA Program will consider graduate transfer credit for courses taken by correspondence. Courses must either be recommended by ACE for graduate credit or graduate level courses taken at a regionally accredited institution. Credit will be based on applicability of the courses to the student’s concentration and the MSA Program. Students should also review the Graduate Transfer Credit policy found in this bulletin for additional requirements.

Program Requirements
All Master of Science in Administration degree students are required to take six core courses: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604, and MSA 699.

To qualify for graduation, candidates for the Master of Science in Administration degree or Graduate Certificates must meet all of the requirements found in the Academic Information “Degree Requirements” section of the Graduate Bulletin and the following requirements (https://bulletins.cmich.edu/2012/gra/administrative/academic/degree-candidacy.asp) for the Graduate Bulletin or https://bulletins.cmich.edu/2012/cei/academic/graduation.asp for the Global Campus Bulletin:

1. Earned a minimum of 36 semester hours of acceptable graduate credit (15-18 semester hours of which must be in the area of concentration).
2. Earned a minimum of 18 semester hours from Central Michigan University.
3. Submitted evidence of scholarship by meeting the Plan B paper requirement by completing the integrating experience (MSA 699) . This includes all Institutional Review Board (IRB) or Research Review Application Process requirements. (MSA 699 replaced MSA 685 as of the 10-11 Bulletin.)
4. Successfully completed these required courses: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604, and MSA 699.
5. Applied no more than 15 semester hours of College of Business Administration courses on the program plan. College of Business Administration courses are:
   a. Courses carrying designators ACC, BIS, BLR, FIN, HSA, MGT and MKT.
   b. MSA 601, MSA 602 or MSA 634 or MSA 635, and MSA 660.
   c. Prior learning assessment credits identified as having business school content (applies to Global Campus only).
   d. Courses transferred from a school of business or management which would be considered College of Business Administration courses at CMU.
6. Have an approved program plan on file.
7. Completed all requirements for the degree within seven years of the awarding of the master’s degree.

In addition:
   a. MSA Certificate programs may not use more than 12 credits in College of Business Administration courses;
   b. MSA Certificate programs must be completed within seven years prior to the awarding of the graduate certificate;
   c. Business courses taken on any certificate program will not apply to any business degree at CMU; and
   d. Courses with MSA designators may not be used toward an MBA degree at CMU and CMU courses with MBA designators may not be used toward the MSA degree.

Accelerated Master of Science in Administration
(Currently enrolled CMU Undergraduate students only)
Undergraduate students majoring in Integrated Leadership Studies can pursue a Master of Science in Administration degree in any selected concentration, while fulfilling the final year requirements for their Bachelor’s degree. The Accelerated Master of Science in Administration program allows students to reduce the total number of credits to complete their undergraduate degree and graduate level degrees by applying up to 12 credits toward the graduation requirements on both degree programs.

Admission Criteria
To be eligible for the Accelerated Master of Science in Administration program, the student must have:
A. An overall cumulative undergraduate grade point average (GPA) of at least 3.0 including all General Education requirements (including transfer and AP credits), the semester that they apply for admission to the Accelerated MSA program. This includes all forms of credit to include transfer credit from another institution.
B. CMU undergraduate grade point average (GPA) of at least 3.0 the semester that they apply for admission to the Accelerated MSA program.
C. Minimum of 86 credit hours toward a Bachelor’s degree with no less than 18 remaining credit hours to complete the undergraduate degree.

During the final academic year, students will complete 12 credits of MSA coursework that will be the final courses taken and counted toward both the undergraduate and graduate degrees. The student must earn a minimum of a 3.0 GPA or higher in each course below. If the student doesn’t earn a 3.0 GPA or higher in each course that is intended to be applied to the graduate degree, the student will be dematriculated from the AMDP. The student may apply for regular admission to the MSA program. The following courses are used for dual counting for the Bachelor’s degree and the Accelerated MSA Program:

First Semester
MSA 601 – Organizational Dynamics and Human Behavior 3(3-0)
MSA 604 – Administration, Globalization and Multiculturalism 3(3-0)

Second Semester
MSA 600 – Foundations of Research Methods in Administration 3(3-0)
MSA 603 – Strategic Planning for the Administrator 3(3-0)

Note: Early undergraduate advising required. STA 282 is required for enrollment in MSA 600. Other undergraduate courses may be recommended by advisor.

*Any student appeal for concurrent admission into the Accelerated MSA Program are submitted and reviewed by the MSA department.

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MSA Degree Requirements

Concentrations
Select one of the following concentrations (Note: not all concentrations are available at all CMU program centers. Check the center’s schedule for course availability.):

Acquisitions Administration
The Acquisitions Administration concentration prepares administrators with a focus on acquisitions by providing a knowledge base in purchasing, regulatory concepts and related factors in acquisitions administration. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (6 hours)
MGT 533 - Purchasing Strategy 3(3-0)
MSA 611 - Contract Administration 3(3-0)

Electives (9-12 hours)
Select three or four of the following:
IET 500 - Production Concepts 3(3-0)
IET 527 - Industrial Safety Management 3(3-0)
MGT 542 - Inventory and Materials Management 3(3-0)
MGT 543 - Management and Control of Quality 3(3-0)
MSA 504 - Strategies and Proposals in Government Acquisitions 3(3-0)
MSA 540 - Legal Considerations of Contract Administration 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(3-0)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours

Engineering Management
The purpose of the concentration is to provide a program of study for the students who intend to pursue a career in this field or for engineers who have the need to acquire managerial skills. Students will gain the knowledge needed to manage industrial, engineering, high tech and “green” energy organizations. The concentration combines the analysis and integration of theory, principles, and research in technology, industrial and engineering management with administrative science.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (18 hours)
IET 500 - Production Concepts 3(3-0)
IET 501 - Application of Industrial Management Principles 3(3-0)
IET 524 - Technology and Environment 3(3-0)
IET 650 - Project Management 3(3-0)
IET 670 - Lean Manufacturing & Six Sigma Quality 3(3-0)
IET 680 - Sustainability and Green Technology 3(3-0)

Total: 36 semester hours

General Administration
Statement of Purpose for the Concentration
The General Administration concentration is designed to serve the needs of a very heterogeneous group of students. The intent is to offer a program of study which provides moderate structure through study in areas that are applicable to a wide variety of administrative settings. In addition, the student is afforded considerable flexibility in designing a program of study which avoids duplication of previous course work, training, or experience by allowing additional study in areas of choice.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

General Administration Concentration Areas (15-18 hours)

Guide to Choosing Courses
Students are encouraged to complete courses listed within a broad range of categories.
Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the advisor and approved by the MSA Director.
Concentration Courses I
Information Systems and Analysis
The integration of computer and production systems into administrative decision making.
BIS 601 - Management Information Systems 3(3-0)
CPS 603 - Computer Information Systems 3(3-0)
IET 500 - Production Concepts 3(3-0)
MKT 555 - Market and Sales Forecasting 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)

Concentration Courses II
International Systems, Issues, and Problems
The study of systems, issues, and problems that impact upon dynamic organizations operating within a global environment.
COM 667 - Seminar in Intercultural Communication 3(3-0)
FIN 573 - International Finance 3(3-0)
MGT 560 - International Marketing 3(3-0)
MSA 510 - Global Leadership Perspectives 3(3-0)
PSC 555 - International Law I 3(3-0)

Concentration Courses III
Legal and Political Systems
The nature of legal and political systems and how they impact the operation of organizations and individual decision making.
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

Concentration Courses IV
Organizational Behavior/Human Resources Administration
The study of individuals within the work organization and the systems and processes that affect their behavior.
CED 555 - Human Relations Skills 3(3-1)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
MGT 643 - Human Resource Management 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)
MSA 503 - Gender and Generational Supervision 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)

Concentration Courses V
Organizational Communications
Improving communication of individuals and groups within and between organizations.
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
EDL 610 - Grants and Fund Procurement 3(3-0)
JRN 670 - Public Relations Management 3(3-0)
MKT 555 - Market and Sales Forecasting 3(3-0)
MSA 660 - Marketing Administration 3(3-0)

Concentration Courses VI
Social and Economic Systems
The nature of social and economic systems and how they constrain, control, and impact the operational effectiveness of operations.
IET 524 - Technology and Environment 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
PHL 518 - Professional Ethics 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
SOC 512 - Industrial Sociology 3(3-0)

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 534 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Management 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MGT 643 - Human Resource Management 3(3-0)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours

Health Services Administration
The Health Services Administration concentration is designed to provide the knowledge and skills required for directors, administrators and supervisors in health services. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (12 hours)
HSC 507 - Introduction to Health Service Organizations and Systems 3(3-0)
HSC 520 - Health Services Administration 3(3-0)
HSC 570 - Financial Aspects of Health Services Organizations 3(3-0)
HSC 571 - Legal Aspects of Health Services Organizations 3(3-0)
HSC 631 - Healthcare Law, Compliance and Risk Management 3(3-0)
HSC 651 - Fundamentals of Healthcare Finance 3(3-0)

Note: You may only select ONE of HSC 570 OR HSC 651 and only ONE of HSC 571 OR HSC 631.

Note: Advisors may recommend to the MSA Director the substitution of another course for HSC 520, if the student has appropriate management experience.

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**Electives (3-6 hours)**
Select from the following:
- HSC 516 - Travel Course in Health Education 1-15(Spec)
- HSC 538 - Development of Proposals and Reports in Health Administration 3(3-0)
- HSC 544 - Biostatistics 3(2-1)
- HSC 545 - Health Planning 3(3-0)
- HSC 552 - International Health Systems, Organizations and Policy 3(3-0)
- HSC 572 - Quality Improvement in Health Services 3(3-0)
- HSC 581 - Managed Care: Origins, Organizations, and Operations 3(3-0)
- HSC 617 - Community and Public Health 3(3-0)
- HSC 700 - Program Evaluation in the Health Fields 3(3-0)

**Cognate Courses (0-3 hours)**
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
- MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
- MSA 634 - Managerial Accounting Concepts 3(3-0)
- MSA 635 - Financial Management 3(3-0)
- MSA 640 - Quantitative Applications in Decision Making 3(3-0)
- MSA 660 - Marketing Administration 3(3-0)
- MSA 681 - Administrative Practicum 1-3(Spec)
- MSA 690 - Internship 1-3(Spec)
- MSA 696 - Special Topics 3(3-0)

**Category 2 - Labor Relations Courses**
It is recommended that students take one of the following:
- COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
- ECO 515 - Collective Bargaining and Labor Law 3(3-0)
- MGT 646 - Labor Relations Issues 3(3-0)

**Category 3 - Training & Organization Development Courses**
It is recommended that students take one of the following:
- COM 560 - Communication and Social/Organizational Change 3(3-0)
- COM 561 - Communication in Conflict Management 3(3-0)
- MGT 649 - Seminar in Organizational Development 3(3-0)
- MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)
- MSA 503 - Gender and Generational Supervision 3(3-0)

**Category 4 - Staffing Courses**
It is recommended that students take two of the following:
- MGT 645 - Personnel Compensation Practice and Process 3(3-0)
- MGT 647 - Employee Selection and Evaluation 3(3-0)
- PSY 536 - Personnel Psychology 3(3-0)
- PSY 636 - Organizational Applications of Personnel Psychology 3(3-0)

**Category 1 - Survey of Human Resources Administration Courses (Required)**
Take one of the following, preferably before taking other courses in the concentration.
- MGT 643 - Human Resource Management 3(3-0)
- PSC 711 - Public Personnel Administration Practice 3(3-0)

**Human Resources Administration**
The Human Resources Administration concentration provides a program of study for the student who is pursuing, or intends to pursue, a career in the field of Human Resources. The concentration is designed to provide students with an overall background in the field as well as in the specific areas of Labor Relations, Staffing, Training and Organization Development. Students will select 15-18 credits in consultation with their advisor.

**Required Core (18 hours)**
- MSA 600 - Foundations of Research Methods in Administration 3(3-0)
- MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
- MSA 602 - Financial Analysis, Planning and Control 3(3-0)
- MSA 603 - Strategic Planning for the Administrator 3(3-0)
- MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 605 - Gender and Generational Supervision 3(3-0)
- MSA 606 - Foundations of Research Methods in Administration 3(3-0)
- MSA 607 - Organizational Dynamics and Human Behavior 3(3-0)
- MSA 608 - Financial Analysis, Planning and Control 3(3-0)
- MSA 609 - Strategic Planning for the Administrator 3(3-0)
- MSA 610 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 611 - Applied Research Project in Administration 3 Spec

**Course Requirements (15-18 hours)**

**Guide to Choosing Courses:**
- Students are required to take one course from Category 1, preferably before taking other courses in the concentration. In order to produce the strongest preparation, it is recommended that students take one course from Categories 2 and 3 and two courses from Category 4.

**Information Resource Management**
The Information Resource Management Concentration is designed to enable students to develop a comprehensive management approach to the introduction of information systems in an organization, in order to ensure that the information technology solution which is chosen will be deemed the one most appropriate. Students will select 15-18 credits in consultation with their advisor.

**Required Core (18 hours)**
- MSA 600 - Foundations of Research Methods in Administration 3(3-0)
- MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
- MSA 602 - Financial Analysis, Planning and Control 3(3-0)
- MSA 603 - Strategic Planning for the Administrator 3(3-0)
- MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 699 - Applied Research Project in Administration 3 Spec

**Total: 36 semester hours**
Required Courses I (3 hours)
BIS 634 - Seminar in Information Systems Issues 3(3-0)

Required Courses II (3 hours)
Select one of the following:
BIS 601 - Management Information Systems 3(3-0)
CPS 603 - Computer Information Systems 3(3-0)

Note: Students may not count both CPS 603 and BIS 601 on an IRM concentration or certificate.

Required Courses III (3 hours)
Select one of the following:
BIS 630 - Systems Analysis and Design 3(3-0)
CPS 510 - Software Systems Engineering 3(3-0)

Note: Students may not count both CPS 510 and BIS 630 on an IRM concentration or certificate.

Required Courses IV (3 hours)
Select one of the following:
BIS 635 - Business Systems Applications 3(3-0)
CPS 612 - Software Project Management 3(3-0)

Note: Students may not count both CPS 612 and BIS 635 on an IRM concentration or certificate.

Electives (3-6 hours)
One to two specialized courses determined by the MSA Director.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(S-0)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours

International Administration
The International Administration concentration is designed to provide the appropriate educational background for students who are interested in practicing administration in international settings. Those who have administrative responsibilities with international dimensions, but work in the United States, would also find it helpful.

Students will demonstrate a sensitivity to contemporary cultural variations and the need for understanding them. This may be evidenced by graduate or undergraduate coursework, experience or other appropriate means.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (15-18 hours)
Select from the following:
ANT 506/SOC 506 - Comparative Cultural Systems 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
FIN 573 - International Finance 3(3-0)
MGT 667 - International Business 3(3-0)
MKT 560 - International Marketing 3(3-0)
MSA 510 - Global Leadership Perspectives 3(3-0)
PSC 551 - Seminar in International Relations 3(3-0)
PSC 555 - International Law I 3(3-0)
PSC 642 - Problems and Processes of International Development I 3(3-0)
PSC 651 - Comparative Political & Economic Systems 3(3-0)

Note: When appropriate, other courses may be substituted with the approval of the MSA Director.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(S-0)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours

Leadership
The Leadership Concentration enables students to enhance their knowledge and skills in the area of leadership, group dynamics, organizational change, management of conflict, negotiation, cultural diversity and communication. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Course (3 hours)
PSC 785 - Strategic Leadership 3(3-0)

Electives (12-15 hours)
CED 555 - Human Relations Skills 3(3-1)
CED 555 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MGT 649 - Seminar in Organizational Development 3(3-0)
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
(continued)
Graduate Programs

MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)
MSA 503 - Gender and Generational Supervision 3(3-0)
MSA 510 - Global Leadership Perspectives 3(3-0)
MSA 696 - Special Topics 3(3-0)
PFL 518 - Professional Ethics 3(3-0)
PSY 531 - Group Dynamics 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)

Plus one specialized course determined by the MSA Director

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(3-0)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours

Philanthropy and Fund Raising

The purpose of the concentration is to provide an appropriate educational experience for students who intend to pursue careers in the field of philanthropy and fundraising. Students will gain an understanding of the history and cultural traditions of philanthropic and fundraising organizations as well as the knowledge to manage such organizations. Decision-making skills, analysis and integration of theory and application will strengthen students’ understanding of the roles, influence and impact of the discipline in the economic, political, and social arena.

Required Core (18 hours)

MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (15 hours)

MSA 641 - Historical and Cultural Perspectives on Philanthropy 3(3-0)
MSA 642 - Principles, Theory and Ethical Practices in Fundraising and Grant Making 3(3-0)
MSA 643 - Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)
MSA 644 - Philanthropy: The Role of Foundations, Non Profit Organizations in 3(3-0)
MSA 645 - Strategic Philanthropy: Corporations, Foundations, Individuals and 3(3-0)

Electives (3 hours)

Select one of the following:

EDL 609 - Administration of Volunteer Programs 3(3-0)
EDL 610 - Grants and Fund Procurement 3(3-0)
MSA 612 - Grants Fiscal Administration 3(3-0)
RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

Total: 36 semester hours

Public Administration

The Public Administration Concentration is designed to prepare students for careers in public sector administration. Broadly, the objectives of the program are to provide students with background and competency in five areas including:

- the political, social, and economic environment of public administration;
- public management process;
- public policy analysis;
- research and analytic methods; and
- organization theory and behavior.

Required Core (18 hours)

MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (15-18 hours)

Select five or six from the following:

ECO 515 - Collective Bargaining and Labor Law 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 610 - Foundations of Public Administration 3(3-0)
PSC 655 - Managing Modern Local Government 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 713 - Public Budgeting and Finance 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 775 - Organization Theory in Public Administration 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

Note: Only one of the following may be used to fulfill concentration requirements: ECO 515, COM 665, or MGT 646.

Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 641 - Historical and Cultural Perspectives on Philanthropy 3(3-0)
MSA 642 - Principles, Theory and Ethical Practices in Fundraising and Grant Making 3(3-0)
MSA 643 - Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)
MSA 644 - Philanthropy: The Role of Foundations, Non Profit Organizations in 3(3-0)
MSA 645 - Strategic Philanthropy: Corporations, Foundations, Individuals and 3(3-0)
Graduate Programs

Recreation & Park Administration

The Recreation, Parks, and Leisure Administration concentration is designed to provide students with background and competencies in administration, grant writing, evaluation, current issues, as well as areas of individualized interest. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)

- MSA 600 - Foundations of Research Methods in Administration 3(3-0)
- MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
- MSA 602 - Financial Analysis, Planning and Control 3(3-0)
- MSA 603 - Strategic Planning for the Administrator 3(3-0)
- MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (6 hours)

- RPL 611 - Evaluation in Recreation and Leisure Services 3(3-0)
- RPL 618 - Issues in Leisure 3(3-0)

Electives (9-12 hours)

Select from the following:

- MSA 660 - Marketing Administration 3(3-0)
- RPL 511 - Liability and Risk Management in Leisure Services 3(3-0)
- RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)
- RPL 545 - Marketing of Leisure Services 3(3-0)
- RPL 636 - Recreation Facility Operations and Management 3(3-0)
- RPL 640 - Recreation Program and Event Administration 3(3-0)

Note: Select only one of RPL 545 OR MSA 660, not both.

Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

- MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
- MSA 634 - Managerial Accounting Concepts 3(3-0)
- MSA 635 - Financial Management 3(3-0)
- MSA 640 - Quantitative Applications in Decision Making 3(3-0)
- MSA 660 - Marketing Administration 3(3-0)
- MSA 681 - Administrative Practicum 1-3(Spec)
- MSA 690 - Internship 1-3(Spec)
- MSA 696 - Special Topics 3(3-0)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University's Mount Pleasant campus.

Total: 36 semester hours

Research Administration

The purpose of the concentration is to provide an appropriate educational experience to Research Administration professionals that will allow them to gain insight into the most recent developments in the field, gain practical experience, meet the growing data and informational needs and demands in their respective organizations, and to advance in the research administration profession.

Required Core (18 hours)

- MSA 600 - Foundations of Research Methods in Administration 3(3-0)
- MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
- MSA 602 - Financial Analysis, Planning and Control 3(3-0)
- MSA 603 - Strategic Planning for the Administrator 3(3-0)
- MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (12 hours)

- MSA 611 - Contract Administration 3(3-0)
- MSA 612 - Grants Fiscal Administration 3(3-0)
- MSA 613 - Project Administration 3(3-0)
- MSA 614 - Ethics in Research Administration 3(3-0)

Electives (6 hours)

Select from the following:

- MSA 615 - Sponsored Project Administration 3(3-0)
- MSA 616 - The Practice of Research Administration 3(3-0)
- MSA 617 - Clinical Research Administration 3(3-0)
- MSA 622 Research Facilities Administration and Cost 3(3-0)

Total: 36 semester hours
Graduate Certificates

Minimum Totals for Graduation: 15-18 hours

The 15-18 credit hour MSA Graduate Certificate program is designed for regularly admitted graduate students who desire advanced training in the field of administration. Credits successfully earned with the certificate program may be used toward the MSA degree, if the concentration is the same. A maximum of six (6) semester hours from a previous or concurrent graduate degrees or certificate can be transferred towards a graduate certificate. Students may substitute courses only with the approval of the MSA Director. Students may use up to 6 transfer credits providing they meet the criteria for transfer credit outlined in this bulletin. Course work and other requirements must be completed within seven years prior to the awarding of a graduate certificate. Prior learning credit may not be used on the certificate program.

Acquisitions Administration Certificate
Minimum Total for Graduation: 15 hours

Required Courses (6 hours)
MGT 533 - Purchasing Strategy 3(3-0)
MSA 611 - Contract Administration 3(3-0)

Electives (9 hours)
Select three of the following:
IET 500 - Production Concepts 3(3-0)
IET 527 - Industrial Safety Management 3(3-0)
MGT 542 - Inventory and Materials Management 3(3-0)
MGT 543 - Management and Control of Quality 3(3-0)
MSA 504 - Strategies and Proposals in Government Acquisitions 3(3-0)
MSA 540 - Legal Considerations of Contract Administration 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)

Total: 15 semester hours

Engineering Management
Minimum Totals for Graduation: 18 hours

Required Courses (18 hours)
IET 500 - Production Concepts 3(3-0)
IET 501 - Application of Industrial Management Principles 3(3-0)
IET 524 - Technology and Environment 3(3-0)
IET 650 - Project Management 3(3-0)
IET 670 - Lean Manufacturing & Six Sigma Quality 3(3-0)
IET 680 - Sustainability and Green Technology 3(3-0)

Total: 18 semester hours

General Administration Certificate
Minimum Total for Graduation: 15 hours

Students are encouraged to complete courses listed within a broad range of categories. If not taken as part of the core curriculum, any one (1) MSA designator course may be completed to partially fulfill the requirements of the General Administration concentration.

Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the advisor and approved by the MSA Director.

Required Courses (15-18 hours)
BIS 601 - Information Systems 3(3-0)
CED 555 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
CPS 603 - Computer Information Systems 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
EDL 610 - Grants and Fund Procurement 3(3-0)
FIN 573 - International Finance 3(3-0)
IET 500 - Production Concepts 3(3-0)
IET 524 - Technology and Environment 3(3-0)
JRN 670 - Public Relations Management 3(3-0)
MGT 643 - Human Resource Management 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MGT 667 - International Business 3(3-0)
MKT 555 - Market and Sales Forecasting 3(3-0)
MKT 560 - International Marketing 3(3-0)
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)
MSA 503 - Gender and Generational Supervision 3(3-0)
MSA 510 - Global Leadership Perspectives 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
PHL 518 - Professional Ethics 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 555 - International Law I 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)
SOC 512 - Industrial Sociology 3(3-0)

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

Total: 15 semester hours
Health Services Administration Certificate

Minimum Total for Graduation: 15 hours

Required Courses (12 hours)
HSC 507 - Introduction to Health Service Organizations and Systems 3(3-0)
HSC 520 - Health Services Administration 3(3-0)
HSC 570 - Financial Aspects of Health Services Organizations 3(3-0)
HSC 571 - Legal Aspects of Health Services Organizations 3(3-0)
HSL 631 - Healthcare Law, Compliance and Risk Management 3(3-0)
HSL 651 - Fundamentals of Healthcare Finance 3(3-0)

Note: You may only select ONE of HSC 570 or HSC 571 and only ONE of HSC 571 or HSL 631.

Note: It is recommended that students take one of the following, preferably before taking other courses in the concentration:

Students may not count both HSC 570 and HSC 571 within the HRA certificate or concentration.

Total: 15 semester hours

Human Resources Administration Certificate

Minimum Totals for Graduation: 15 hours

Course Requirements (15 hours)
Students are required to take one course from Category 1, preferably before taking other courses in the concentration. In order to produce the strongest preparation, it is recommended that students take one course from Categories 2 and 3, and two courses from Category 4.

Category 1 - Survey of Human Resources Administration (Required) (3 hours)
Take one of the following, preferably before taking other courses in the concentration.
MGT 643 - Human Resource Management 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)

Category 2 - Labor Relations Courses
It is recommended that students take one of the following:
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

Category 3 - Training & Organization Development Courses
It is recommended that students take one of the following:
CED 555 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)

Total: 15 semester hours

Information Resource Management Certificate

Minimum Total for Graduation: 15 hours

Required Courses I (3 hours)
BIS 634 - Seminar in Information Systems Issues 3(3-0)

Required Courses II (3 hours)
BIS 601 - Management Information Systems 3(3-0)
PSC 603 - Computer Information Systems 3(3-0)

Note: Students may not count both BIS 601 and CPS 603 on an IRM concentration or IRM certificate.

Required Courses III (3 hours)
BIS 630 - Systems Analysis and Design 3(3-0)
CPS 510 - Software Systems Engineering 3(3-0)

Note: Students may not count both BIS 630 and CPS 510 on an IRM concentration or IRM certificate.

Required Courses IV (3 hours)
BIS 635 - Business Systems Applications 3(3-0)
CPS 612 - Software Project Management 3(3-0)

Note: Students may not count both BIS 635 and CPS 612 on an IRM concentration or IRM certificate.

Required Courses V (3 hours)
One specialized course determined by the MSA Director.

Total: 15 semester hours
Leadership Certificate
Minimum Total for Graduation: 15 hours

Required Course
PSC 785 - Strategic Leadership 3(3-0)

Electives (12 hours)
CED 555 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MGT 649 - Seminar in Organizational Development 3(3-0)
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)
MSA 503 - Gender and Generational Supervision 3(3-0)
MSA 510 - Global Leadership Perspectives 3(3-0)
MSA 696 - Special Topics 3(3-0)
PHL 518 - Professional Ethics 3(3-0)
PSY 531 - Group Dynamics 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program. When appropriate, other courses may be substituted with the approval of the MSA Director.

Total: 15 semester hours

Philanthropy and Fund Raising
Minimum Totals for Graduation: 18 hours

Required Courses (15 hours)
MSA 641 - Historical and Cultural Perspectives on Philanthropy 3(3-0)
MSA 642 - Principles, Theory and Ethical Practices in Fundraising and Grant Making 3(3-0)
MSA 643 - Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)
MSA 644 - Philanthropy: The Role of Foundations, Non Profit Organizations in 3(3-0)
MSA 645 - Strategic Philanthropy: Corporations, Foundations, Individuals and 3(3-0)

Electives (3 hours)
Select one of the following:
EDL 609 - Administration of Volunteer Programs 3(3-0)
EDL 610 - Grants and Fund Procurement 3(3-0)
MSA 612 - Grants Fiscal Administration 3(3-0)
RPL 621 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

Total: 15 semester hours

Public Administration Certificate
Minimum Total for Graduation: 15 hours

Required Courses (15 hours)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 610 - Foundations of Public Administration 3(3-0)
PSC 655 - Managing Modern Local Government 3(3-0)
PSC 661 - Administration and Policy in American State Government 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 713 - Public Budgeting and Finance 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 775 - Organization Theory in Public Administration 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

Note: Only one of the following may be used to fulfill certificate requirements: ECO 515, COM 665, or MGT 646. Students may not count both PSC 775 and MSA 650 on a certificate or degree program.

Total: 15 semester hours

Recreation and Park Administration
Minimum Totals for Graduation: 18 hours

The Recreation, Parks, and Leisure Administration graduate certificate is designed to provide students with background and competencies in administration, grant writing, evaluation, current issues, as well as areas of individualized interest. Students will select 18 credits in consultation with their advisor.

Required Courses (6 hours)
RPL 611 - Evaluation in Recreation and Leisure Services 3(3-0)
RPL 618 - Issues in Leisure 3(3-0)

Electives (9-12 hours)
Select from the following:
MSA 660 - Marketing Administration 3(3-0)
RPL 511 - Liability and Risk Management in Leisure Services 3(3-0)
RPL 545 - Marketing of Leisure Services 3(3-0)
RPL 636 - Recreation Facility Operations and Management 3(3-0)
RPL 640 - Recreation Program and Event Administration 3(3-0)

Note: Select only one of RPL 545 <b>OR</b> MSA 660, not both.

Total: 18 semester hours

Research Administration Certificate
Minimum Totals for Graduation: 18 hours

Required Courses (12 hours)
MSA 611 - Contract Administration 3(3-0)
MSA 612 - Grants Fiscal Administration 3(3-0)
MSA 613 - Project Administration 3(3-0)
MSA 614 - Ethics in Research Administration 3(3-0)

Electives (6 hours)
Select from the following:
MSA 615 - Sponsored Project Administration 3(3-0)
MSA 616 - The Practice of Research Administration 3(3-0)
MSA 617 - Clinical Research Administration 3(3-0)
MSA 622 Research Facilities Administration and Cost 3(3-0)

Total: 18 semester hours
Doctor of Health Administration (D.H.A.)

Minimum Totals for Graduation: 63 hours

Applications are accepted for admission to the Doctor of Health Administration (DHA) program for the fall cohort start. Applications must be received for the fall start by April 1. Inquire with the DHA secretary at 989-774-1351 or the DHA program director at 989-774-1640.

The program leading to the Doctor of Health Administration degree is designed to provide advanced academic, relevant, and professionally-oriented education. The DHA degree is not for individuals wishing to gain a degree to enter the field, rather it is designed for professionals already in the field. The curricular and learning outcome objectives of this applied doctorate program are directed toward preparing individuals with the theoretical foundations, applied skills and practical expertise required for leadership positions within the healthcare industry. Emphasis will be given to imparting and advancing skills that foster life-long learning, systematic investigation and testing of practices and operational models via data/evidence-based strategies, and the public dissemination, and reporting of new findings within the field. The intent of the program is to provide advanced knowledge, skills, and abilities to practicing health professionals in a convenient, yet rigorous academic environment.

The program course of study is delivered in a sequenced manner of fifteen internet-based courses, six intensive face-to-face two and a half-day seminars, a general comprehensive examination, and an applied research dissertation. Students matriculating into this program cannot be granted prior experience credit toward semester credit hour degree requirements. Students matriculating into the DHA program may, with the approval of the program, transfer up to six (6) credits of course work taken in another regionally accredited doctoral program. The applicant must request the transfer and identify which courses he/she wishes to transfer. The DHA Program will review the request and make a determination as to the relevancy of the courses to the program, whether the courses are equivalent to any of the DHA courses, and whether the request will be granted. No transfer credits will be accepted to meet the dissertation requirement nor DHA 714 or DHA726. The applicant must have earned at least a B grade on any course being requested to transfer. The applicant needs to submit a transcript showing the courses, a course description and the syllabus for the course. A new group of students will begin studies each year. Each student will be assigned an advisor for the didactic portion of the program. Using a modular format, fifteen courses and six intensive seminars during the first two years of the program comprise the didactic portion of the program. The successful completion of a comprehensive examination at the end of the didactic portion of the program will transition the student to doctoral candidate status where the doctoral candidate will begin their dissertation preparation, proposal, implementation, defense to their doctoral committee, and reporting. During the dissertation phase, each student will work closely with a dissertation advisor/major professor. The didactic portion of the program carries fifty-one (51) semester credit hours and the dissertation portion carries twelve (12) semester credit hours for a total of sixty-three (63) semester credit hours for the entire program.

Students will choose between a three (3) year or five (5) year degree plan. Students choosing the three year option will enroll in two (2) courses per term and generally will complete the program in three years while those choosing the five-year option will normally enroll in one (1) course per term.

Admission Requirements, Retention & Termination Standards

The minimum requirements and standards for applicant admission to the program include the following criteria:

- An earned regionally accredited master's degree in an appropriate area of study (e.g., health administration, business administration, nursing management, public health, public administration) or a professional degree (e.g., M.D., D.O., D.D.S.). Other areas of graduate study at the master's degree level will be considered by petition to the faculty. GPA will be considered in the admissions process;
- Satisfactory completion of graduate coursework or equivalent must be provided as evidence by student applicants in the areas of health economics or economics, finance, statistics, administration/management, and organizational development/behavior.
- Demonstration of at least five years of work related experience at mid-level or higher health management, administration, clinical administration, or in health policy;
- Oral and written English language proficiency. Applicants whose native language is not English will be required to submit the results of the Test of English as a Foreign Language (TOEFL) scores or another test of English equivalency (such as the ECFMG for physicians who were foreign medical students). This requirement may be waived if prior academic experience and success in other United States colleges/universities or employment settings can be satisfactorily demonstrated;
- Submission of a career goal statement and a current curriculum vitae or resume;
- Submission of a research paper based on a premise that the DHA Program Office will provide to applicants. The instructions for how to prepare the paper will be provided at time of application inquiry.
- At least three (3) letters of recommendation from professional colleagues that speak to the applicant's potential to do doctoral work, transcripts and other documentation customarily required for admission to Graduate Studies will be required.
- Successful completion of an admission interview with the program faculty.
- Students admitted to the Program must attend the new DHA student orientation on CMU's main campus. If an admitted applicant cannot attend the orientation, he/she will need to defer to the next year.

(continued)
Required Courses I (24 hours)
DHA 700 - Leadership Strategies for Healthcare Policy and Organizations 3(3-0)
DHA 702 - Probability and Statistics for the Health Professions 3(3-0)
DHA 704 - Population Health 3(3-0)
DHA 705 - Seminar in Public Health 1(1-0)
DHA 706 - Quantitative Analysis in Health Organization 3(3-0)
DHA 708 - Organizational Theory and Behavior for the Health Professions 3(3-0)
DHA 709 - Seminar in Health Dynamics: Current Issues, Trends and Change 1(1-0)
DHA 710 - Qualitative Analysis in Healthcare 3(3-0)
DHA 712 - Research Methods and Practice for the Health Professions 3(3-0)
DHA 713 - Seminar in Health Services Research 1(1-0)

Required Courses II (27 hours)
DHA 714 - Health Systems Thinking and Practice 3(3-0)
DHA 716 - Communication in Health Organizations 3(3-0)
DHA 717 - Seminar in Healthcare Dynamics: Stakeholder Relations 1(1-0)
DHA 718 - Healthcare Law, Regulations and Ethics 3(3-0)
DHA 720 - Health Economics 3(3-0)
DHA 721 - Seminar in Healthcare Policy and Politics 1(1-0)
DHA 722 - Health Informatics 3(3-0)
DHA 724 - Fiscal Responsibility and Accountability for Health Entities 3(3-0)
DHA 725 - Seminar in Strategic Planning for Health Organizations 1(1-0)
DHA 726 - Applied Leadership 3(3-0)
DHA 728 - Comparative Health Systems 3(3-0)

Required Courses III (12 hours)
DHA 898 - Dissertation 1-12(Spec)

Total: 63 semester hours

Graduate Certificate in International Health

Minimum Totals for Graduation: 15 - 18 hours
The Graduate International Health Certificate is designed to provide a structured curriculum leading to knowledge, skills and abilities relevant to international health as well as provide a marketable credential for students achieving the certification. The certificate program will emphasize international travel as a key component of the curriculum, recognizing international travel as fundamental to learning about international health. The objectives of the program center on facilitating a better understanding of international health issues and opportunities, the role of cultural differences in health and wellness, comparative health systems, and cross-cultural communication. Students enrolling in the certificate program must be admitted to the university as graduate students and be in good academic standing with Graduate Studies. Students interested in the program should speak with a faculty member in the Health Administration Division, School of Health Sciences for program details and advisement. The certificate curriculum is as follows:

Required Courses I (5-6 hours)
HSC 516 - Travel Course in Health Education 1-15(Spec)
HSC 552 - International Health Systems, Organizations and Policy 3(3-0)

Note: HSC 516 for Required Courses I must be different from HSC 516 listed in Required Courses II and Electives.

Required Courses II (2-3 hours)
HSC 516 - Travel Course in Health Education 1-15(Spec)

Note: This course must be different from HSC 516 listed in both Required Courses I and Electives.

Required Courses III (3 hours)
Select one of the following:
DHA 704 - Population Health 3(3-0)
DHA 728 - Comparative Health Systems 3(3-0)

Electives (3-8 hours)
Select from the following:
ANT 520 - Medical Anthropology 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
HSC 504 - International Health Education 3(3-0)
HSC 516 - Travel Course in Health Education 1-15(Spec)
IPS 597 - International Program Studies 1-36(Spec)
PSC 551 - Seminar in International Relations 3(3-0)
PSC 555 - International Law I 3(3-0)
SOC 506/ANT 506 - Comparative Cultural Systems 3(3-0)
SOC 514 - Sociology of Health and Illness 3(3-0)

Note: If chosen, the elective HSC 516 course must be different from the two required HSC 516 courses above.

Total: 15-18 semester hours
The Graduate Certificate in Health Systems Leadership is designed for graduate level students who want to gain education in healthcare administration and management, but do not necessarily want or need a master's degree because they already possess a graduate degree in another field or they are already practicing in a healthcare profession. The certificate is designed to provide academic knowledge and training in healthcare administration and operations with a compliance focus. The six courses in the certificate are similar to the core healthcare administration curriculum and content one would obtain in a master's degree in the field. It is anticipated that a student can earn the certificate in conjunction with another degree program and in some cases include the six courses as a concentration in a distinct degree program. This option is dependent on the other degree program and its requirements. For example a student earning the MD degree might complete the certificate while completing the requirements for the medical degree. Interested students should discuss such options with an academic advisor or their academic program director.

Course work includes content in healthcare law, compliance, operations, administration, health economics, policy, marketing, planning, and healthcare finance. Students can find employment in a variety of healthcare settings in administrative or management positions. Potential students interested in the graduate certificate should speak with a faculty member in the Health Administration Division of the School of Health Sciences or an admissions representative from CMU Global Campus. Students enrolling in the graduate certificate must be admitted to the University as a graduate student and be in good academic standing with Graduate Studies. The certificate may be taken either online or in the classroom where offered by the University or in combination between classroom and online.

**Admission Requirements, Retention & Termination Standards**

To be admitted to the Graduate Certificate, a student must have an earned undergraduate degree from a regionally accredited university in the United States or an equivalent degree if from a non-U.S. college or university. The student must have an undergraduate cumulative GPA of at least a 2.7, with a 3.00 being optimal. Prerequisite course work in accounting, economics, statistics, and English composition must have at least a 2.00 Grade Point (C or above), Central Michigan University equivalent courses would be ACC 201, 202, or 250; ECO 201, 202, or 203; STA 282 or PSY 211QR; and ENG 101 and 201. International students must meet the language requirements of Graduate Studies.

Students must complete an application for admission as a graduate student at the University and meet the admission requirements for graduate status. There is no requirement for a GMAT, GRE or similar entrance examination; however, if a student wishes to submit scores from these examinations they can be considered in the application process. Admission and enrollment in the program can occur at the beginning of any term. Students must also submit official transcripts from any degree program attempted or completed and three letters of reference from people who can comment on the applicant's ability to do graduate level work.

Students must maintain a 3.00 cumulative GPA to graduate with the certificate. Courses where a grade of C- or lower is earned do not count for graduation and must be repeated for a satisfactory grade. Students who do not maintain a 3.00 cumulative GPA may be considered for academic probation or suspension from the certificate. A student cannot have more than two courses with a C or C+ grade for graduation.

Transfer credits: A maximum of 6 semester hours may be transferred into the certificate from another graduate degree program from a regionally accredited university or college, providing that the student earned a grade of B or better in the course and the course being requested for transfer is equivalent to one of the courses in the certificate. Courses used for a previously awarded graduate degree or graduate certificate may not be counted toward the graduate certificate.

Students who do not have any healthcare administration or management experience may wish to consider doing an internship type experience when they complete the requirements for the certificate since such experiences may enhance their opportunity for employment. Such internships may be done by enrolling in HSC 595 or could be an experience arranged by the student independent of the University.

**Required Courses (18 hours)**

- HSL 611 - Healthcare Administration and Ethical Compliance 3(3-0)
- HSL 621 - Healthcare Operations and Structures 3(3-0)
- HSL 631 - Healthcare Law, Compliance and Risk Management 3(3-0)
- HSL 641 - Health Economics and Policy Implication 3(3-0)
- HSL 651 - Fundamentals of Healthcare Finance 3(3-0)
- HSL 661 - Healthcare Planning & Marketing 3(3-0)

**Total: 18 semester hours**
Listed here are descriptions for courses in the DHA, Au.D., MSA, MA, Bachelor of Science, Bachelor of Applied Arts degrees and graduate certificate curricula. Not all courses are available at all program centers. Other course descriptions not listed here are listed in the CMU undergraduate or graduate Bulletins. These catalogs are available in program center offices.

A student may register for a class only if he or she has met the prescribed prerequisites or the requirements stated in this Bulletin. Procedures for granting exceptions vary by program. Students should check with their academic advisor to determine waiver procedures for their program.

**Key to Designators**

AAD - Academic Advancement
ACC - Accounting
AFL - Air Force Leadership
AMD - Apparel Merchandising & Design
AMS - American Studies
ANT - Anthropology
ARB - Arabic
ART - Art
ASL - American Sign Language
AST - Astronomy
ATR - Athletic Training
BCA - Broadcast and Cinematic Arts
BIO - Biology
BIS - Business Information Systems
BLR - Business Law and Regulation
BUS - Business
CDE - Planned Experience
COD - Communication Disorders
CED - Counselor Education and Personal Development
CHM - Chemistry
CHN - Chinese
CNE - Credit, no equivalent
COM - Communication
CPS - Computer Science
DAN - Dance
DHA - Degrees in Health Administration
DOL - Doctor of Organizational Leadership
ECE - Early Childhood Education
ECO - Economics
EDL - Educational Leadership
EDU - Teacher Education
EES - Earth and Ecosystem Science
EGR - Engineering
ELI - English Language Institute
ENG - English Language and Literature
ENT - Entrepreneurship
ENV - Environmental Studies
ESC - Earth Science
EUR - European Studies
FIN - Finance
FLN - Foreign Language
FMD - Fashion Merchandising & Design
FNS - Foods & Nutrition
FRN - French
FYE - First Year Experience
GEL - Geology
GEO - Geography
GER - German
GRK - Greek
GRN - Gerontology
HDF - Human Development & Family Studies
HDA - Hotel Administration (AT UNLV)
HON - Honors
HPS - Health Professions
HSA - Hospitality Services Administration
HS - School of Health Sciences
HST - History
HUM - Humanities
IET - Industrial and Engineering Technology
IND - Interior Design
IPR - Integrative Public Relations
IPS - International Program Studies
ITC - Information Technology
JPN - Japanese
JRN - Journalism
LAR - Liberal Arts
LAT - Latin
LDR - Leadership Studies
LIB - Library
LMT - Library, Media, and Technology
MAR - Marine Science
MA - Master of Business Administration
MDP - Media, Design, and Production
MED - School of Medicine
MET - Meteorology
MHA - Master of Health Administration
MGT - Management
MKT - Marketing
MLE - Middle Level Education
MPH - Master of Public Health
MSA - Master of Science in Administration
MSL - Military Science & Leadership
MST - Museum Science
MTH - Mathematics
MTR - Music Theatre
MUS - Music
NCE - Neuroscience
OJB - Ojibwe
PAD - Public and Nonprofit Administration
PES - Physical Education and Professional Courses
PHA - Physician Assistant
PHL - Philosophy
PHS - Physical Science
PHY - Physics
PSC - Political Science
PSY - Psychology
PTH - Physical Therapy
REL - Religion
RLA - Recreation and Leisure Activities
RPL - Recreation, Parks, and Leisure Studies
SAM - Science of Advanced Materials
SCI - Sciences
SEP - Sustainability and Environmental Policy
SOC - Sociology
SPE - Special Education
SPN - Spanish
SSC - Social Sciences
STA - Statistics
SWK - Social Work
TAI - Theatre and Interpretation
TEC - Technology
UNV - Prior Learning
WGS - Women and Gender Studies
WST - Women's Studies
Key to Course Descriptions

Course Numbers
The level of a course is indicated by the number. Usually it is expected that students will take courses appropriate to their classification. It is particularly important for freshmen to register for courses numbered below 200. Exceptions may be made with approval of the student's academic advisor. MSA students must also have the approval of the MSA director.

000-099 Credits in these courses do not apply to the minimum 124 hour requirement for graduation.
100-199 Primarily for Freshmen
200-299 Primarily for Sophomores
300-399 Primarily for Juniors*
400-499 Primarily for Seniors*
500-599 Advanced Undergraduate Courses
A student who has been formally admitted to the College of Graduate Studies and who takes courses numbered 500 or higher will receive graduate credit and, with the approval of the advisor, may apply the credit to a degree program.

600-699 Graduate Courses
Open only to students who have been admitted to Graduate Studies. Undergraduate students should use the form available from the College of Graduate Studies to apply to take a graduate course for undergraduate credit.

700-799 Graduate Courses
Open only to students who have been admitted to the College of Graduate Studies.

800-899 Graduate Courses
Open only to students who have been admitted to the College of Graduate Studies and who are at the post-master's level or full-time internship at the specialist level.

900-999 Graduate Courses
Open only to students who have been admitted to Graduate Studies and who are in the last years of doctoral study.
Graduate courses which are subject to limitation under the policy on unspecified content or variable credit are listed in each department.

Non-Degree Courses
Courses numbered (DESIGNATOR) S89 - Professional Development (1-6) do not apply to degree requirements. These courses cover selected issues designed for professional development, in-service training to meet specific staff development needs in education, business/industry, allied health, technology, and other professional settings. They are not applicable to degree requirements.

Cross-Listed Courses
Cross-listed courses are those courses identified in the course listing as identical to another course. Credit may not be earned in more than one of these courses.

Prerequisites
In general, only immediate prerequisites for courses are listed. Some courses listed as prerequisites may have their own prerequisites. You may need to plan more than one semester in advance when deciding which semester to take a particular course.
Students seeking to substitute prerequisite courses with equivalents or permission of instructor may do so only with departmental approval. Such substitutions are not automatic.

Credit and Attendance Hours
The number of semester hours of credit in each course is indicated by the first number following the title of the course. Within the parentheses, the first number indicates the number of hours of lecture per week; the second number, the hours of laboratory per week. EXAMPLE: 4(3-2) means four hours of credit, three hours of lecture, two hours of laboratory.

Variable Credit Courses
Variable credit courses are indicated by a semester-hour designation such as 1-3(Spec). (Spec) means there are special arrangements regarding the number of hours spent in class. Maximum hours which a student may earn in a variable credit course to apply toward graduation are the highest number in the semester-hour designation for the course (i.e., three hours maximum in example listed above).

Other Designation
CR/NC - Credit/No Credit, see page 44.
Italic Type - Indicates the course is approved for the University Program
Courses are listed in alphabetical order by designator
AAD - Academic Advancement

AAD 104 College Strategies for Nontraditional Students 2(2-0)
Provides information and strategies to strengthen the academic and personal skills needed for successful completion of college. Primarily for nontraditional students. This course is approved for offering in a distance learning format.

ACC - Accounting

ACC 201 Concepts of Financial Accounting 3(3-0)
Students gain an understanding of the accounting system used to develop financial statements. The emphasis is on interpreting financial data used in business decision making. Recommended: completion of MTH 105. This course is approved for offering in a distance learning format.

ACC 202 Concepts of Managerial Accounting 3(3-0)
Students gain an understanding of how the information provided by an accounting information system is used for managerial decision making. Prerequisite: minimum grade of C- in ACC 201. This course is approved for offering in a distance learning format.

ACC 203 Essentials of Accounting for Business 3(3-0)
Basic concepts and principles of an accounting process used to develop financial reports and make management decisions for businesses and other entities. This course is approved for offering in a distance learning format. Prerequisite: MTH 105.

ACC 204 Accounting for Not-For-Profit Entities 1(1-0)
Students gain an understanding of accounting and financial reporting for not-for-profit entities. This course is approved for offering in a distance learning format. Prerequisite: ACC 203 with a minimum grade of C.

ACC 210 Accounting Information for Entrepreneurial Decision Making 3(3-0)
Introduction to principles of financial and managerial accounting, design of accounting systems, techniques of analysis and cost control. Interpretation of accounting information for decision making. Does not count for the School of Accounting major or minor. Identical to ENT 210. Credit may not be earned in more than one of these courses. ACC 210 may not be used as a substitute for ACC 201 or ACC 250. This course may be offered in an online or hybrid format.

AMD - Apparel Merchandising & Design
See FMD - Fashion Merchandising & Design

ANT - Anthropology

ANT 170 Cultural Anthropology 3(3-0)
Comparative study of contemporary cultures, including methods and theories employed. The impact of globalization on cultural diversity. (University Program Group III-B: Studies in Social Structures)

ANT 171 Human Origins: Introduction to Physical Anthropology 3(3-0)
Introduction to human and primate evolution, and the origin of human hereditary variations. (University Program Group II-A: Descriptive Sciences)

ANT 173 Laboratory in Physical Anthropology 1(0-2)
Laboratory practicum surveying the techniques and procedures by which evidence is developed and analyzed in studying human variation and evolution. Satisfies University Program Group II laboratory requirement. Pre/Co-requisite: ANT 171. (University Program Group II-A: Descriptive Sciences)

ANT 320 North American Indian Cultures 3(3-0)
Diversity of North American Indian cultures, their experiences of colonization and culture change, and their contributions to American and global cultures. This course may be offered in an online or hybrid format. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

ANT 322 Cultures of Africa 3(3-0)
Cultures of Africa, their history and contemporary diversity. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

ANT 506 Comparative Cultural Systems 3(3-0)
Explores theories of cultural development, with particular emphasis on urban and post-industrial cultures. Students investigate cultures different from their own. Identical to GCC 506. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisite: One anthropology or sociology course.

ART - Art

ART 114 Understanding Digital Photography 3(3-0)
Introduction to the basic compositional skills and conceptual applications of digital photography. This course cannot be applied to any Art Major or Minor. This course is approved for offering in a distance learning format.

ART 126 Introduction to the Visual Arts 3(3-0)
Develops aesthetic awareness, appreciation, and understanding of the visual arts. Introduces students to art media, practices, and contexts. This course may be offered in an online or hybrid format. (University Program Group I-B: The Arts)

ART 345 Art in the Elementary School 2(1-2)
This course investigates the essential role of art in adolescent learning. Requisite knowledge, skills, and pedagogies are acquired through readings, lecture, studio, and clinical practice. Prerequisite: Admission to the Teacher Education Program.

AST - Astronomy

AST 111 Astronomy 3(3-0)
An overview of modern astronomy which illustrates the basic physical principles and methodologies underlying all the sciences. Topics include the solar system, stars and stellar systems, galaxies and cosmology. This course may be offered in an online or hybrid format. (University Program Group II-A: Descriptive Sciences)

AST 112 Introduction to Astronomical Observations 1(0-2)
The observation and interpretation of the sky using the naked eye, small telescopes, celestial globes, and star maps. Supplements AST 111 by providing observational experience. Satisfies University Program Group II laboratory requirement. This course may be offered in an online or hybrid format. Pre/Co-requisite: AST 111. (University Program Group II-A: Descriptive Sciences)

BCA - Broadcast and Cinematic Arts

BCA 101 History and Appreciation of the Cinema 3(2-2)
History and critical analysis of outstanding fiction films and filmmakers. Innovations from early silents to the present. This course may be offered in an online or hybrid format. (University Program Group I-A: Human Events and Ideas)

BCA 310 Understanding New Communication Technologies 3(3-0)
A study of new and emerging communication technologies applied in mass media industries with emphasis on industrial, social, public policy, and technological changes. This course may be offered in an online or hybrid delivery format.

BIO - Biology

BIO 101 General Biology 3(2-2)
The study of living organisms. Fundamental principles of biology are integrated with local and global issues of current interest. No credit toward Biology major or minor. May be used toward satisfying the requirements of Integrated Science major or minor for students seeking certification in Elementary education only. Students may only earn credit in one of the following: BIO 101, BIO 105, or BIO 110. Satisfies University Program Group II laboratory requirement. This course may be offered in a hybrid or online format. (University Program Group II-A: Descriptive Sciences)

BIO 105QR Introductory Quantitative Biology 3(2-2)
Introduction to basic biological principles, including quantitative treatments of ecology, evolution, cellular processes, genetics and diversity. No credit towards Biology Major or Minor. This course may be offered in an online or hybrid format. Satisfies University Program Group II laboratory requirement. Quantitative Reasoning. (University Program Group II-B: Quantitative and Mathematical Sciences)

BIO 151 Human Biology 3(3-0)
An introduction to human biology as a scientific discipline, cell biology, genetics, homeostasis, selected organ systems, biotechnology and current issues. This course may not be used to satisfy the requirements for a Biology major or minor. This course may be offered in a hybrid or online format. (University Program Group II-A: Descriptive Sciences)

BIO 229 Nature Study 3(2-3)
Identification of local flora and fauna and their relationships to the environment. Materials important for teachers, and for outdoor and recreational directors.

BIO 240 Conservation of Natural Resources 3(3-0)
Ecological approaches to issues of global environmental sustainability, with emphasis on preservation of natural resources such as soil, water, forests and wildlife. (University Program Group II-A: Descriptive Sciences)

BIO 315 Human Genetics 3(3-0)
Inheritance in humans, including genetic mechanisms, human populations, medical syndromes, eugenics and genetic counseling. Does not count toward Biology major or the Biology minor. This course is approved for offering in a distance learning format.

BIO 338 Human Ecology 3(3-0)
The relationship of humans to their environment and the environmental consequences of human activities. Topics include climate change, biological invasions, biodiversity loss, emerging infectious diseases. Does not count toward Biology major or the Biology minor. This course may be offered in an online or hybrid format.

BIO 351 Biological Science for Elementary Teachers 3(Spec)
Development of teaching methods and laboratory skills necessary for teaching of grades K-8. Prerequisite: BIO 101 or BIO 105.
**BIS - Business Information Systems**

**BIS 101 Essential Business Communications Skills 3(3-0)**

A business course is focused on the business communication skills and their impact on career success. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisite: BUS 100.

**BIS 104 Computers and Society 3(3-0)**

Fundamental concepts and applications of computers. Impact of the computer on human events and social institutions. Control, predictions, and implications of future computer developments. Does not count on CPS major or minor. Individual to CPS 100. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format.

**BIS 221 Computers In Business I 3(3-0)**

The management-oriented study of computer information systems in business, including model building and decision support. Includes coverage of leading software packages used in business. This course is approved for offering in a distance learning format. Prerequisite: 26 credits completed with a 2.0 minimum GPA.

**BIS 260 Global Business Communication 3(3-0)**

A focus on business communication skills necessary for success in the global business environment. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisite: BUS 100 or BUS 100.

**BIS 308 Visual Business Communication and Digital Media 3(3-0)**

Evaluating and designing visuals and digital media in a business setting. Work of students contributes to a professional portfolio. This course may be offered in an online or hybrid format. Recommended: BUS 104 or CPS 100 or BUS 221 or BUS 253.

**BIS 460 Applied Business Communication 3(3-0)**

Expands understanding of the communication process as students apply business communication principles related to oral, written, and employment communication in a real-world setting. Prerequisite: 6 semester hours completed. Recommended: ENG 201.

**BIS 502 Network Fundamentals 3(3-0)**

Basic concepts of network communication using the Open Systems Interconnection (OSI) model, as well as media, access protocols, routing, reliability, and network services. This course may be offered in an online or hybrid format. Prerequisite: Graduate student status or 66 hours undergraduate credits completed.

**BIS 510 Network & Systems Security Fundamentals 3(3-0)**

Developing Skills needed to effectively and accurately analyze security risks related to networks and related systems, including issues of authenticity, confidentiality, integrity, and availability. This course may be offered in an online or hybrid format. Prerequisites: BUS 380 or CPS 565.

**BIS 520 Teaching & Training at the Post-Secondary Level 3(3-0)**

Learning process, planning and delivering instruction and training, assessing learning, using technology, adult learners, and current research. Designed for collegiate-level business instructors or trainers. This course is approved for offering in a distance learning format. Prerequisites: BUS 350 or admission to the MSIS or MBA program or graduate standing.

**BIS 521 Governance, Risk, & Compliance in Cybersecurity 3(3-0)**

Investigating external and internal threats that compromise data and digitized intellectual property. Implementing effective policies for mitigating risks and security and remediation measures in organizations. This course may be offered in an online or hybrid format. Prerequisite: BUS 510.

**BIS 523 Cybercrime Forensics 3(3-0)**

Introduction to cybercrime and computer forensics. Exploring laws regulating electronic evidences along with establishing the basis for gathering electronic digital evidence and artifacts. This course may be offered in an online or hybrid format. Prerequisite: BUS 510.

**BIS 525 Managing Security & Privacy in the Cloud 3(3-0)**

Exploring cloud computing concepts, frameworks, and security/privacy issues related to cloud deployments. Evaluating relevant security approaches, security architecture, and cloud security policy and requirements. This course may be offered in an online or hybrid format. Prerequisite: BUS 510.

**BIS 530 Cybersecurity, Systems, and Network Certification 3(3-0)**

Building upon the ten security domains, uses the essential preparation tools and techniques to become a Certified Information Systems Security Professional. This course may be offered in an online or hybrid format. Prerequisite: BUS 510.

**BIS 597 Special Studies in Business Information Systems 1-12(Spec)**

Selected topics not normally included in existing courses, with current topics listed in Course Search and Registration. Repeatable up to 12 credits with different topics. This course may be offered in an online or hybrid format. Prerequisites: See Course Search and Registration.

**BIS 601 Information Systems 3(3-0)**

Introduction to the development and use of Information Systems (IS) in organizations, contemporary IS issues, and the use of software to solve business problems. This course may be offered in an online or hybrid format.

**BIS 630 Systems Analysis and Design 3(3-0)**

Introduction to the systems approach to the analysis, design and development of information systems. Methods, tools and technologies are used to develop information systems prototypes. This course may be offered in an online or hybrid format.

**BIS 634 Seminar in Information Systems Issues 3(3-0)**

Overview of contemporary information systems issues. This course may be offered in an online or hybrid format.

**BIS 635 Business Systems Applications 3(3-0)**

A capstone, project-oriented study of the planning, analysis, design, implementation and testing of a business system application using modeling tools and available technology platforms. This course may be offered in an online or hybrid format. Prerequisites: BUS 630.

**BIS 647 Enterprise Systems for Management Using SAP Software 3(3-0)**

Examination of the application and management of business enterprise software using SAP. Issues include software deployment that supports transactions processing in the business supply chain. This course may be offered in an online or hybrid format.

**BIS 656 Business Intelligence Using SAP BI 3(3-0)**

A study of SAP Business Intelligence Warehouse (BW). Enterprise data warehousing and advanced reporting and data analysis tools are covered. This course may be offered in an online or hybrid format. Prerequisite: BUS 601.

**BIS 657 ABAP Programming for ES 3(3-0)**

Application of ABAP programming language to implement business processes using the SAP system as an example of contemporary enterprise software. This course may be offered in an online or hybrid format. Prerequisites: BUS 628 and BUS 647.

**BIS 658 Enterprise System Configuration Using SAP Software 3(3-0)**

Configuration issues, concepts, and application of enterprise software (SAP) for global business organization integration. This course may be offered in an online or hybrid format. Prerequisites: BUS 630, 647.

**BLR - Business Law and Regulation**

**BLR 202 Legal Environment of Business 3(3-0)**

Introduction to the concept and use of law as a social institution. Open to both nonbusiness and business students. BLR 202 may not be applied toward the University Program requirements if a student is earning the Bachelor of Science in Business Administration degree. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. (University Program Group ILR-Studies in Social Global Cultures)

**BUS - Business**

**BUS 100 Essential Business Skills 3(3-0)**

Introduces students to the concept of a business, its disciplines, and essential business skills including decision making, team work, and oral and written communication. This course is approved for offering in a distance learning format.

**BUS 501 Project Management Fundamentals 3(3-0)**

Covers foundational terms, concepts, and processes of project management, providing an opportunity to apply keys elements of project management to a simulated project. This course may be offered in an online or hybrid format. Prerequisite: Graduate student status or 86 hours undergraduate credits completed.

**BUS 503 Business Process Improvement 3(3-0)**

This course applies principles and practices of Lean Six Sigma (LSS) and other operations improvements that have been demonstrated to bring value to business. LSS builds on a business statistics foundation. Prerequisites: STA 282 or 382; 56 semester hours completed.

**BUS 505 Application of Project Management Principles 3(3-0)**

Building on fundamentals, students analyze and apply project organization, staffing, and behavioral and qualitative skills in a simulated project to develop core project management competencies. This course may be offered in an online or hybrid format. Prerequisite: BUS 501.

**BUS 507 Advanced Project Management Methodologies 3(3-0)**

Evaluate and create project management solutions appropriate for projects/ programs through the complete life cycle, using key processes and knowledge areas of project management. This course may be offered in an online or hybrid format. Prerequisite: BUS 505.

**BUS 619 Voice of the Customer 3(3-0)**

Examination of the marketing research methodologies utilized to capture the “voice of the customer” in a competitive marketplace. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director; graduate status.

**BUS 629 Corporate Governance & Social Responsibility 3(3-0)**

The study of corporate governance and social responsibility within the contemporary business world. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director and graduate status.

**BUS 639 Process Improvement 3(3-0)**

Process improvement as it relates to organizations within the contemporary business world. Methodologies, tools and techniques used for process improvement will be examined. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director; graduate status.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUS 697</td>
<td>Special Topics in Business 1-12(Spec)</td>
<td>Special topics of interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. This course may be offered in an online or hybrid format. Prerequisites: Admission to MBA program, permission of the MBA director, and graduate status.</td>
</tr>
<tr>
<td>BUS 698</td>
<td>Integration of Business Processes for Management using SAP Software 4(Spec)</td>
<td>Examination of how business processes interact with mySAP ERP in the SAP modules including the analytical and reporting functions in mySAP ERP. CR/NC only. Prerequisites: An SAP course taken at CMU or permission of the MBA director.</td>
</tr>
<tr>
<td>CDE - Planned Experience</td>
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<tr>
<td>CDE 291</td>
<td>Planned Experience in Community Development 1-15(Spec)</td>
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<tr>
<td>CDE 491</td>
<td>Planned Experience in Community Development 1-15(Spec)</td>
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<tr>
<td>CDO - Communication Disorders</td>
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<tr>
<td>CDO 130</td>
<td>Normal Speech and Language Acquisition 3(3-0)</td>
<td>Investigation of normal acquisition of language and speech in children as the core social dimension of human life, approached from several scientifically validated perspectives. (University Program Group III-A: Behavioral Sciences)</td>
</tr>
<tr>
<td>CDO 230</td>
<td>Introduction to Speech, Language, and Hearing Disorders 3(3-0)</td>
<td>Aspects of speech-language pathology and audiology for elementary, secondary, and special education teachers, parents, and allied professionals in the management of speech, language, and hearing disorders. This course is approved for offering in a distance learning format.</td>
</tr>
<tr>
<td>CDO 278</td>
<td>Normal Speech Developmental/Descriptive Phonetics 3(3-0)</td>
<td>Study of speech sound acquisition emphasizing broad and narrow transcription of normal and disordered American English speech sound production using the International Phonetic Alphabet.</td>
</tr>
<tr>
<td>CDO 330</td>
<td>Language Development 3(3-0)</td>
<td>Study of language development in normally developing children from birth through adulthood; oral language sample analysis; language characteristics in disordered language learners. This course is approved for offering in a distance learning format.</td>
</tr>
<tr>
<td>CDO 331</td>
<td>Introduction to Audiology 3(3-0)</td>
<td>Anatomy and basic psychophysics of hearing; pathologies causing hearing loss; quantitative measurements of hearing; practice in testing. This course is approved for offering in a distance learning format.</td>
</tr>
<tr>
<td>CDO 335</td>
<td>The Anatomy and Physiology of Speech and Hearing 3(3-0)</td>
<td>Anatomical structures and functions for speech and hearing.</td>
</tr>
<tr>
<td>CDO 537</td>
<td>Special Topics in Communication Disorders 1-9(Spec)</td>
<td>Current topics for each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours.</td>
</tr>
<tr>
<td>CDO 545</td>
<td>Communication Disorders and Aging 3(3-0)</td>
<td>Theoretical foundations for communication disorders and aging. Functional communication approaches to: gerontological audiology and speech-language pathology; a continuum of care incorporating prevention and intervention. This course is approved for offering in a distance learning format.</td>
</tr>
<tr>
<td>CDO 550</td>
<td>Communication Assessment and Intervention in Children with Autism Spectrum Disorders 3(3-0)</td>
<td>This course examines procedures for assessment of communication, language, and speech of students with autism spectrum disorders, and reviews strategies for enhancing communication and language. Prerequisites: SPE 530; senior or graduate status.</td>
</tr>
<tr>
<td>CDO 637</td>
<td>Special Topics in Communication Disorders 3(Spec)</td>
<td>Current topics for each semester listed in Course Search and Registration. Maximum credit 9 hours. Prerequisite: admission to the graduate program in speech-language pathology.</td>
</tr>
<tr>
<td>CDO 643</td>
<td>Disorders of Hearing 3(3-0)</td>
<td>Disorders resulting from diseases, injury of the ear, and lesions of the nervous system from the point of view of audiometric diagnosis. This course is approved for offering in a distance learning format. Prerequisite: admission to the Au.D. Program.</td>
</tr>
<tr>
<td>CDO 711</td>
<td>Craniofacial Disorders 2(2-0)</td>
<td>Study of a variety of craniofacial anomalies including cleft lip and palate. Topics to include etiology, evaluation, and treatment from an interdisciplinary perspective. Prerequisites: admission to the graduate program in speech-language pathology.</td>
</tr>
<tr>
<td>CDO 721</td>
<td>Audiological Aspects of Pharmacology and Microbiology 3(3-0)</td>
<td>Principles of microbiology and bacterial pathogenesis important to audiology. Antibiotic therapy for ear infections, common adverse effects, antibiotic resistance, and strategies that maximize pathogen transmission. This course is approved for offering in a distance learning format. Prerequisites: admission to the Au.D. program.</td>
</tr>
<tr>
<td>CDO 744</td>
<td>Occupational and Environmental Hearing Conservation 3(3-0)</td>
<td>Effects of noise as a health hazard especially related to hearing. Government regulations regarding noise levels in vocational environments. This course is approved for offering in a distance learning format. Prerequisites: admission to the Au.D. Program.</td>
</tr>
<tr>
<td>CDO 754</td>
<td>Pediatric Audiology 3(3-0)</td>
<td>Study and evaluation of auditory function of neonates, infants, and young children. This course is approved for offering in a distance learning format. Prerequisite: admission to the Au.D. Program.</td>
</tr>
<tr>
<td>CDO 756</td>
<td>Early Identification and Management of Hearing Loss 3(3-0)</td>
<td>Principles underlying early hearing detection and intervention programs including universal newborn screening, assessment and management of hearing loss. This course is approved for offering in a distance learning format. Prerequisites: admission to the Au.D. program and CDO 754.</td>
</tr>
<tr>
<td>CDO 762</td>
<td>Advanced Amplification for the Hearing-Impaired 3(3-0)</td>
<td>Advanced study of amplification for the hearing-impaired including special clinical procedures, research needs, and evolving technology in hearing instruments. This course is approved for offering in a distance learning format. Prerequisites: admission to the Au.D. program and CDO 752.</td>
</tr>
<tr>
<td>CDO 764</td>
<td>Audiologic Rehabilitation for Adults 3(3-0)</td>
<td>Focuses on the audiological management of hearing loss in adults. Assessment of communication function and implementation of appropriate remedial strategies are emphasized. Prerequisites: admission to the Au.D. program and CDO 763. This course is approved for offering in a distance learning format.</td>
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<tr>
<td>CDE - Counselor Education and Personal Development</td>
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<tr>
<td>CED 502</td>
<td>Student Development in Higher Education 3(3-1)</td>
<td>The college student personnel movement, its social, psychological, and cultural foundations. Student development functions; career program models; legal, ethical, and professional considerations; role of professionals. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.</td>
</tr>
<tr>
<td>CED 503</td>
<td>Introduction to Community Agency Counseling 3(3-0)</td>
<td>An overview of issues and trends in community agency counseling. Topics include: history, professional orientation, philosophy, finance, administration, community resources and special concerns. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.</td>
</tr>
<tr>
<td>CED 504</td>
<td>Introduction to School Counseling 3(3-0)</td>
<td>History and philosophy of school counseling programs. Role and function of school counselors. Prerequisites: Minimum of 56 credit hours completed or graduate status.</td>
</tr>
<tr>
<td>CED 506</td>
<td>Counseling for Addictions 3(3-0)</td>
<td>Presentation and application of basic theories, techniques and resources for dealing with a broad range of addictive behavior, both substance related and behaviorally focused. Prerequisites: Senior or graduate status.</td>
</tr>
</tbody>
</table>
CED 545 School Counseling Seminar 3(3-0)
Discussion and individual investigation into topics and critical incidents germane to schools. Recommendations and solutions by professionals in the field are reviewed. Prerequisites: CED 504.

CED 551 Counseling with Children 3(3-0)
Survey of specialized skills for counseling with children. Emphasis upon the modification of counseling interventions to meet the needs of elementary aged children. Prerequisite: Junior or graduate status.

CED 555 Human Relations Skills 3(3-1)
An introduction to skills utilized in developing helping relationships, emphasizing the person-to-person, day-to-day relationships. This class will be conducted through cognitive and experiential approaches. This course is approved for offering in a distance learning format. Prerequisites: Senior standing or graduate status.

CED 566 Lifespan Development for Counselors 3(3-0)
Course will address the influence of developmental and environmental factors on human behavior, including physical, social, and psychological aspects, and implications for counselors. Prerequisites: Minimum of 56 credit hours completed or graduate status.

CED 610 Career Development and Counseling 3(3-0)
Critical survey of career development theories. Practical application of career counseling programs. Use of tools and information in career counseling. This course is approved for offering in a distance learning format.

CED 611 Developmental Career Counseling 3(2-1)
Critical survey of career development theories. Application of concepts and strategies of career exploration. Students participate in a supervised experience in teaching career exploration techniques. Prerequisite: Graduate status. Recommended: Completion of or concurrent enrollment in CED 650.

CED 620 Introduction to Multicultural Issues in Counseling 3(3-0)
An examination of research and practice issues relating to counseling culturally specific groups. Special emphasis on the client/counselor relationship.

CED 630 Counseling Ethics and Professional Issues 3(3-0)
Supervised discussion of legal and ethical issues that most affect the practice of counseling and related helping professions. This course is approved for offering in an online or hybrid format. Prerequisites: Admission to the M.A. in Counseling.

CED 640 Standardized Tests 3(3-0)
Selection, evaluation, function, and interpretation of tests in intelligence, achievement, aptitude, personality, and interests. Emphasis on tests appropriate to the students' future work settings. This course is approved for offering in a distance learning format. Prerequisite: Admission to counseling program.

CED 650 Theories and Techniques of Group Counseling 3(3-0)
The application of group theories and techniques, interpersonal communication skills, and the assessment of group counseling interventions. Prerequisite: Regular admission to M.A. in Counseling. Pre/co-requisite: CED 660.

CED 660 Counseling Techniques 3(3-0)
Systematic study of the counseling process: stages, intervention strategies and related issues. Both cognitive and experiential approaches will be used. Prerequisites: CED 677; Regular Admission to the M.A. in Counseling.

CED 677 Theories of Counseling 3(3-0)
An examination of psychological foundations with counseling theories and approaches. Designed to aid students' development of a personal counseling theory as a guide to practice.

CED 690 Counseling Practicum 3(1-3)
Supervised counseling of individuals, families, couples and children. Observation and critique of peer counseling sessions. CR/NC only. NOTE: Prior application by the posted deadline and approval required. Prerequisites: Regular Admission to the M.A. in Counseling; a grade of B or better in CED 660.

CED 691 Internship in Counseling 1-6(Spec)
On-the-scene work in selected settings under the supervision of experienced practitioners. Practical experience, observation, and opportunity for relating the theoretical and the actual. Note: application to register for this course must be filed during the semester prior to registration for approval. CR/NC only. Prerequisites: grade of CR in CED 690.

CED 695 Research for Counseling and Special Education 3(3-0)
Presentation and application of designs and procedures pertinent to conducting research in human services. Includes writing a research proposal and manuscript, implementing mini-research project. Identical to SPE 695. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: Regular Admission to the M.A. in Counseling or Special Education; completion of 15 hours or more toward the M.A. in Counseling or Special Education.

CED 696 Independent Research 3(Spec)
Completion of research project under the supervision of a faculty advisor. Prerequisite: Successful completion of CED 695 or graduate research methods course.

CED 698 Thesis 1-6(Spec)
CR/NC only. For Master's degree candidates. Prerequisites: CED 695.

CED 750 Advanced Group Facilitation 3(3-1)
Survey of differing styles of group facilitation. Elements in the helping relationship which improve the quality of interpersonal relationships. "Self-in-the-therapeutic interaction" incorporated into a supervised experience. Prerequisites: Regular admission to the M.A. in Counseling; CED 650; permission of instructor.

CED 751 Facilitation of Play Therapy Sessions 3(3-1)
Systematic inquiry into the use of play therapy and its relevance to the growth and development of children. Theoretical positions compared and appraised. Supervised experience. Prerequisites: Regular admission to the M.A. in Counseling; permission of instructor.

CED 765 Professional Counseling and Consulting 3(3-0)
Focuses on specific knowledge and skills used by professional counselors in a variety of settings. Includes consultation, supervision, diagnostics, and other topics. This course is approved for offering in a distance learning format. Prerequisites: Admission to Counseling program; CED 677.

CHM - Chemistry

CHM 101 Armchair Chemistry 3(2-2)
An introduction to the science of chemistry, using equivalent portions of laboratory experiments and directed discussions. No credit toward chemistry or biochemistry major or minor. Satisfies University Program laboratory requirement. (University Program Group II-B: Quantitative and Mathematical Sciences)

CHM 111 The Interaction of Chemistry and Society 3(3-0)
The impact of chemistry on our environment. Emphasis on water, air, and environmental pollution. Recommended for elementary school teachers. No credit toward chemistry or biochemistry major or minor. No previous chemistry required.

CHM 112 Chemistry and Society Laboratory 1(0-3)
Elementary laboratory experiments which parallel CHM 111 and 120 lectures and investigate the impact of chemistry on our environment. Recommended for elementary/middle school education majors. No credit toward chemistry or biochemistry major or minor. Satisfies University Program Group II laboratory requirement. This course may be offered in an online or hybrid format. Pre/co-requisite: CHM 111 or CHM 120. (University Program Group II-B: Quantitative and Mathematical Science)

CHM 120 Survey of Chemistry 4(4-0)
Elementary concepts in chemistry. For students on curricula needing minimal chemical background or students who need additional preparation for CHM 131. This course provides suitable preparation for the successful completion of the laboratory courses, CHM 112 or CHM 127. Cannot be counted on a Chemistry/Biochemistry major or Chemistry minor. This course may be offered in an online or hybrid format. Recommended: High school Algebra II or MTH 105. (University Program II-B: Quantitative and Mathematical Sciences)

CHM 127 Introductory Chemistry Laboratory 1(0-2)
Elementary laboratory experiments which parallel the syllabus for CHM 120. Recommended for students in dietetics, sports medicine, health education, and elementary/middle school education. No credit toward chemistry or biochemistry major or minor. Satisfies University Program Group II laboratory requirement. Pre/co-requisite: CHM 120. (University Program Group II-B: Quantitative and Mathematical Science)

CHM 131 General Chemistry I 4(3-3)
Fundamental concepts of chemistry including stoichiometry, gas laws, thermochemistry, and molecular structure. CHM 131 is a first course for science majors. Satisfies University Program Group II laboratory requirement. Recommended: High school algebra or MTH 107; high school chemistry or CHM 120. (University Program Group II-B: Quantitative and Mathematical Sciences)

CHM 211QR Quantitative Analysis 4(3-5)
Analysis and interpretation of quantitative chemical information from volumetric, electrochemical, spectrosopic, and chromatographic techniques. This course may be offered in an online or hybrid format. Prerequisite: CHM 132 or 161. Recommended: MTH 107. Quantitative Reasoning.

CHM 571 Topics in Chemistry 1-9(Spec)
Special topics in chemistry presented at an advanced undergraduate - beginning graduate level. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: See Course Search and Registration.

COM - Communication

COM 103 Oral Communication in the Online Environment 3(3-0)
General education approach to theory and process of human communication, especially communication tailored for electronic media. This course may be offered in an online or hybrid format.

COM 195 Intercultural Communication 3(3-0)
Content focuses on how values, attitudes and beliefs influence communication among people from different cultural backgrounds. This course may be offered in an online or hybrid format.

COM 357 Public Speaking 3(3-0)
Theories and techniques for creating public speeches. Designed for students who seek to improve public-speaking skills.

COM 361 Interpersonal Communication 3(3-0)
Assists the student in understanding the interpersonal communication process and in analyzing barriers to its effectiveness.

COM 461 Communication in Leadership 3(3-0)
Theory and practice in leadership skills with special emphasis on oral communication. Examines leadership in both voluntary and non-voluntary organizations. Prerequisites: Grades of C (2.0) or better in COM 251, COM 301; or LDR 200 and junior standing. This course is approved for offering in a distance learning format.
Course Descriptions

CPS 560 Communication and Social/Organizational Change 3(3-0)
Research and methods of communicating changes into existing social systems. This course may be offered in an online or hybrid format. Prerequisite: COM 251, 301, with grades of C or better; or IPR major with junior standing; or graduate standing.

CPS 561 Communication in Conflict Management 3(3-0)
Theory, research, and practical application of managing conflicts through communication. Focuses on conflict between people in the contexts of family, group, and organizations. Prerequisite: CPS 251, 301 with grades of C or better; or IPR major with junior standing or graduate standing.

CPS 569 Communication in the Classroom 3(3-0)
Integrates research from several fields describing communication patterns between students and teacher-to-student within school settings. Designed for students interested in teaching or administration. Prerequisite: completion of 6 hours of undergraduate credit.

COM 665 Seminar in Communication and Negotiation in Employee Relations 3(3-0)
The course explores the role of communication and negotiation in the employee relations process within a work organization. This course may be offered in an online or hybrid format.

CPS - Computer Science
CPS 180 Principles of Computer Programming 3(3-0)
Algorithm development and problem solving methods. Design and development of computer programs in a structured programming language. Pre/Co-requisite: One of MTH 130, 132, 133, 217. (University Program Group B-8: Quantitative and Mathematical Sciences)

CPS 181 Introduction to Data Structures 3(3-0)
Continuation of CPS 180. Dynamic storage allocation, recursion, abstract data types (such as stacks, queues, linked lists, and binary trees), sorting and searching. Prerequisites: CPS 180; Corequisite: MTH 175.

CPS 280 Alternative Programming Languages 1-6(Spec)
Intensive study of one or more selected programming languages. Languages presented will be announced in Course Search and Registration. Students may not earn credit for a language in which they already have credit in one of the primary programming sequences. Prerequisite: CPS 181 or ITIC 111.

CPS 282 Introduction to Multimedia Design 3(3-0)
Introduction to multimedia concepts. Survey of multimedia applications in fields such as education, business and entertainment. Introduction to multimedia authoring tools. Hands-on projects.

CPS 395 Internship in Computer Science 1-9(Spec)
Supervised work experience in computer science. Only 3 hours may count toward the major. Any additional hours must provide a significantly different educational experience. CR/NC only. Prerequisites: CPS 210 or ITIC 291; permission of department chairperson.

CPS 420 Web Application Development - Web Services SOA 3(3-0)
Web-based applications focusing on server-side processing, use of web services, Service Oriented Architecture, remote procedure calls, asynchronous messaging, transactions and security considerations. Prerequisite: CPS 340 or ITIC 320. Recommended: ITIC 341.

CPS 501 Survey of Computer Science 3(3-0)
Computer organization, low and high level computer languages, various computer applications. Does not count toward CPS major or minor or the M.S. in Computer Science except the Teaching Minor in Computer Science on the secondary education curriculum. This course is approved for offering in a distance learning format.

CPS 510 Software Systems Engineering 3(3-0)
Covers requirements analysis and techniques to develop a system from those requirements. Credit will not be given for both CPS 410 and CPS 510. Does not count for the M.S. in Computer Science. Prerequisites: CPS 340; MTH 175. This course is approved for offering in a distance learning format.

CPS 603 Computer Information Systems 3(3-0)
Growth stages of computer usage, information flow, role of MIS manager in providing information to an organization. Does not count on the M.S. degree in computer science. Prerequisite: CPS 501. This course is approved for offering in a distance learning format.

CPS 612 Software Project Management 3(3-0)
Software engineering process, software project organization and management issues, software project economics, software quality assurance, software configuration management, software operations issues. Does not count for MS in Computer Science. Prerequisites: CPS 510. This course is approved for offering in a distance learning format.

CPS 612 Software Project Management 3(3-0)
Software engineering process, software project organization and management issues, software project economics, software quality assurance, software configuration management, software operations issues. Does not count for MS in Computer Science. Prerequisites: CPS 510. This course is approved for offering in a distance learning format.

DHA - Degrees in Health Administration
DHA 700 Leadership Strategies for Healthcare Policy and Organizations 3(3-0)
The course examines the role of leaders in improving healthcare organizations; and the relationship between leading organizations and influencing and understanding health policy. This course may be offered in an online or hybrid format. Prerequisite: Admission to the Doctor of Health Administration Program.

DHA 702 Probability and Statistics for the Health Professions 3(3-0)
This course examines statistical and quantitative techniques for problem-solving and decision-making to understand, collect, conduct and evaluate managerial, biomedical and scientific research. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 704 Population Health 3(3-0)
This course explores applied epidemiology in relation to population and health including standardizing information, marketing, community health technologies and monitoring health behaviors of target groups. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 705 Seminar in Public Health 11(1-0)
This seminar focuses on current issues in health promotion and disease prevention, applied epidemiology, community health concerns and how to positively impact health in communities. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

DHA 706 Quantitative Analysis in Health Organization 3(3-0)
This course introduces statistical/quantitative techniques including general linear models, survey research methodology and research applications, decision-making and problem-solving for health administration. Prerequisites: admission to the Doctor of Health Administration program; DHA 702. This course is approved for offering in a distance learning format.

DHA 708 Organizational Theory and Behavior for the Health Professions 3(3-0)
Integrating theory and concepts from organizational theory and behavior literature, this course provides applications to improve dynamic healthcare organizations throughout the continuum of care. Prerequisites: admission to the Doctor of Health Administration program.

DHA 709 Seminar in Health Dynamics: Current Issues, Trends and Change 11(1-0)
This seminar will examine current issues, trends and the change necessary to improve the health system using a variety of presentations, group interactions and discussion. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration Program.

DHA 710 Qualitative Analysis in Health Care 3(3-0)
Theory, concepts and tools used in designing and conducting qualitative health care research, informing policy analysis and facilitating decision support within the practice of health administration. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Doctor of Health Administration program.

DHA 712 Research Methods and Practice for the Health Professions 3(3-0)
This course provides theoretical and applied concepts, techniques, procedures and technologies used in scientific inquiry and reporting for applied clinical, health administrative and managerial research. Prerequisites: admission to the Doctor of Health Administration program; DHA 702. Recommended: DHA 706. This course is approved for offering in a distance learning format.

DHA 713 Seminar in Health Services Research 11(1-0)
This seminar will examine research activity and reporting in the areas of health-care financing, organization, delivery, access and outcomes of health services. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program; DHA 712.

DHA 714 Health Systems Thinking and Practice 3(3-0)
This class examines systems thinking and organizational effectiveness. Students will practice using a variety of systems tools as applied to different organizational problems. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 716 Communication in Health Organizations 3(3-0)
This class examines the delivery and exchange of messages within health organizations. Contexts will include conflict, negotiating, networks, channel selection, knowledge management and public relations. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 717 Seminar in Healthcare Dynamics: Stakeholder Relations 11(1-0)
This seminar will examine the concept of leadership style and how healthcare executives can more effectively communicate with multiple stakeholders both inside and outside the organization. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.
DHA 718 Healthcare Law, Regulations and Ethics 3(3-0)
This course explores the legal and ethical issues found in the healthcare system, and investigates the healthcare administrator as decision-maker, leader and moral agent. Prerequisites: admission to the Doctor of Health Administration program.

DHA 720 Health Economics 3(3-0)
Foundational economic and specific health economic theory, trends, market issues and applications are presented to include health insurance and payment theory, practice and applications. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 721 Seminar in Healthcare Policy and Politics 1(1-0)
This seminar will examine the political, legislative and economic forces that influence healthcare policy and regulation development, implementation and consequences of policy and legislation. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Doctor of Health Administration program.

DHA 722 Healthcare Leadership 3(3-0)
This course focuses on the fundamental concepts and applications of managing information as a healthcare corporate assets, emphasizing converting data into information for decision support. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 724 Fiscal Responsibility and Accountability for Health Entities 3(3-0)
This course emphasizes financial management and financial operations theory, principles and concepts as they relate to healthcare organizational decision-making and accountability. Prerequisites: admission to the Doctor of Health Administration program. Recommended: DHA 720. This course is approved for offering in a distance learning format.

DHA 725 Seminar in Strategic Planning for Health Organizations 1(1-0)
This seminar will examine the concepts, processes and integration of management information systems, financial, human resource and marketing plans into an organizational strategic planning system. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Doctor of Health Administration program.

DHA 726 Applied Leadership 3(3-0)
Practical application of leadership principles focused on issues such as governance, decision-making, motivation, empowerment, team building, change management, conflict resolution, accountability, credibility and ethics. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 728 Comparative Health Systems 3(3-0)
This is a capstone course in the Doctor of Health Administration program with a specific focus on global challenges and comparative effectiveness of health systems. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Doctor of Health Administration Program.

DHA 898 Dissertation 1-12(Spec)
The dissertation is the capstone of the academic program involving original research by student in conjunction with a committee resulting in a publishable document. CR/NC only. This course may be offered in an online or hybrid format.

EDL - Educational Leadership

EDL 592 Professional Development in Educational Leadership 1-9(Spec)
Identification and study of emerging problem of educational leadership. This course may be offered in an online or hybrid format.

EDL 600 Research for Educational Leadership 3(3-0)
Research concepts focused on the needs of educational leaders. Prerequisites: graduate status. This course is approved for offering in a distance learning format.

EDL 610 Grants and Fund Procurement 3(3-0)
Grantmanship skills for public and private funding. Students will explore funding sources, concept development, evaluation plans, budget preparation, proposal submission, and reviewer practices. This course may be offered in an online or hybrid format.

EDL 612 Methods and Techniques of Training and Development 3(3-0)
The course will examine the theory and research of training and development. Students will conduct and evaluate training and development programs. This course may be offered in an online or hybrid format.

EDL 615 Educational Technology for Administrators 3(3-0)
The development of knowledge, philosophies, skills and practical applications regarding technology for administrators. This course may be offered in an online or hybrid format.

EDL 620 Administration Within Diverse Populations 3(3-0)
Examination of critical issues, trends, and practices relative to cultural diversity that influences the organization and administration of school and other human service organizations. This course is approved for offering in a distance learning format.

EDL 622 Adult Literacy and Society 3(3-0)
A study of the theories of language and literacy and their relationship to the practices of adult education. This course may be offered in an online or hybrid format.

EDL 624 Planning for Instruction in Nontraditional Settings 3(3-0)
An introduction to legal issues in higher education institutions. This course may be offered in an online or hybrid format.

EDL 626 The Adult Learner 3(3-0)
A study of learning in adulthood, how to facilitate that learning, and the characteristics of adult learners. This course may be offered in an online or hybrid format.

EDL 636 Higher Education Law 3(3-0)
An introduction to teacher leadership providing teacher leaders the essential tools to be knowledgeable, reflective, ethical and transformational leaders. This course may be offered in an online or hybrid format.

EDL 645 Charter School Leadership 3(3-0)
Application of leadership and systems theories to the administration of charter schools. This course may be offered in an online or hybrid format.

EDL 650 Professional Studies: Special Topics 1-6(Spec)
Application of leadership and systems theories to the administration of charter schools. This course may be offered in an online or hybrid format.

EDL 660 Professional Program Review and Evaluation 3(3-0)
An introduction to program evaluation theory, design, development, and implementation skills is provided. Content will cover evaluation strategies to plan an applied research study. This course may be offered in an online or hybrid format.

EDL 665 School and Community Relations 3(3-0)
Investigation and in-depth study of new knowledge or current problem areas. This course may be offered in an online or hybrid format.

EDL 666 Administration of Charter Schools 3(3-0)
The law as it relates to education. This course is designed for students preparing for leadership positions in K-12 schools. This course may be offered in an online or hybrid format.

EDL 671 Organization Development 3(3-0)
An introduction to teacher leadership providing teacher leaders the essential tools to be knowledgeable, reflective, ethical and transformational leaders. This course may be offered in an online or hybrid format.

EDL 672 Educational Administration 3(3-0)
Philosophy and principles underlying the organization and operation of education in the United States. This course may be offered in an online or hybrid format.

EDL 673 Human Resources Administration 3(3-0)
The study of effective administration of school personnel issues. This course may be offered in an online or hybrid format.

EDL 674 Administration of Community Education 3(3-0)
Identify, analyze and organize and management of existing community and ongoing programs. This course may be offered in an online or hybrid format.

EDL 675 Administration of Community Education 3(3-0)
Identification of community needs, and organization and management of new and ongoing programs. This course may be offered in an online or hybrid format.

EDL 676 Grantsmanship for Schools 3(3-0)
Current standards, principles, and practices relative to school leadership and the Principalship. This course may be offered in an online or hybrid format.

ECO - Economics

ECO 201 Principles of Macroeconomics 3(3-0)
Provides understanding of basic principles of economics, methods of National Income accounting, inflation, unemployment, role of government, money and banking, monetary policy, and international economics. Credit may not be earned in more than one of ECO 201 and 204. ECO 201 may not be applied toward the University Program requirements if a student is earning the Bachelor of Science in Business Administration degree. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

ECO 202 Principles of Microeconomics 3(3-0)
Introduction to scarcity, choice, and opportunity cost; supply and demand; welfare economics; household and firm behavior; competition and monopoly; resource markets. Credit may not be earned in more than one of ECO 202 and ECO 203. ECO 202 may not be applied toward the University Program requirements if a student is earning the Bachelor of Science in Business Administration degree. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

ECO 515 Collective Bargaining and Labor Law 3(3-0)
Development of various phases of labor law, especially under statutes such as the Wagner Act, Taft-Hartley Act, and Landrum-Griffin Act. Prerequisites: ECO 202 or ECO 203. Recommended: ECO 201 or ECO 204.
EDL 676  Administration of Community Colleges 3(3-0)
Structure, organization, and management of the community college. This course may be offered in an online or hybrid format.

EDL 677  The American College Student 3(3-0)
An examination of American college population, how campus environments affect students' collegiate experiences, and how these cultural experiences affect students. This course may be offered in an online or hybrid format.

EDL 678  Emerging Issues and Reform Efforts in Educational Leadership 3(3-0)
This course will examine education reform initiatives and their relationship to emerging issues facing current and future educational leaders within the K-12 school system. This course may be offered in an online or hybrid format.

EDL 680  Teaching in Higher Education Settings 3(3-0)
Study of classroom teaching methods and practices in college environments. Review of active learning techniques, curriculum construction, and student-learners' assessment. This course may be offered in an online or hybrid format.

EDL 681  Teaching with Technology in Higher Education Settings 3(3-0)
Learners will incorporate technology in their practice to enhance instructional effectiveness and increase student learning. This course may be offered in an online or hybrid format.

EDL 685  Introduction to Problem Solving in Educational Leadership 3(3-0)
An introductory examination of the knowledge and skills needed to communicate with organizational members to solve problems and resolve conflict in educational situations and organizations. This course may be offered in an online or hybrid format.

EDL 687  Independent Study 1-6(Spec)
Independent study. This course may be offered in an online or hybrid format. Prerequisite: permission of advisor.

EDL 688  Independent Study 1-6(Spec)
Independent study. This course may be offered in an online or hybrid format. Prerequisite: permission of advisor.

EDL 690  Administration of School Curriculum 3(3-0)
Study, analysis, and application of administrative principles to the development, implementation, and evaluation of the school curriculum. This course may be offered in an online or hybrid format.

EDL 695  Readings in Educational Leadership 1-3(Spec)
Independent readings on a specific topic in educational leadership. This course may be offered in an online or hybrid format. Prerequisite: Permission of advisor and instructor.

EDL 696  Higher Education Practicum 3(3-6)
A planned learning experience gained through first-hand observations and operational responsibilities under the direct supervision of a practicing higher education leader. This course may be offered in an online or hybrid format. CR/NC only. Prerequisites: Regular admission to the masters in higher education administration program in the Department of Educational Leadership. Completion of at least 9 core credits in the program. Approval of practicum application.

EDL 697  College Teaching Internship 3(3-6)
Under the direct supervision of a practicing college or university teaching mentor, student develops skills applicable to college-based teaching. CR/NC only. This course may be offered in an online or hybrid format. Prerequisites: Permission of Instructor, approval of internship application.

EDL 698  Master's Colloquium 3(3-0)
Capstone seminar to synthesize master's coursework. Students will apply theory to practice. This course may be offered in an online or hybrid format. Prerequisite: To be taken in the last semester of the MA in Higher Education Administration Program.

EDL 699  Leadership Internship 1-15(Spec)
A planned learning experience gained through first-hand observations and operational responsibilities under the direct supervision of a practicing educational leader. This course may be offered in an online or hybrid format. CR/NC only. Prerequisites: Regular admission and completion of a minimum of 9 credits in a master's or specialist program in the Department of Educational Leadership. Approval of internship application.

EDL 700  Advanced Administrative Research 3(3-0)
The practical application of quantitative, qualitative, mixed methods and action research inquiry are examined to promote empirical decision-making in a variety of educational settings. This course may be offered in an online or hybrid format. Prerequisites: admission to Ed.S. program, EDL 600.

EDL 745  Administration of the School District 3(3-0)
Study of the school district administration with special emphasis on the role of the superintendent and district level administrators. This course may be offered in an online or hybrid format.

EDL 757  Student Development Theory 3(3-0)
Introduction of student development theories regarding social identity, intellectual and moral development of college students; review of learning and personality theories for understanding student differences. This course may be offered in an online or hybrid format.

EDL 760  Leadership Theory and Practice 3(3-0)
Application of leadership and systems theories to the administration of educational programs. This course may be offered in an online or hybrid format.

EDL 761  School and Community Relations for the District Leader 3(3-0)
The role of the K-12 central office administrator in working with the community. This course may be offered in an online or hybrid format.

EDL 763  The Academic Profession 3(3-0)
Emphasizes the organization and function of academic affairs within a college or university. Topics include new faculty issues, academic leadership, curriculum development, and academic socialization. This course may be offered in an online or hybrid format.

EDL 765  Organizational Change in Educational Institutions 3(3-0)
Fundamental concepts, processes, and procedures concerning the change process. Focus will be on leading, implementing, and sustaining change in educational organizations. This course may be offered in an online or hybrid format.

EDL 768  Advanced Higher Education Law 3(3-0)
In-depth study of current legal problems affecting higher education. This course may be offered in an online or hybrid format. Prerequisites: Admission to a doctoral program; EDL 636.

EDL 773  Instructional Supervision and Leadership 3(3-0)
Development of policies and guidelines for leadership of the instructional program in a school. This course may be offered in an online or hybrid format.

EDL 775  Educational Policy Analysis 3(3-0)
Identification and analysis of source, function, and effect of policies affecting K-12 education. This course may be offered in an online or hybrid format.

EDL 778  Contemporary Issues in Higher Education 3(3-0)
Study of contemporary issues confronting higher education. Emphasis is on the identification, definition, and study of issues and how educational leaders might address them. This course may be offered in an online or hybrid format.

EDL 798  Thesis 1-6(Spec)
Students will study a specific leadership problem, culminating in a written research report of appropriate findings. This course may be offered in an online or hybrid format. CR/NC only. Prerequisite: EDL 600 or 700.

EDL 800  Qualitative Research in Educational Leadership 3(3-0)
This course enables students to apply qualitative research theories, methods and data analysis procedures. Students will practice a variety of applied field-based techniques. This course may be offered in an online or hybrid format. Prerequisites: EDL 600 and EDL 700. Admission to doctoral program in Educational Leadership.

EDL 801  Quantitative Analysis in Educational Leadership 3(3-0)
Study, analysis, and application of quantitative analytical principles to the development, implementation, and evaluation of educational practices and programs. This course may be offered in an online or hybrid format. Prerequisites: EDL 600, 700; admission to doctoral program in Educational Leadership.

EDL 815  Ethical Leadership 3(3-0)
Examination of major leadership and ethical decision making theories. Emphasis is placed on moral leadership practice. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in educational leadership.

EDL 835  Organizational Culture and Change in Educational Institutions 3(3-0)
Examination of organizational culture and implication on behavior and educational practices. Fundamental concepts, processes, and procedures concerning the change process. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in educational leadership.

EDL 840  Organizational Theory in Educational Institutions 3(3-0)
Focus will be upon the historical development of educational institutions with an emphasis upon organizational theory, systems theory, organizational behavior, motivation, and leadership. This course may be offered in an online or hybrid format. Prerequisites: admission to the doctoral program in Educational Leadership.

EDL 844  Economics and Finance of Higher Education 3(3-0)
This course applies the concepts and methods of economic theory in the analysis and evaluation of issues, policies, and behaviors related to higher education finance. This course may be offered in an online or hybrid format. Prerequisites: EDL 764 or admission to a doctoral program.

EDL 870  Issues in Educational Leadership 3(3-0)
A study of issues confronting educational leaders. The course provides students the opportunity to relate leadership theory with an examination of current issues. This course may be offered in an online or hybrid format. Prerequisite: Admission to the doctoral program in educational leadership.

EDL 876  Higher Education Policy 3(3-0)
Examination of higher education policy practices. The integration and synthesis of organizational theory and leadership to address policy issues. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in Educational Leadership.

EDL 880  Doctoral Internship 3-6(Spec)
Real and simulated activities related to preparing for advanced positions in educational leadership under the supervision of a practicing administrator. CR/NC only. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in Educational Leadership. Approval of internship application and permission of instructor.
EDU 107 Introduction to Teaching 3(3-1)
An introductory course designed to provide prospective teacher education students with the opportunity to explore the teaching profession. Exploration includes a minimum of ten hours of field experience.

EDU 280 Education of Children 3(3-0)
Growth and development of the child, prenatal to adolescent. Includes application to educational settings. Prerequisite: EDU 107. Recommended: Sophomore standing.

EDU 290 Technology in Education 3(1-4)
Students will learn to operate various technology-based equipment; select and assess instructional media materials, coursework, and software; and integrate technology and media into K-12 instruction. Requires C+ or higher.

EDU 320 Elementary Mathematics Methods 3(3-0)
Objectives, content, materials, organization, and methods of teaching mathematics in the elementary school. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 or PSY 220. [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 393; MTH 151. Co-requisites: EDU 330, 343, 345; EDU/MLE 361. Pre-Co-requisites: MTH 152.

EDU 330 Reading in the Elementary School 3(3-0)
Materials, organization, and methods of teaching reading in the elementary school to address the Michigan and national literacy standards and benchmarks. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 393. Co-requisites: EDU 320, 343, 345; EDU/MLE 361.

EDU 343 Social Studies Methods in Elementary Education 3(3-0)
Objectives, content, materials, organization, and methods of teaching social studies in the elementary school. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 393. Co-requisites: EDU 320, 330, 345; EDU/MLE 361.

EDU 345 Science Methods in Elementary Education 3(3-0)
Objectives, content, materials, organization, and methods of teaching science in the elementary school. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 393. Co-requisites: EDU 320, 330, 343; EDU/MLE 361.

EDU 362 Mathematics and Reading Practicum 1(0-2)
Pre-service teachers will gain practical experience through observation, interaction, collaboration, preparation, and delivery of reading and mathematics instruction in a pre-K-8 classroom setting. Identical to MLE 362. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in "teachers of students with emotional impairment" or a major in teachers of students with cognitive impairment) are required to have SPE 126 and PSY 220); EDU 290, 330, 393, 431; EDU/MLE 361. Co-requisites: EDU 343, 345, 495.

EDU 393 Learning Theory in Elementary Education 3(3-0)
Principles of learning, cognitive development, behavior, social and emotional development, and evaluation in children as related to the practice of teaching. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100; Special Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220); EDU 290.

EDU 431 Corrective Reading in the Classroom 3(3-0)
Classroom diagnosis of students’ reading strengths and weaknesses. Analysis of corrective and remedial techniques. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 320, 330, 343, 345, 393; EDU/MLE 361. Co-requisite: EDU 495.

EDU 432 Student Teaching Seminar 3(3-0)
This course reinforces the components of the CLEAR Conceptual Framework as it pertains to transferring theory to practice while students are in student teaching. Students are required to receive a C+ or better in this course. Prerequisites: Students must have completed the requirements for student teaching be enrolled in EDU 458 Student Teaching as a component of the Elementary Education Major and minors with a minimum 2.70 major AND minor GPA - C+ or higher in ALL professional education and methods courses - Courses REQUIRED before student teaching: EDU 107; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 320, 330, 343, 345, 393, 431, and 495; EDU/MLE 361; SPE 504; and all major and minor requirements listed in the bulletin (additional requirements for Special Education Majors: SPE 455 and SPE 456 or SPE 458).

EDU 458 Student Teaching 1(Spec)
This experiential course in which students integrate theory into practice is the field-based culminating activity of the Pre-K-12 regular education teacher education program. CR/NC only. Prerequisites: Admission to Teacher Education and the following criteria based on the specific certification requirements:
Elementary: - A CMU overall GPA of 2.70 or higher - Approval of major(s) and minor(s) with a minimum 2.70 major AND minor GPA - C+ or higher in ALL professional education and methods courses - Courses REQUIRED before student teaching: EDU 107; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 320, 330, 343, 345, 393, 431, and 495; EDU/MLE 361; SPE 504; and all major and minor requirements listed in the bulletin (additional requirements for Special Education Majors: SPE 455 and SPE 456 or SPE 458).

Co-requisite: EDU 432.

EDU 495 Foundations of Education 3(3-0)
Examines historical events and social bases of American education. Major emphasis is on political, judicial, and legislative activities; social issues; and current policy affecting schools. Students are required to receive a C+ or better in this course. Prerequisites: Admission to Teacher Education; EDU 280 or HDF 100 or PSY 220 [General Education Students take EDU 280 or HDF 100; Special Education Majors must take PSY 220]; EDU 290, 393. Co-requisites: EDU 320, 330, 345; EDU/MLE 361.

EDU 506 Principles and Techniques for Individualizing Instruction 3(3-0)
Examination of individualized instruction and its classroom implications. Prerequisites: EDU 330 or EDU 340.

EDU 528 Emergent Literacy: Theory and Practice 3(3-0)
Analysis of literacy development in preschool through primary grades. Methods, materials, organization, and evaluation techniques for fostering beginning reading and writing consistent with current research. Prerequisites: EDU 330 or graduate standing.

EDU 532 Reading in the Content Areas 3(3-0)
Emphasizes teaching of reading skills in content areas focusing on the middle and upper grades. Prerequisites: EDU 330 or EDU 316.

EDU 533 Diagnosis and Treatment of Reading Difficulties 3(2-3)
Diagnostic procedures and use of remedial and developmental techniques. Exploration of the role of the specialist. Prerequisites: EDU 431, 532; Pre/Co-Requisite: EDU 538.

EDU 538 Coordination of the Language Arts with Reading 3(3-0)
Building the elements of listening, speaking, writing, and reading into a K-8 language arts program. Techniques of instruction for the exceptional child will be examined. Prerequisite: EDU 330.

EDU 540 Literacy Education: Theory and Practice 3(3-0)
Emphasizes a broad view of literacy within a comprehensive approach and authentic contexts; effective literacy instruction across content, all learners, skill integration, and assessment. This course is approved for offering in a distance learning format. Prerequisites: EDU 330 or Graduate Status.

EDU 542 Interdisciplinary Processes and Strategies in Teaching Reading, Writing, Thinking, and Learning 3(3-0)
Reinforces the integration of content knowledge with reading, writing, and thinking strategies and emphasizes a conceptual framework for learning through thematic or collaborative instruction. This course may be offered in an online or hybrid format. Prerequisites: EDU 330 or Graduate Standing.
Course Descriptions

EDU 566 Independent Study in Elementary Education 1-6(Spec)
Research or project. Prerequisites: 15 semester hours of professional education and approval of unit coordinator.

EDU 590 Advanced Technology in Education 3(2-3)
Students will study and practice the integration of technology in classroom instruction and management, with emphasis upon software evaluation and lesson design. Identical to SPE 510. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: EDU 290 or Graduate Status.

EDU 602 Strategies and Techniques for Teaching 3(3-0)
Examination, development, assessment, and practical usage of methods and materials in the teacher's subject area at middle school, high school, or community college level. This course is approved for offering in a distance learning format.

EDU 603 Elementary Diagnosis, Remediation and Differentiation of Reading Instruction 3(3-0)
Diagnosing reading and writing difficulties for diverse learners and implementing research-based intervention practices designed to improve literacy in the elementary classroom. This course may be offered in an online or hybrid format.

EDU 606 Secondary Advanced Reading Diagnosis and Instruction 3(3-0)
Diagnosing reading and writing difficulties for diverse learners and implementing research-based intervention practices designed to improve literacy in the secondary classroom. This course may be offered in an online or hybrid format.

EDU 611 Current Educational Issues 3(3-0)
Identification and analysis of significant, persistent issues in education in the United States and the relationship to student achievement and teacher effectiveness. Identical to MLE 613. Credit may not be earned in more than one of these courses. This course has been approved for offering in a distance learning format.

EDU 614 Advanced Educational Psychology 3(3-0)
Theories of learning and application to instruction. This course may be offered in an online or hybrid format. Prerequisites: EDU 493.

EDU 615 Survey of Science Education 3(3-0)
Explore major issues in science teaching and learning, foundational science education literature, projects based on classroom practice, relevant science education resources. Prerequisites: Admission to the Master of Arts in Teaching Integrated Science.

EDU 622 Advanced Adolescent Psychology 3(3-0)
Advanced analysis of growth, development, and behavior during adolescence.

EDU 630 Organization and Implementation of School Literacy Programs 3(3-0)
Design, implementation and evaluation of school reading and writing programs, staff development, and the change process. This course may be offered in an online or hybrid format. Pre/Co-requisites: EDU 632 or EDU 636.

EDU 632 Practicum in the Diagnosis and Treatment of Difficulties in Literacy 6(Spec)
Diagnostic procedures and materials; supervised work with K-12 students or adolescents; development and implementation of remediation procedures. Prerequisites: teaching certificate, one year teaching experience.

EDU 635 Problems in Language Arts in the Elementary School 3(3-0)
Trends in writing, spelling, listening, and speaking; research and activities for children. Prerequisite: EDU 330.

EDU 636 Classroom Reading and Writing Instruction 3(3-0)
Students examine the reading and writing process in classroom instruction and learn about techniques and materials appropriate for specific reading and writing approaches. This course may be offered in an online or hybrid format. Prerequisites: Admission to graduate degree program in education.

EDU 640 History and Trends in Elementary Social Studies Education 3(3-0)
Analysis of history and trends in elementary social studies education. This course is approved for offering in a distance learning format.

EDU 641 Interdisciplinary Processes and Strategies for Teaching Literacy 3(3-0)
This course will reinforce content teaching strategies and provide a conceptual framework for integrating reading, writing, and thinking for learning throughout the curriculum. Prerequisite: Elementary Teaching Certificate.

EDU 642 Instructional Multimedia 3(3-0)
Students will study, practice, and apply how to appropriately and effectively implement multimedia technologies in classroom environments. Prerequisites: EDU 590. This course is approved for offering in a distance learning format.

EDU 643 Instructional Design 3(3-0)
A study of the principles of instructional design. Designing instructional systems, processes in learning and instruction, delivery systems and evaluating instruction are considered. Prerequisites: EDU 590. This course is approved for offering in a distance learning format.

EDU 645 Advanced Science Teaching Methods 3(3-0)
Planning, assessment, and evaluation of K-12 science teaching and learning; evaluation of science curriculum materials; exploration of effective science teaching practices. Prerequisites: EDU 615.

EDU 653 The Read/Write Web 3(3-1)
Development of Read/Write Web resources with PK-12 students in a classroom setting. This course is approved for offering in a distance learning format. Prerequisites: EDU 590, EDU 642, and EDU 643.

EDU 655 The Community College 3(3-0)
History, philosophy, programs, and practices of community and junior colleges. This course is approved for offering in a distance learning format.

EDU 660 Methods of Educational Research 3(3-0)
Interpreting research findings, planning and conducting scientific studies in education. This course may be offered in an online or hybrid format.

EDU 662 Applied Educational Measurement and Evaluation 3(3-0)
Applications of measurement and evaluation principles to educational settings with emphasis on construction and use of achievement tests. This course is approved for offering in a distance learning format. Prerequisite: admission to a graduate degree program in education.

EDU 698 Thesis 1-6(Spec)
For M.A. students on Plan A, CR/NC only. Prerequisite: EDU 660.

EDU 705 Theory and Practice in Curriculum Development 3(3-0)
Fundamentals of curriculum planning, development, implementation, and evaluation. This course is approved for offering in a distance learning format.

EDU 706 Theory and Practice of Instruction 3(3-0)
Review, analyze, and apply theory and practice of instruction with a special emphasis on implementation strategies and tools for evaluating instruction. This course is approved for offering in a distance learning format.

EDU 707 Seminar: Issues in Educational Technology 3(3-0)
Study of selected issues relative to the use of new learning technologies in the classroom. Emphasis upon the learning theory which supports applied technologies. Prerequisite: EDU 590. This course is approved for offering in a distance learning format.

EDU 708 Distance Education 3(3-0)
Students completing this course will be equipped to use distance learning technologies to teach in instructional settings. This course is approved for offering in a distance learning format. Prerequisite: EDU 590.

EDU 709 Innovative Uses of Technology 3(3-0)
A survey course of new and innovative applications of technology in educational settings. Students study and develop innovative instructional models utilizing technology. This course is approved for offering in a distance learning format. Prerequisites: EDU 590.

EDU 710 Seminar: Terminal Project 3(3-0)
This course requires the Master's candidate to complete a terminal project related to the applications of technology in classroom settings. This course may be offered in an online or hybrid format. Prerequisites: students must have completed 30 hours on the M.A. in Educational Technology. Courses taken concurrently count toward the 30 hours.

EDU 730 Seminar: Issues in Literacy 3(3-0)
Examination of current issues in literacy instruction. Students complete research projects appropriate to their degree programs with oral and written presentations of research findings. This course may be offered in an online or hybrid format.

EDU 755 Advanced Research Design and Interpretation 3(3-0)
Analysis of research designs, development of measurement devices, and interpretation of advanced statistical techniques. Prerequisite: EDU 660.

EDU 770 Practicum in Systematic Curriculum Development 3(3-0)
This course will provide experience in developing curriculum for a specific content area. This course may be offered in an online or hybrid format. Prerequisite: a teaching certificate or admission to graduate school or teacher education.

EDU 776 Seminar: Issues in Education 3(3-0)
Capstone experience for the M.A. in Education program. Students conduct and report on a research project. This class may be offered in an online or hybrid format. Prerequisites: EDU 660; Successful completion of 21 hours of coursework on the MA in Education program.

EDU 780 Master of Arts Capstone Experience 3(3-0)
Students complete research projects appropriate to their degree programs that produce results applicable to their current practice. Should be last course taken in student's program. Identical to MLE 780. Credit may not be earned in more than one of these courses.

EDU 800 Educational Technology Research 3(3-0)
Introductory course for the Doctorate in Educational Technology. Students learn how to critique educational research while being introduced to its various design philosophies and methodologies. This course may be offered in an online or hybrid format.

EDU 801 Qualitative Research in Educational Technology 3(3-0)
Applications, evaluation and analysis of qualitative research concepts in writing dissertation, and in various aspects of professional practice in educational technology terminal-degree careers. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 802 Quantitative Research in Educational Technology 3(3-0)
Quantitative research methodology is a key component of the knowledge and skills to be developed by candidates to study educational technology and its applications. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 807 Seminar: Learning Tools in Education Technology 3(3-0)
Study of selected issues relative to the use of new learning technologies in the classroom. Emphasis upon the learning theory which supports applied technologies. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.
ENG 101 Freshman Composition 3(3-0)
Development of nonfiction prose writing skills. Students prepare a variety of texts by applying knowledge of composing processes, rhetorical strategies, and textual conventions. This course may be offered in an online or hybrid format. Recommended: ENG 100. Students with a Writing Placement Score of 58 or lower are encouraged to enroll in ENG 103 and ENG 099 or ENG 101 and ENG 299. Students with a Writing Placement Score above 58 should enroll in ENG 101 and may add ENG 299 if they require additional help with their writing.

ENG 134 Introduction to Literature 3(3-0)
Examination of the novel, short story, poetry, and drama in a range of cultural and historical contexts. May be offered as Writing Intensive. This course may be offered in an online or hybrid format. (University Program Group I-B: The Arts)

ENG 141 Comics, Graphic Novels, and Other Illustrated Texts 3(3-0)
Study of the history and meaning of comics, graphic novels, and other illustrated texts from a literary and cultural perspective. May be offered in an online or hybrid format. May be offered as Writing Intensive. (University Program Group I-B: The Arts)

ENG 175 The Nature of Language 3(3-0)
The reading process, the effects of language on reading, the relation between language and writing, and the ways people process information. Prerequisite: ENG 101 with a C or better; Admission to the Teacher Education program. Recommended: ENG 201 with a C or better; 56 credit hours completed.

ENG 201 Intermediate Composition 3(3-0)
An intensive writing course intended to prepare students for writing in an upper-level major courses and beyond. May be offered in an online or hybrid format. Prerequisite: Grade of C or better in ENG 101, ENG 103/099, or ELI 198. Recommended: Students who feel they might need additional help with their writing should consider enrolling in ENG 299 as a co-requisite.

ENG 299 Writing Workshop II 1-3(Spec)
Writing Center individualized writing workshop; assistance in planning, drafting, and revising writing, grammar, citations, etc. May be repeated for three hours, one credit per semester. May be offered in an online or hybrid format. CR/NC Only. Pre/Co-Requisite: Enrollment in at least one other CMU course.

ENT 101 Discovering the Entrepreneur Within 3(3-0)
Introduction to entrepreneurship. Emphasis on business fundamentals, successful entrepreneurial characteristics, communications, ethics, leadership, and team work. Only one of ENT 101, BUS 100 or BIS 100 may be applied to the ENT major or minor. This course may be offered in an online or hybrid format.

ENT 201 Entrepreneurship Launch Pad 3(3-0)
Recognize, develop, and act on individual potential for creativity and innovation. Shape and evaluate business opportunities, perform market research, and "pitch" an idea. Identical to MGT 201. Credit may not be earned in more than one of these courses. This course may be offered in an online or hybrid format. Prerequisites: ENT 101 or BUS 100 or BIS 100.

ENT 210 Accounting Information for Entrepreneurial Decision Making 3(3-0)
An exploration of the literature and heritage of diverse American cultures, primarily through folk literature, fiction, and biography. Prerequisite: Graduation status or the following: ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better; ENG 134 or 234 or 381; or graduate status.

ENT 582 Cultural Pluralism in Young Adult and Children's Literature 3(3-0)
Study of film from the viewpoints of formal literary criticism and cultural history through analysis of original screen plays, genre movies, and adaptations. This course may be offered in an online or hybrid format. (University Program Group I-B: The Arts)

ENG 573 Linguistics and Reading 3(3-0)
The reading process, the effects of language on reading, the relation between language and writing, and the ways people process information. Prerequisite: ENG 375 or ENG 576.

ENG 580 Literature for Young Adults 3(3-0)
Reading interests and library materials of junior and senior high students; methods of studying reading. Subject grouping of books related to adolescent reading interests/ needs. Identical to LMT 580. Credit may not be earned in more than one of these courses. Prerequisites: Completion of 86 hours, ENG 201 with a grade of C or better, One of: ENG 134 or ENG 234 or ENG 381; or graduate status.

ENG 581 The History of Children's Literature 3(3-0)
Introduction to principles of financial and managerial accounting, design of accounting systems, techniques of analysis and cost control. Interpretation of accounting information for decision making. Does not count for the School of Accounting major or minor. Identical to ACC 210. Credit may not be earned in more than one of these courses. ENT 210 may not be used as a substitute for ACC 201 or ACC 250. This course may be offered in an online or hybrid format.

ENT 221 Marketing Strategies for Entrepreneurs 3(3-0)
Introduces entrepreneurs to legal requirements for forming a business. Identical to BLR 420. Credit may not be earned in more than one of these courses. Prerequisites: 86 semester hours completed; signed major or minor in Entrepreneurship.
ENV - Environmental Studies
ENV 101 Introduction to Environmental Studies 3(3-0)
An introduction to the interdisciplinary study of human/environmental relationships. Topics include the biosphere, ecosystems and how human socio-political factors interact with them. This course is approved for offering in a distance learning format.

ESC - Earth Science
ESC 400 Earth Science Education 3(2-2)
Study of earth science in the K-12 science curriculum, including relevant teaching methods and preparation of lesson plans in accordance with the State Science Content Standards. Prerequisites: Junior standing as a declared major or minor in Integrated Science or Earth Science Education; GEL 100 or 130; 9 additional hours distributed among major requirements for Integrated Science or Earth Science. Admission into Teacher Education program.

FIN - Finance
FIN 201 Personal Finance 3(3-0)
A survival course designed to help you cope with the financial aspects of your life such as taxes, budgeting, inflation, insurance of all kinds, savings, and investing. This course is approved for offering in a distance learning format.

FIN 303 Financial Administration 3(3-0)
Financial administration of both profit and not-for-profit organizations including methods of asset procurement and raising capital. Credit may not be earned in both FIN 303 and FIN 332. This course is approved for offering in a distance learning format. Prerequisite: ACC 204.

FMD - Fashion Merchandising & Design
FMD 250 History of Western Dress 3(3-0)
History of Western dress from ancient times to the 21st century. May be offered as Writing Intensive. This course may be offered in an online or hybrid format. (University Program Group I-B: The Arts)

FMD 252 Dress and Culture 3(3-0)
Appearance and dress as a reflection of social, psychological and cultural environments of human beings; examination of dress as an aspect of culture and individual expression. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structure)

FNS - Foods & Nutrition
FNS 370 Nutrition 3(3-0)
Principles of normal nutrition as related to the health of all age groups. This course may be offered in an online or hybrid format. (University Program Group II-A: Descriptive Sciences)

FNS 577 Advanced Topics in Nutrition: Eating Disorders 3(3-0)
Analysis of factors involved in etiology, assessment, medical consequences, treatment and prevention of eating disorders. Recommended: FNS 370. This course is approved for offering in a distance learning format.

FNS 661 Macronutrients 3(3-0)
Advanced study of nutrition, metabolism, and function of proteins, carbohydrates and lipids as related to human health and disease. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 662 Micronutrients 3(3-0)
Advanced study of the nutrition, metabolism, and function of vitamins and minerals as related to human health and disease. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 670 Seminar: Nutrition 1-3(Spec)
Student review and presentation of specific topics of current research in nutrition. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 671 Advanced Topics in Nutrition: Geriatrics 3(3-0)
Provides students with skills and knowledge needed to evaluate and utilize information regarding nutrition in health and disease among the elderly. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 672 Advanced Clinical Nutrition 3(3-0)
Advanced concepts of diet therapy and care for a variety of clinical disorders with nutritional implications. Includes coverage of enteral and parenteral nutrition. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 673 Advanced Nutritional Assessment 3(3-0)
Provides students with skills and knowledge needed to evaluate the nutritional status of individuals and groups including diagnostic, laboratory and technology. Prerequisites: FNS 670, 671, and 672. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 674 Dietetic Internship: Clinical Experience 5(Spec)
This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 675 Dietetic Internship: Foodservice Administration Experience 5(Spec)
This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 676 Dietetic Internship: Summary Experience 2(Spec)
This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 798 Thesis in Dietetics 1-6(Spec)
A discovery-based introductory examination of the processes that shape our planet. Topics include the rock cycle, earthquakes, volcanoes, the Ice Age, and plate tectonics. Satisfies University Program Group II laboratory requirement. Credit may not be earned in both GEL 100 and GEL 101, 102, 105 or 130. (University Program Group II-A: Descriptive Sciences)

GEL - Geology
GEL 100 Introduction to Earth Systems 3(2-2)
A discovery-based introductory examination of the processes that shape our planet. Topics include the rock cycle, earthquakes, volcanoes, the Ice Age, and plate tectonics. Satisfies University Program Group II laboratory requirement. Credit may not be earned in both GEL 100 and GEL 101, 102, 105 or 130. (University Program Group II-A: Descriptive Sciences)

GEL 101 Physical Geology 3(3-0)
A laboratory study of minerals, rocks, maps, and geologic processes. Satisfies University Program Group II laboratory requirement. Credit may not be earned in both GEL 100 and GEL 101, 105, or GEL 130. This course is approved for offering in a distance learning format. (University Program Group II-A: Descriptive Sciences)

GEL 102 Physical Geology Laboratory 1(0-2)
A laboratory study of minerals, rocks, maps, and geologic processes. Satisfies University Program Group II laboratory requirement. Credit may not be earned in both GEL 100 and 130. This course may be offered in an online or hybrid format. Pre/Co-Requisite: GEL 101 or 105. (University Program Group II-A: Descriptive Sciences)

GEL 105 Dangerous Planet 3(3-0)
A survey of the socially important geological topics that affect people and their environment with a focus on natural and anthropogenic geologic hazards. This course may be offered in an online or hybrid format. Credit may not be earned in both GEL 105 and 100, 101, or 130. (University Program Group II-A: Descriptive Sciences)
GEO 105 Physical Geography 3(2-2)  
An introduction to the physical processes of the atmosphere, hydrosphere, lithosphere, and biosphere and the global distribution of climate, soils, and vegetation. This course may be offered in an online or hybrid format. Satisfies University Program laboratory requirement. (University Program Group II-A: Descriptive Sciences)

GEO 120QR Environmental Geography 3(3-0)  
An introduction to the human use of earth resources and quantitative examination of select environmental issues resulting from the societal use/misuse of our planet. Quantitative Reasoning. This course may be offered in an online or hybrid format. (University Program Group II-A: Descriptive Sciences)

GEO 121 Cultures of the World 3(3-0)  
Population, political, economic, and other cultural phenomena and their world distribution patterns are presented upon a non-technical background of physical geography. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

GEO 201 Weather and Climate 4(4-0)  
Nature of atmospheric processes, weather, and climate - why and how they vary over the surface of the earth.

GEO 203QR Introduction to Geographic Information Science 3(2-2)  
Fundamentals of geographic information science - including spatial data gathering, measurement, classification, analysis, display and map interpretation. Current computer mapping technologies are used in laboratory. This course may be offered in an online or hybrid format. Quantitative Reasoning. (University Program Group II-A: Quantitative and Mathematical Sciences)

GEO 315 Food and Agriculture 3(3-0)  
Study of world production, exchange, and consumption of agricultural commodities with emphasis upon the problems associated with food shortages and the areas most severely affected. This course is approved for offering in an online or hybrid format. Recommended: One of the following: GEO 120, GEO 121, GEO 105.

GEO 340 Urban Geography 3(3-0)  
The rise of cities and urbanization. Human use of urban space. The city as environment. This course is approved for offering in a distance learning format. Recommended: GEO 121 or Junior standing.

GEO 346 Geography of the Developing World 3(3-0)  
A geographic analysis of the developing world focusing on processes of environmental, demographic, and socioeconomic change, particularly since World War II. This course may be offered in an online or hybrid format. Prerequisite: Junior standing. Recommended: 9 hours of social science courses.

GEO 350 United States and Canada 3(3-0)  
Physical environment, resources, economic activities, population pattern, and interrelations of the United States and Canada. Recommended: One of: GEO 105, 120, 121, Junior standing. CR/NC option available.

GEO 373 Latin America 3(3-0)  
Geographic characteristics of Latin America from colonization to present. Regions are interpreted by analysis of geographical elements and their interrelationships. This course may be offered in an online or hybrid format. Recommended: GEO 121 or at least 3 credits in a social science. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

GEO 395 Michigan 3(3-0)  
Geographic analysis of the interrelationships between Michigan's geomorphology, biogeography, climate, resource use and protection, agriculture, land division, transportation, demography, economic and urban development. Prerequisite: Junior standing.

HDF 213 Introduction to Human Sexuality 3(3-0)  
Human sexual development throughout the life cycle. Emphasis on understanding and acceptance of self as a sexually functioning person. Identical to WST 213. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format.

HDF 309 Families, Schools, and Communities 3(3-0)  
Study of the child, family, community, and schools, including parent education and involvement in learning, family and community characteristics, child abuse, and family issues. This course may be offered in an online or hybrid format. Prerequisites: HDF 100 or EDU 280 or PSY 220 Pre/Co-requisites: HDF 200.

HDF 400 Developmental Assessment of Children 3(3-0)  
Focus on the purpose of assessment, with emphasis on methods and skills used in assessing young children's development. Collaboration with parents and professionals is emphasized. This course may be offered in an online or hybrid format. Prerequisites: Two of: HDF 302, 303, 306, 510.

HSC 107 Drugs and the Athlete 1(1-0)  
An orientation in basic chemical substances and nutrition as an ergogenic aid as they affect athletic performance. This course may be offered in an online hybrid format.

HSC 211 Human Anatomy and Physiology 3(3-0)  
Introductory course in structure and function of the human body.

HSC 235 Psychoactive Drugs 3(3-0)  
The study of psychoactive drugs with what they are, how they work, and why people use and/or abuse them. Not open to students with credit in HSC 528, 529, or 530. This course may be offered in an online or hybrid format.

HSC 317 Community Health 3(3-0)  
Introduction to public health, and services provided to citizens and educators by official and voluntary health agencies. This course may be offered in an online or hybrid format.

HSC 343 Health Education in the Elementary School 2(2-0)  
A study of health education programs and practices for teachers at the elementary school level. Prerequisites: admission to teacher education or teacher certificate.

HSC 352 Environmental Health 3(3-0)  
Emphasis on today's environmental problems related to health, air, water, radiation, housing, urbanization, disease, weapons of mass destruction, and man's responsibilities and remedial actions to these problems. This course may be offered in an online or hybrid format.

HSC 390 Health and Aging 3(3-0)  
A study of age-related changes of the body, health concerns, healthy lifestyles and health care for older adults.

HSC 507 Introduction to Health Service Organizations and Systems 3(3-0)  
Macro level study of healthcare systems including delivery, integration, reimbursement mechanisms, multi-organizational and inter-organizational arrangements, health policies, and future solutions. This course may be offered in an online or hybrid format.

HSC 516 Travel Course in Health Education 1-15 Spec  
Topics scheduled to study health education, private and voluntary health care programs, museums, hospitals, health clinics, city and school health programs. Prerequisite: Permission of instructor.

HSC 520 Health Services Administration 3(3-0)  
Analysis of organizational patterns, planning procedures, fiscal management, personnel management, and other administrative concerns. This course may be offered in an online or hybrid format.

HSC 523 AIDS Education 1(1-0)  
A concentrated study of Acquired Immune Deficiency Syndrome, including the origin, prevalence, spread, disease process, psychosocial aspects and implications for society. Prerequisites: HSC 106, or teaching certificate. This course is approved for offering in a distance learning format.

HSC 526 Behavioral Health 3(3-0)  
Concentrated study of mental health and illness as related to home, school, and community. This course may be offered in an online or hybrid format.

HSC 529 Alcohol Education Workshop 1(1-0)  
Concentrated study of physiological, psychological, and sociological aspects of alcohol education. Not open to students with credit in HSC 235. This course is approved for offering in a distance learning format.

HSC 530 Drug Abuse Workshop 1(Spec)  
Concentrated study of the effects of drugs and narcotics. Roles of home, school, and community in drug education. Not open to students with credit in HSC 235. This course is approved for offering in a distance learning format.

HSC 537 Stress Reduction Workshop 1(Spec)  
Systematic evaluation of stress and methods used to effectively reduce stress to promote and maintain health and wellness. Prerequisite: 50 credit hours completed or graduate standing.

HSC 538 Development of Proposals and Reports in Health Administration 3(3-0)  
Emphasizes format, content, and writing skills necessary for administration of health programs to prepare proposals, reports, and publications.
HST 326 Women in America 3(3-0)
This course focuses on the most important accounting and financial management principles and concepts relevant to department-level management of health services organizations. This course may be offered in the classroom, online, or hybrid. Prerequisites: A course in accounting such as ACC 201 or ACC 250; or a graduate course in accounting.

HST 325 The Industrialization of America 3(3-0)
This course analyzes how industrialization transformed America and how it altered living standards, culture, labor, business, and politics. This course may be offered in an online format. May be offered as Writing Intensive. Recommended: At least 12 hours of humanities and social science. Recommended: HST 717 Seminar in the History of Twentieth Century America 3-6(3-0)
Study of a selected topic in the history of the United States in the twentieth century. Recommended: HST 111 plus at least one more course in this field of American history. A student may take this course twice, for 3 credit hours each time, but must choose a second instructor for the second 3 hours.

HUM - Humanities
HUM 799 Thesis 1-6(Spec)
CR/NC only. Prerequisites: 15 hours of graduate work in the humanities and written permission of advisor.

IET - Industrial and Engineering Technology
IET 130 Industrial Materials and Testing 3(2-2)
An overview of industrial materials including metals, plastics, composites and ceramics. Topics include material properties, material selection, and material testing.

IET 154 Engineering Design Graphics 3(2-2)
Focus on engineering design fundamentals, design processes, and the utilization of graphics within design. Computer-Aided design and product data management techniques are covered.

IET 170 Manufacturing Processes I 3(1-4)
Introduction to the processing of metal materials through casting, fabricating, machining, and basic welding.

IET 181QR Alternative Energy Analysis 3(2-2)
A quantitative comparison and analysis of current alternative energy technologies and systems. Quantitative Reasoning.

IET 223QR Lean Six Sigma for Process Improvement 3(3-0)
The utilization of mathematical and statistical tools to improve product and process quality. This course may be offered in an online or hybrid format. Prerequisite: MTH 105. Recommended: STA 282. Quantitative Reasoning.

IET 226 Parametric Design and Modeling 3(2-2)
Development and production of engineering and technical models with a mechanical computer-aided design system. An introduction to parametric design and modeling. Prerequisite: IET 154.

IET 279 Applied Statics 3(3-0)
This course will cover force systems, resultants and equilibrium, trusses, frames, beams, and shear and moments in beams. Prerequisites: IET 154; MTH 130; PHY 130 or 145; PHY 170 or 175.

IET 324 Product Design and Development 3(2-2)
Idea generation, conceptualization, and development of consumer products. Utilization of freestyle and NURBS based computer-aided design tools to solve product design problems. May be offered as Writing Intensive. Prerequisite: IET 226.

IET 327 Industrial Safety 3(3-0)
A study of the principles and practices of safety management with emphasis on occupational safety standards and loss control. Prerequisite: CHM 120 or CHM 131.

IET 350 Mechanism Design 3(3-0)
Study of mechanisms with graphical and analytical analysis of displacement, velocity, acceleration, motion, gearing, gear trains, linkages, and cams. Prerequisite: IET 279 or EGR 251.

IET 357 Residential Architectural Graphics 3(1-4)
Modern house planning resulting in a complete set of plans and specifications. This course is approved for offering in a distance learning format.

IET 363 Building Code Enforcement 3(3-0)
A comprehensive study of construction building code enforcement. Topics will include the permit process, inspection process, and the legal aspects of building code enforcement. Recommended: IET 361. This course is approved for offering in a distance learning format.

IET 365 Manufacturing Processes II 3(2-2)
Introduces basic polymer formulation, properties of plastics materials, methods of molding plastics, and the fabrication and decoration of plastic articles. Prerequisites: CHM 120 or 131; IET 130, 170.

IET 367 International Building Codes 3(3-0)
Comprehensive study of the International Building Codes. Topics include International Building, Electrical, Plumbing, Mechanical, and Fire Codes. Recommended: IET 361. This course is approved for offering in a distance learning format.

IET 368 International Residential Code 3(3-0)
Comprehensive study of International Residential Code for One and Two-Family Dwellings. Topics include all residence code requirements for building a home according to IRC 2000. Recommended: IET 361. This course is approved for offering in a distance learning format.
ITC 379 Mechanics of Materials 3(3-0)
Introduction to methods of determining the internal stresses and deflections of basic load-carrying members of construction and machine applications. Prerequisites: EGR 251 or IET 279; MTH 132.

ITC 420 International Engineering Technology 1(1-5Spec)
Engineering and technology applications, issues, and perspectives in international settings. Travel abroad required. May be repeated once. Any interested students should contact the IET Department. Prerequisites: 12 hours of IET credit.

ITC 427 Product Reliability and Safety 3(3-0)
A study of product reliability and safety factors affecting the design, production, distribution, sales, and use. Prerequisite: 12 hours of IET coursework.

ITC 450 Mechanical Computer-Aided Engineering 3(2-2)
Mechanical components design, structural analysis, and mechanism analysis by using computer-aided design system and simulation tools. Prerequisites: IET 226, 350, 379.

ITC 451 Geometric Dimensioning and Tolerancing 3(2-2)
Fundamentals of Geometric Dimensioning and Tolerancing concepts as interpreted in ASME standard Y14.5. This course may be offered in an online or hybrid format. Prerequisite: IET 226.

ITC 458 Surface Modeling 3(2-2)
Development and production of industrial and engineering designs with conceptual and parametric surface modeling tools. Utilization of generative shape design functions to model engineering designs. Prerequisites: IET 226.

ITC 488 Computer Aided Product Design Capstone 3(1-4)
Integration of design processes, techniques, systems, and technologies toward solving a product design problem. Prerequisite: IET 324. Pre/Co-requisites: IET 488 and Senior Standing.

IET 500 Production Concepts 3(3-0)
Comprehensive review of current factors which influence productivity. Emphasis is placed on the integration of people, methods, machines, materials, and management. This course may be offered in an online or hybrid format. Prerequisites: IET 327, STA 282, or graduate standing and statistics competency.

IET 501 Application of Industrial Management Principles 3(3-0)
A study of industrial management as a process of coordination that exhibits different patterns depending on the manager’s level in the organization and functional responsibilities. This course may be offered in an online or hybrid format. Prerequisites: STA 282 or graduate standing and statistics competency.

IET 524 Technology and Environment 3(3-0)
A study of the relationship between technology and environment. A systems approach is utilized to examine the optimization of technology within environmental constraints. This course may be offered in an online or hybrid format. Prerequisite: 12 IET credit hours or graduate standing.

IET 590 Green Building and Sustainability 3(3-0)
Comprehensive study of the principles of Green Building and Sustainability. Topics include sustainability, xeriscaping, high performance building, energy efficiency, indoor air quality and environmental stewardship. This course is approved for offering in a distance learning format. Prerequisites: IET 361, 368 or graduate standing.

IET 5950 Project Management 3(3-0)
Modern project management showing basic phases of a project, conceptual and detailed design, efficient completion within budget and schedule. This course may be offered in an online or hybrid format. Prerequisites: IET 501 or Graduate Status.

IET 670 Lean Manufacturing & Six Sigma Quality 3(3-0)
Lean manufacturing and six sigma quality related to process, production, and manufacturing operations. This course may be offered in an online or hybrid format. Prerequisites: IET 500, STA 580.

ITC 680 Sustainability and Green Technology 3(3-0)
Concepts of engineering and technology utilizing the framework of sustainability related to green energy technology. This course may be offered in an online or hybrid format. Prerequisite: IET 524.

IND - Interior Design
IND 332 Human Shelter and Environment 3(3-0)
Course explores the interrelationship between the built, cultural and natural environments and human behavior, perception and social interaction. This course may be offered in an online or hybrid format. (University Program Group III-A: Behavioral Sciences)

ITC - Information Technology
ITC 190 Computer Hardware Concepts, Installation, Configuration, and Support 3(3-0)
Basic computer organization, overview of computer components, properties of peripheral devices, processes management, physical and virtual memory management techniques, resource allocation and protection.

ITC 191 Computer Software Concepts, Installation, Configuration, and Support 3(3-0)
User view of system resources, file systems and operations, start-up, configuration files, software installation, dependencies, deinstallation, simple scripts, batch files, and account management basics.

ITC 265 Basics of Data Communications and Computer Networks 3(3-0)
Concepts of data communications and networks with Internet focus. Introduction and examination of principles and protocol mechanisms with application to practical contexts. Prerequisites: ITC 190, 191; CPS 110 or 180.

ITC 320 Web Application Development - Client-Side Scripting 3(3-0)
Creating web-based applications with a focus on graphical user interfaces, event driven, object-oriented programming and dynamic, animated web pages. Prerequisite: ITC 111 or CPS 181 or BIS 324. Recommended: CPS 165.

ITC 341 Introduction to Databases and Applications 3(3-0)
Database concepts, data models, relational databases, query language SQL, simple database programming, Design and develop databases for various applications using database management systems. Prerequisites: CPS 181 or ITC 111.

ITC 495 Senior Internship 1(3Spec)
Supervised work experience in information technology. Up to 3 hours taken may count toward the IT major requirement. CR/NC only. Prerequisites: senior standing in information technology; written permission of department chairperson.

JRN - Journalism
JRN 105 Social Media in Society 3(3-0)
The development and impact of social media on society, message control, and the goals and objectives in communication with audiences. This course is offered in an online format only.

JRN 250 Social Media: Managing the Message 3(3-0)
Select, use and analyze social media to build relationships, network, distribute messages and develop strategies for organizations. This course is offered in an online format only. Prerequisite: JRN 105 with a C or better.

JRN 350 Public Relations Principles and Practices 3(3-0)
Concepts and principles of public relations practiced by corporations, agencies, nonprofits and other organizations. Role of the practitioner stressed. This course may be taken in an online or hybrid format.

JRN 360 Advertising Principles 3(3-0)
Organization of today’s advertising industry; role of advertising in promotion; examination of types of advertising and media vehicles. This course is approved for offering in an online or hybrid format.

JRN 370 Social Media Legal and Ethical Issues 3(3-0)
Students investigate and analyze legal and ethical issues in social media to develop appropriate standards and policies for an organization. This course is offered in an online format only. Prerequisite: JRN 250 with a C or better.

JRN 670 Public Relations Management 3(3-0)
Organization and management of the public relations function in business, industry, various institutions and public relations firms: counseling, planning, budgeting, personnel management. This course is approved for offering in a distance learning format.

LDR - Leadership Studies
LDR 200 Introduction to Leadership 3(2-2)
Introduction to theoretical, philosophical, and conceptual foundations of leadership. Emphasis on styles and approaches of leadership related to the humanities, natural sciences, and social sciences. This course is approved for offering in a distance learning format.

MBA - Master of Business Administration
MBA 503 Professional Business Communications 2(2-0)
Developing professional business communications skills within a team environment. Emphasis on both written and oral communications utilizing current technologies. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 504 Using Financial Accounting Information 2(2-0)
Introduces use of financial accounting income statements, balance sheets, and statements of cash flow in managerial planning, control, and evaluation. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 505 The Economic Environment of Business 2(2-0)
Provides the economic tools necessary for graduate study in business: demand and supply, elasticity, costs and production, competitive and monopolistic markets, macroeconomics, and international trade. Not open to economics graduate students. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 506 Legal Environment of Business 2(2-0)
Basic concepts concerning the interrelationships of business and its external environments. Managerial participation in and response to public policy issues and their resolutions. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 507 Introduction to Marketing Management 2(2-0)
An introduction to the marketing management process including the marketing environment, buyer behavior, marketing analysis, segmentation, marketing strategy, the marketing mix, and social/ethical issues. Prerequisites: admission to the MBA program, or permission of the MBA director.
MBA 508 Management and Organization 2(2-0)
Introduction to the internal structure, processes, and control of organizations. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 509 Production/Operations Management 2(2-0)
Concepts and applications of production and operations management in business and industry. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 510 Financial Management and Analysis 2(2-0)
An introduction to basic finance principles and tools including the time value of money, risk and return, capital budgeting and the interpretation of financial statements. Prerequisites: admission to the MBA program, or permission of the MBA director.

MBA 511 Statistics for Managerial Decisions 2(2-0)
An introduction to descriptive and inferential statistics in a business decision context. Applications of various t-tests, ANOVA, multiple regression, and cross-tabulation are emphasized. Prerequisites: admission to the MBA program, or graduate status and permission of the MBA director.

MBA 609 Information Systems Management 2(2-0)
Examination of issues involved in managing and deploying information systems in organizations with an emphasis on technologies and human factors that support competitive strategies. This course is approved for offering in a distance learning format. Prerequisites: knowledge of advanced business applications in spreadsheets, database, and presentation graphics software, admission to the MBA program or permission of the MBA director.

MBA 610 Managing Information Systems in a Global Economy 3(3-0)
The management and deployment of information systems (IS) in organizations around the world, creating value from IS assets and exploring emerging technologies. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 619 Accounting Information for Managers 2(2-0)
Investigates the central role accounting systems play in managerial evaluation, control, and planning. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 504, MBA 510, and BUS 600.

MBA 620 Managerial Accounting: A Management Perspective 3(3-0)
Investigates and recommends the role of cost accounting systems in managerial evaluation, control, and decision making by managers. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 629 Managing Behavioral Change 2(2-0)
A study of organization culture and behavior which emphasizes the importance of and need for influencing individual and small group behavior in contemporary organizational settings. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 504, BUS 600, and knowledge of advanced business applications in spreadsheet software.

MBA 630 Managing and Leading Individuals and Groups in Organizations 3(3-0)
A study of the frameworks used to understand and lead individual and group behavior and the processes used to create organizational change. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 639 Quantitative Applications for Managers 2(2-0)
The application of quantitative methods to managerial decisions. Applications include optimizing, modeling, and simulation, and focus on using the computer to support decision making. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 504, BUS 600, and knowledge of advanced business applications in spreadsheet software.

MBA 640 Data Analysis for Managers 3(3-0)
Understanding and applying quantitative methods of data analysis that facilitate getting information for business decisions from the raw data that business professionals have available. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 649 Marketing Management 2(2-0)
Dynamic nature and managerial aspects of marketing. Formulation of analytical decisions concerning marketing strategy. This course is approved for offering in a distance learning format. Prerequisites: Admission to the MBA program or permission of the MBA director. Recommended: MBA 503 and MBA 507.

MBA 650 Marketing-Based Management 3(3-0)
Dynamic nature and managerial aspects of customer-centric marketing. Formulation of analytical decisions concerning marketing strategy. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 659 Managing in a Global Economy 2(2-0)
Covers challenges of globalization of product- and factor-markets, managing subsidiaries and influencing affiliates in diverse cultures, in industrialized and emerging economies. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 508.

MBA 660 Global Business and Sustainability 3(3-0)
This course is designed to enable students to discuss and apply the major international business and sustainability issues and theories facing global managers. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 669 Financial Decision-Making 2(2-0)
This course provides a framework for the analysis of the investment and financing decisions of the firm and an understanding of how to apply finance theory to practical situations. This course is approved for offering in a distance learning format. Prerequisites: MBA 504, MBA 510, and BUS 600. Admission to the MBA program or permission of the MBA director.

MBA 670 Financial Analysis and Risk Management 3(3-0)
Course provides a framework for analysis of investment and financing decisions of the firm and understanding of how to apply finance theory to practical solutions. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 679 Economic Analysis for Managers 3(3-0)
Application of economics and finance to business decisions. Integration of theory with issues from Business Week and The Wall Street Journal. Development of business regression models. Recommended: ECO 600 and BUS 600. Prerequisite: Admission to the MBA program or permission of the MBA director. This course is approved for offering in a distance learning format.

MBA 680 Global Economic Environment 3(3-0)
The global economy and its impact on managerial decision making. Economic growth, fiscal and monetary policy, trade, exchange rate determination, capital and financial flows. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

MBA 689 Strategic Management 2(2-0)
Focuses on developing competitive business strategies through a process of analyzing environments, establishing and implementing strategies, and evaluating results. This course is approved for offering in a distance learning format. Prerequisites: completion of 14 hours of MBA program including the following courses: MBA 619, MBA 649, MBA 659, and MBA 669. Admission to the MBA program or permission of the MBA director.

MBA 690 Strategic Management: Integrative Experience 3(3-0)
Focuses on integrative approach in developing competitive business strategies through a process of analyzing business environments, selecting and implementing strategies, and evaluating results. This course may be offered in an online or hybrid format. Prerequisites: Admission to the MBA program. Completion of MBA 620, 650, 660, and 670.

MBA 699 The MBA Project 4(4-0)
The capstone experience where skills and competencies are applied to actual business problems. Students develop cross-functional business solutions with the guidance of a faculty committee. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: completion of 20 hours of the MBA program, including at least seven MBA-designated core courses at the 600-level. Admission to the MBA program or permission of the MBA director.

MGT - Management

MGT 258 Effective Management of Human Resources in Organizations 3(3-0)
Applying the underlying principles of employee behavior to the effective design, use, and management of human resource systems in organizations. This course may be offered in an online or hybrid format. Prerequisites: ACC 250; BUS 100; HIS 101; BLR 235; ECO 203, 204; MTH 217 or MTH 312 or STA 202 or STA 382; overall GPA of 2.50 or higher.

MGT 312 Introduction to Management 3(3-0)
Introduction to the concepts, techniques, and processes of management as they pertain to business and other organizations. This course is approved for offering in a distance learning format. Prerequisite: 56 semester hours completed.

MGT 320 Human Resource Management 3(3-0)
Examines process for providing and maintaining productive human resources in an organization. Includes recruitment, selection, training, performance appraisal, compensation, labor relations, and health and safety. This course is approved for offering in a distance learning format. Prerequisites: MGT 258 or MGT 312, 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 340 Production/Operations Management 3(3-0)
An introduction to production and operations management concepts, tools and techniques as applied in service and manufacturing organizations. Prerequisites: 56 semester hours completed. This course is approved for offering in a distance learning format.

MGT 348 Dynamics of Organizational Behavior 3(3-0)
Integrative theory of organizational behavior. Human motivation influenced by leadership, the organization itself, and its social environment. This course is approved for offering in a distance learning format. Prerequisites: MGT 258 or MGT 312, 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.
Course Descriptions

MKT 357 Women in Management 3(3-0)
Examines women in management focusing on social phenomena shaping historical contributions and inequities facing women in the workplace today, specifically opportunities/challenges pursuing a management career. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

MKT 495 Global Management Strategy 3(3-0)
An integrative, cross-functional capstone course focusing on the process of strategic planning and management from the general management perspective, and on the domestic, multinational, and global dimensions. Primarily a case course. Prerequisites: 86 semester hours completed; completion of 300-level common body knowledge requirements in business; admission to Professional Business Studies; graduating seniors only. This course is approved for offering in a distance learning format.

MKT 533 Purchasing Strategy 3(3-0)
Strategic analysis and planning of purchasing and supplier-base development for both domestic and global competitive environments. Prerequisites: MKT 333 and admission to Professional Business Studies or listed on signed major or minor or permission of the MBA Director.

MKT 542 Inventory and Materials Management 3(3-0)
The study of the concepts, models and systems for material management and production planning. Prerequisites: MKT 303/MKT 303 or MGT 340; STA 282; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor or graduate standing.

MKT 543 Management and Control of Quality 3(3-0)
In-depth study of management and statistical techniques employed in the analysis, design and implementation of quality assurance and control systems in manufacturing and service organizations. Prerequisites: MKT 303/MKT 303 or MGT 340; STA 282 or STA 382; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor or graduate standing.

MKT 643 Human Resource Management 3(3-0)
Theories, systems, practices, problems, and solutions of human resource management in organizations. Credit cannot be earned in both MKT 633 and 643. This course is approved for offering in a distance learning format. Prerequisites: Admission to graduate program or permission of the Department Chairperson.

MGT 645 Personnel Compensation Practice and Process 3(3-0)
Practices and methods for developing and delivering employee compensation programs. Credit cannot be earned in both MGT 635 and MGT 645. This course is approved for offering in a distance learning format. Prerequisites: MGT 643, or 633; STA 282 or 382 or statistics competency; admission to graduate program.

MGT 646 Labor Relations Issues 3(3-0)
Exploration of the public sector, private sector, and international issues in labor relations. Credit cannot be earned in both MGT 636 and MGT 646. Prerequisite: MGT 632, admission to graduate program.

MGT 647 Employee Selection and Evaluation 3(3-0)
In-depth analysis of the functions of employee selection and performance appraisal in organizational settings, with emphasis on quantitative techniques. This course is approved for offering in a distance learning format. Credit cannot be earned in both MGT 647 and MGT 637. Prerequisites: STA 282 or 382 or statistics competency; MGT 320 or 633 or 643; admission to graduate program.

MGT 649 Seminar in Organizational Development 3(3-0)
Process, tool, and techniques of organizational change. Organization Development (OD) is the study of planned change in order to improve firms’ effectiveness and efficiency. This course is approved for offering in a distance learning format. Prerequisites: admission to MRA or permission of MBA director.

MGT 657 International Management 2(2-0)
From a contemporary perspective, the course deals with managing subsidiaries and affiliates in different country- and cultural-contexts. Credit cannot be earned in both MGT 657 and MGT 667. Prerequisites: admission to the MBA Program or permission of the MBA director.

MGT 667 International Business 3(3-0)
This course deals with operating subsidiaries and affiliates in different country- and cultural-contexts. Credit cannot be earned in both MGT 667 and MGT 657. Prerequisites: admission to graduate program.

MKT - Marketing

MKT 300 Introduction to Marketing 3(3-0)
A basic introduction to the marketing environment, the marketing mix, marketing management and the place of marketing in world society. This course may be offered in an online or hybrid format. Credit may not be earned in both MKT 300 and MKT 303; cannot be counted on any BSBA major including Marketing, Logistics Management, or Hospitality Services Administration. Prerequisite: 56 semester hours completed.

MKT 310 Marketing Communications 3(3-0)
An overview of advertising, personal selling and sales promotion, and other techniques that an organization would use to communicate with its target markets. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor. This course is approved for offering in a distance learning format.

MKT 555 Market and Sales Forecasting 3(3-0)
Develops familiarity with methods most commonly used in market and sales forecasting. Both qualitative and quantitative methods are included with emphasis on the latter. This course is approved for offering in a distance learning format. Prerequisites: one course in MKT; one course in statistics or MGT 450; admission to Professional Business Studies; 86 semester hours completed.

MKT 560 International Marketing 3(3-0)
Policies and practices employed in international business. Considers problems of international payments, trade and investment with special emphasis on integrating managerial dimensions with related economic principles. Prerequisites: MKT 300 or MKT 304; admission to Professional Business Studies; senior standing; 86 semester hours completed. This course is approved for offering in a distance learning format.

MKT 631 Lean Logistics Operations 3(3-0)
Understanding and applying lean principles to logistics operations by examining and improving the order fulfillment process including order, inventory, warehousing and transport operations. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of MBA director.

MKT 632 Integrated Logistics Strategy 3(3-0)
Current best practices and strategies for designing and managing integrated logistics systems. This course is approved for offering in a distance learning format. Prerequisites: Admission to the MBA program or permission of the MBA director.

MKT 633 Risk-based Logistics Networks 3(3-0)
Current best practices and strategies for assessing and designing risk-based logistics networks with emphasis on risk management including logistics network security and green initiatives. This course is approved for offering in a distance learning format.

MKT 698 The Logistics Project 4(4-0)
The capstone experience where skills and competencies are applied to actual logistics management problems. Students develop logistics solutions with the guidance of a faculty advisor. This course may be offered in an online or hybrid format. Prerequisites: Completion of two of the following: MKT 555, 631, 632, 633. Admission to the MBA program or permission of the MBA director.

MLE - Middle Level Education

MLE 570 Issues in Middle Level Education 1-3(Spec)
A focus on current issues in middle level education. Students will help select specific topics for in-depth study. Prerequisites: MLE 383 or 643.

MSA - Master of Science in Administration

MSA 501 Managing Change with Emotional Intelligence 3(3-0)
An examination of organizational leadership utilizing emotional intelligence as a foundation for managing change. This course is approved for offering in a distance learning format. Prerequisites: LDR 200 and 86 semester hours completed; or graduate standing.

MSA 502 Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)
Examines the process of preparing objectives, defining content, and selecting learning activities used by administrators to train, develop, and evaluate employees throughout the career continuum. This course may be offered in an online or hybrid format. Prerequisites: 86 semester hours completed or admission into a graduate program.

MSA 503 Gender and Generational Supervision 3(3-0)
The course analyzes how gender and generational differences manifest themselves in the workplace, and how to effectively work within and manage those differences. This course may be offered in an online or hybrid format. Prerequisites: 86 semester hours completed or admission into a graduate program.

MSA 504 Strategies and Proposals in Government Acquisitions 3(3-0)
A framework for formulating strategies used in federal acquisitions. Examines the request for proposal (RFP) process, and the preparation of proposals, reviews, and follow-up. This course may be offered in an online or hybrid format. Prerequisite: 86 semester hours completed or graduate standing.

MSA 510 Global Leadership Perspectives 3(3-0)
An examination of established and emerging perspectives on global leadership. The student will focus on geo-leadership models which impact administration across borders and cultures. This course may be offered in an online or hybrid format. Prerequisites: LDR 200 and 86 semester hours completed; or Graduate Standing.

MSA 540 Legal Considerations of Contract Administration 3(3-0)
Examines legal and regulatory aspects associated with federal acquisition and contracts including: standards of conduct, governmental liability, dispute processes, and administrative and judicial resolution methods. This course may be offered in an online or hybrid format. Prerequisite: 86 hours completed or graduate standing.

MSA 600 Foundations of Research Methods in Administration 3(3-0)
An introduction to research methods designed to build the skills and knowledge necessary to conduct and interpret primary research in the field of administration. This course may be offered in an online or hybrid format. Prerequisite: Statistics competency.
Course Descriptions

MSA 601 Organizational Dynamics and Human Behavior 3(3-0)
Students examine and apply organizational theories aimed at understanding and analyzing human behavior in complex organizations. This course may be offered in an online or hybrid format.

MSA 602 Financial Analysis, Planning and Control 3(3-0)
Study of financial forecasting, planning, and control techniques/methods emphasizing mechanisms used to determine the overall financial health of private, public and non-profit organizations. This course may be offered in an online or hybrid format. Prerequisites: Accounting competency.

MSA 603 Strategic Planning for the Administrator 3(3-0)
An examination of processes and approaches used by administrators to analyze internal and external environments to establish and accomplish long-term strategic organizational goals. This course may be offered in an online or hybrid format.

MSA 604 Administration, Globalization and Multiculturalism 3(3-0)
Focuses on theoretical and applied concepts and skills essential to successfully managing an environment of workplace diversity and multiculturalism within domestic and global organizations. This course may be offered in an online or hybrid format.

MSA 610 Environments in Administration 3(3-0)
Studies the impact of the economic, legal, political, technical, international, and social environments on administration. Presents the relevant concepts from these areas and analyzes their interrelationships. This course is approved for offering in a distance learning format.

MSA 611 Contract Administration 3(3-0)
Analysis of theories and applied concepts of federal and commercial contracts, planning contracts, budgeting and negotiating contracts and best practices in contracts. This course may be offered in an online or hybrid format.

MSA 612 Grants Fiscal Administration 3(3-0)
Study of and practical applications of grants accounting/financial-related tasks on federal, foundation, institutional and private awards. This course may be offered in an online or hybrid format. Prerequisites: MSA 602 or the permission of MSA Director.

MSA 613 Project Administration 3(3-0)
Intensive coverage of project administration and applications from concept through operations. Course focuses on planning, scheduling, controlling, economic analysis, evaluation/control and customer satisfaction. This course may be offered in an online or hybrid format.

MSA 614 Ethics in Research Administration 3(3-0)
Covers the ethical, legal, social issues and best practices involved in the administration of research projects and their applications in research. This course may be offered in an online or hybrid format.

MSA 617 Clinical Research Administration 3(3-0)
This course examines clinical research as science as well as the administration of clinical research processes and programs. Covers protocol, budgets, ethics and funding. This course may be offered in an online or hybrid format.

MSA 620 Effective Administration and Organizational Behavior 3(3-0)
To develop an understanding of human problems and processes which help or hinder successful task completion. To improve interpersonal and diagnostic skills as well as theoretical knowledge. This course is approved for offering in a distance learning format.

MSA 622 Research Facilities Administration and Cost 3(3-0)
Study of the planning, operation, and costs associated with managing physical plants specific to research facilities. This course may be offered in an online or hybrid format.

MSA 634 Managerial Accounting Concepts 3(3-0)
Study of how accounting information can be used in planning, coordinating, and controlling the activities of an organization. Prerequisite: Accounting competency. This course is approved for offering in a distance learning format.

MSA 635 Financial Management 3(3-0)
Study of financial management and financial management techniques for administrators of private and public organizations. Emphasis is on financial planning and control. Prerequisite: Accounting competency. This course is approved for offering in a distance learning format.

MSA 640 Quantitative Applications in Decision Making 3(3-0)
This course studies stochastic and quantitative analytical tools and concepts which can be used to make optimal decisions in the pursuit of such organizational goals as cost efficiency, service delivery, and profit. Concepts include probability theory, statistics, decision theory, inventory control, linear models, linear programming, network analysis, and simulation. Prerequisite: Statistics competency. This course is approved for offering in a distance learning format.

MSA 641 Historical and Cultural Perspectives on Philanthropy 3(3-0)
Explores the historical issues and values surrounding philanthropy and nonprofit organizations that shape contemporary formal study of philanthropy. Examines philanthropy across geographic and cultural perspectives. This course may be offered in an online or hybrid format.

MSA 642 Principles, Theory and Ethical Practices in Fundraising and Grant Making 3(3-0)
Focuses on principles, theory, and ethics in fundraising. Examines values, ethical issues raised in philanthropy and the role of boards of trustees. This course may be offered in an online or hybrid format.

MSA 643 Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)
Focuses on the development of fundraising skills and techniques to build annual giving and major gift programs, assess capital campaign readiness, and implement capital campaigns. This course may be offered in an online or hybrid format.

MSA 644 Philanthropy: The Role of Foundations, Non Profit Organizations in Society 3(3-0)
This course covers theories of philanthropy and the role of nonprofit organizations in society to clarify the meaning of philanthropy. This course may be offered in an online or hybrid format.

MSA 650 Organization Theory: Strategy and Structure 3(3-0)
A systems approach to studying the design and administration of complex organizations. Diverse organizational settings require the capacity to develop appropriate decision making and planning strategies to produce the desired organizational goals, given the organization's environment. This course is approved for offering in a distance learning format.

MSA 660 Marketing Administration 3(3-0)
This course is concerned with the application of appropriate marketing concepts and techniques to the private sector business and nonprofit organizations' marketing and communication activities. This course is approved for offering in a distance learning format.

MSA 675 Strategic Policy Administration 3(3-0)
Applies decision-making models for policy analysis and implementation in the private and public sector environments. A case study course covering organizational analysis and operational programming. Prerequisite: Minimum of 9 semester credit hours of MSA core courses, including MSA 634 or MSA 635. This course is approved for offering in a distance learning format.

MSA 685 Integrative Analysis of Administration 3(Spec)
MSA 685 builds upon the information and skills learned in the core and concentration course work, and the student's employment experiences. The course trains the student in application of administrative theory and research to practical issues and problems found in occupational situations. In these senses of joining theory, research and practice with the practical world day, the course is truly integrative of the student's knowledge, skills, and professional life. This course is approved for offering in a distance learning format. Prerequisites: MSA 600, MSA 602 or MSA 634 or MSA 635, MSA 640 all with a grade of C or better; 21 hours of graduate credit.

MSA 699 Applied Research Project in Administration 3(Spec)
Research project on a practical organizational administrative issue and/or problem integrating theoretical, methodological, and applied knowledge from core and concentration coursework with student's professional experience. This course is approved for offering in a distance learning format. Prerequisites: MSA 600, MSA 602 or MSA 634 or MSA 635; MSA 603 or MSA 640 all with a grade of C or better; 24 hours of graduate credit.

MTH - Mathematics

MTH 105 Intermediate Algebra 3(3-0)
Rational and radical expressions and equations, integer and rational exponents, functions, graphs, systems of equations and inequalities, quadratic equations. Successful completion of this course satisfies the University Mathematics Competency requirement. This course may be offered in an online or hybrid format. Prerequisite: Placement or successful completion of MTH 101.

MTH 107 College Algebra 3(3-0)
Complex numbers, introduction to functions, zeros, graphing, linear functions, quadratic functions, intersections of graphs, interpreting graphs, inequalities, polynomial and rational functions, algebra of functions. Course does not count toward a major, minor in mathematics except for students pursuing a B.S. in Ed., Elementary Education. Recommended: Successful completion of MTH 105.

MTH 109 Plane Trigonometry 3(3-0)
Solutions of triangles, trigonometric equations, and identities. No credit in MTH 109 after credit earned in MTH 130. Course does not count toward a major, minor in mathematics except for students pursuing a B.S. in Ed., Elementary Emphasis. This course may be offered in an online or hybrid format. Recommended: one and one-half years of high school algebra; or successful completion of MTH 107 and one year of high school geometry.

MTH 113 Mathematics: A Modeling Approach 3(3-0)
The role of mathematics in modeling real world phenomena is explored. Such mathematical areas as graph theory, linear programming, probability theory, and difference equations are developed as solution techniques for concrete problems from many disciplines. Recommended: Two years of high school mathematics or equivalent. (University Program Group II-B: Quantitative and Mathematical Sciences)

MTH 130 Pre-Calculus Mathematics 4(4-0)
Sets, mathematical induction, functions, relations, theory of equations, analytic geometry. This course is approved for offering in a distance learning format. Recommended: MTH 107, 109.
MTH 132 Calculus 1 (4-4-0)
Limits, continuity, interpretations of the derivative, differentiation of elementary functions, applications of derivatives, antiderivatives, Riemann sums, definite integrals, fundamental theorem of calculus. This course may be offered in an online or hybrid format. Recommended: MTH 107, 109, or MTH 130. (University Program Group II-B: Quantitative and Mathematical Sciences)

MTH 151 Mathematics for Elementary Teachers I 3(3-0)
Mathematical background for elementary teachers. Sets, numeration systems, operations with natural numbers, rational numbers, elementary number theory. Admission limited to students pursuing a B.S. in Ed. Elementary Emphasis. Prerequisites: EDU 107 and one of: MTH 105, 107, 109, 130, 132.

MTH 152 Mathematics for Elementary Teachers II 3(3-0)
Continuation of MTH 151. Decimals, percent, ratio/proportion, geometry (concepts and measurement), probability, statistics. Prerequisites: MTH 151 with a grade of C or better; one of: MTH 105, 107, 109, 130, 132.

MTH 175 Discrete Mathematics 3(3-0)
Topics in discrete mathematics including sequences, graphs, mathematical induction, recursion, number theory, combinatorial counting, difference equations, algorithms, and Boolean Algebra. No credit in MTH 175 after credit in MTH 375 or MTH 332. Prerequisite: MTH 130 or 132 or 133.

MTH 595 Special Topics in Mathematics Education 1-6(Spec)
Subject matter not included in regular mathematics education course. May be taken for credit more than once. Total credit for this course may not exceed 12 hours. Specific topics and pre/co-requisites will be announced in Course Search and Registration. May not be counted toward a major or minor in mathematics except for students pursuing a B.S. in Ed. degree. Pre/co-requisites: See Course Search and Registration.

MUS - Music

MUS 110 Music in Society 3(3-0)
An intercultural and interdisciplinary exploration of the elements of music. This course may be offered in an online or hybrid format. (Not open to music majors.) (University Program Group I-B: The Arts)

MUS 213 Jazz: An American Art Form 3(3-0)
A music literature course reviewing important trends and styles in the history of jazz. Open to all students. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. (University Program Group I-B: The Arts)

MUS 330 Music for Elementary Classroom Teachers 2(2-0)
Fundamentals and methods of teaching music for elementary classroom teachers. Prerequisite: Admission to Teacher Education.

MUS 715 Rock ‘n’ Roll Seminar 3(3-0)
Traces the roots of rock, surveys the various types of rock, and provides in-depth analysis of the music. This course may be offered in an online or hybrid format. Prerequisite: admission to graduate music program (music major status not required).

PED - Sports Instructional Program (Activity)
Note: a minimum of 6 hours of PED and/or RLA courses may be applied toward the requirements for graduation.

PES - Physical Education and Professional

PES 310 Physical Education for the Classroom Teacher 2(Spec)
An introduction to elementary physical education methods and materials. This course integrates the concepts of motor skill development, physical fitness, and human wellness. Prerequisite: EDU 107.

PES 550 Sport Fundraising 3(3-0)
Provides theoretical and practical applications of fundraising in the sport industry. This course may be offered in an online or hybrid format. Prerequisites: Minimum 86 credit hours (senior status); or graduate status.

PES 602 Sport Event Management: Theory & Application 3(Spec)
An introduction to the theoretical basis of sport management combined with supervised experiences in sport event management. This course may be offered in an online or hybrid format. Credit may not be earned in both PES 602 and PES 690.

PES 603 Administration of Sport 3(3-0)
A study of administrative techniques and administrative problems related to sport. This course may be offered in an online or hybrid format.

PES 625 Facilities for Sport and Physical Education 3(3-0)
Basic planning principles from which guidelines to planning sport & physical education facilities can be established. This course may be offered in an online or hybrid format.

PES 640 Sport and the Law 3(3-0)
The Sport Law course is designed to provide the entering professional with a practical and theoretical application of U.S. law to the sport industry. This course may be offered in an online or hybrid format. Prerequisite: PES 670 or HSC 670.

PES 645 Financial Management of Sport 3(3-0)
Application of the fundamental concepts and theories of finance to the field of sport management. This course may be offered in online or hybrid format.

PES 650 Sport Marketing 3(3-0)
Provides a practical and theoretical application of marketing science to all realms of the sport industry. This course may be offered in an online or hybrid format.

PES 670 Research Methods for Physical Education and Sport, Health and Recreation 3(3-0)
Basic research methods and techniques essential in performing and interpreting scientific studies. Recommended: 6 hours of graduate course work completed prior to enrollment, identical to HSC 670. Credit may not be earned in more than one of these courses.

PES 672 Statistics for Physical Education and Sport, Health and Recreation 3(3-0)
Basic descriptive and inferential statistical concepts and techniques commonly encountered in professional, social, and economic issues and models of teaching and research. This course may be offered in online or hybrid format.

PES 691 Independent Study 3(Spec)
A topic is selected, researched and a scholarly paper prepared in consultation with an advisor. CR/NC only. Prerequisite: PES 670.

PES 698 Thesis 1-6(Spec)
The student develops and completes a research study in a specific area of physical education. CR/NC only. Prerequisite: PES 670 or PES 672. 2 hours may be taken concurrently with PES 670.

PES 699 Sport Management Internship 3-6(Spec)
A capstone experience applying theoretical and practical knowledge in a sport management setting. Prerequisite: Completion of all required and elective courses, except PES 691/698; 3.0 overall GPA or higher; significant progress toward Plan B paper or thesis; and permission of the academic advisor and the sport management internship supervisor.

PHL - Philosophy

PHL 140 Introduction to Logic 3(3-0)
A study of modern formal logic, with emphasis on the development of general procedures for deciding whether any argument is correct. This course may be offered in an online or hybrid format. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHL 318 Business Ethics 3(3-0)
Application of ethical principles to such business issues as fair competition, employee obligations, and business responsibilities to stockholders, customers, employees, community, and society. This course is approved for offering in a distance learning format.

PHL 325 Philosophy of Mind 3(3-0)
An attempt to explain the nature of the mind. By examining historical and contemporary philosophical works on the mind-body problem and related topics. Recommended: Any PHL course. (University Program Group I-A: Human Events and Ideas)

PHL 345 The Civil Rights Movement 3(3-0)
Examines the civil rights movement from 1954 to 1980s; based on PBS series: Eyes on the Prize. Identical to PSC 325, REL 345, SOC 345. Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, LAR 145, PSC 100, PSC 105, PSC 125, REL 140, SOC 100. (University Program Group IV-C: Studies in Racism and Diversity in the United States)

PHL 518 Professional Ethics 3(3-0)
An examination of the theories and methods used in ethical decision-making: with application to common issues in law, journalism, technology, research, education, and the health professions. This course may be offered in an online or hybrid format. Prerequisite: junior status.

PHS - Physical Science

PHS 151 Introductory Physical Science 3(2-2)
Introduction to the concepts and methods of physical science. Focusing on the physical science of solid matter, students are encouraged to draw conclusions from desk-top experiments. Recommended for prospective elementary, special education, and middle school teachers. Satisfies University Program Group II laboratory requirement. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHS 251 Introductory Physical Science 3(2-2)
Continuation of PHS 151. The physical science of solid matter with emphasis on models of atoms and molecules. Prerequisite: PHS 151.

PHS 351 Physical Science for the Elementary Grades 3(2-2)
For teachers of grades one to six and junior high school general science teachers. Prerequisite: PHS 251.

PHS 452 Physical Science for the Middle Grades 3(2-2)
Physical Science using investigative/labatory approach. Structured to give additional depth in subject matter used in middle school: motion, matter, energy, astronomy, electricity, nuclear energy. Prerequisites: PHY 131; CHM 132.
PHY - Physics

PHY 100 Conceptual Physics 3(3-0)
An exploration of physics concepts, their social and philosophical implications, and the utility and limitations of physics for solution of problems in the modern world. The mathematical level will be that of beginning high school algebra. Not intended for potential science majors. This course may be offered in an online or hybrid format. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHY 130QR College Physics 14(4-0)
Mechanics, heat, kinetic theory, and sound. The mathematics used is algebra and trigonometry. The sequences PHY 130-131, PHY 170-171 satisfy minimum requirements for medical and dental schools. Quantitative Reasoning. Recommended: MTH 106. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHY 131 College Physics II 4(4-0)
A continuation of PHY 130 that covers the topics of electricity, magnetism, optics and modern physics. Prerequisite: PHY 130.

PHY 145QR University Physics I 4(4-0)

PHY 146 University Physics II 4(4-0)
Temperature and thermodynamics, electromagnetic interaction, electrical circuits, electromagnetic radiation, and optics. Not open to those with credit in PHY 131. Prerequisite: PHY 145. Pre/Co-requisite: MTH 133.

PHY 170 College Physics Laboratory I 1(0-2)
Temperature and thermodynamics, electromagnetic interaction, electrical circuits, electromagnetic radiation, and optics. Not open to those with credit in PHY 131. Prerequisite: PHY 145. Pre/Co-requisite: MTH 133.

PHY 171 College Physics Laboratory II 1(0-2)

PSC - Political Science

PSC 100 Introduction to Political Science 3(3-0)
An introduction to the historical and theoretical concepts and subject matter of political science, required for all political science majors and minors. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

PSC 105 Introduction to American Government and Politics 3(3-0)
Examines the formal institutions of government and how politics actually works in the United States: civil rights, civil liberties, elections, media, interest groups and more. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

PSC 150 Introduction to International Relations 3(3-0)
Introduction to theoretical tools used in the field of international relations. May be offered as Writing Intensive. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

PSC 180QR Polls, Politics and Policy 3(3-0)
Introduction to quantitative reasoning to provide students with the skills necessary to interpret and critically assess the validity and reliability of political data. This course may be offered in an online or hybrid format. Quantitative Reasoning.

PSC 210 Introduction to Public Administration 3(3-0)
Provides a broad understanding of basic concepts and principles of public administration, including the role, structure, and functions of public agencies and how they operate. This course may be offered in an online or hybrid format.

PSC 275 Great Political Thinkers 3(3-0)
Discussion of vital issues in the history of Western political thought, such as freedom, justice, equality, and power. Authors include Plato, Aristotle, Machiavelli, Marx. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

PSC 280 Introduction to Empirical Methods of Political Research 3(3-0)
Empirical political research techniques including the scientific method, measurement, descriptive and inferential statistics, literature reviews, data collection, computer assisted data analysis, and research reporting. This course is approved for offering in a distance learning format. Prerequisites: PSC 100 or PSC 105; one other political science course.

PSC 313 Public Budgeting Processes 3(3-0)
Study of the creation and administrative management of public budgets. Emphasizes processes of budget preparation, adoption, administration and evaluation at various levels of government. This course may be offered in an online or hybrid format. Prerequisite: PSC 210.

PSC 320 The American Legislative Process 3(3-0)
Analysis of the legislative process, studying formal and informal devices used by legislative bodies in determining policy. Primary emphasis is on the United States Congress. This course may be offered in an online or hybrid delivery format. Prerequisites: PSC 105.

PSC 321 The American Chief Executive 3(3-0)
Development of the executive office of the United States, with emphasis on the Presidency. This course has been approved for offering in a distance learning format.

PSC 326 Women and Politics 3(3-0)
This course will look primarily at empirical studies of women’s role in politics in the U.S. but also in other contexts. Identical to WST 326. Credit may not be earned in more than one of these courses.

PSC 344 East Asian Political Systems and Processes 3(3-0)
Emphasis on selected states in East Asia. East Asia consists of China, Japan, and Korea. This course may be offered in an online or hybrid format. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

PSC 345 Middle Eastern Political Systems 3(3-0)
Comparative analysis of the politics of selected Middle Eastern states, including Egypt, Iraq, Saudi Arabia, Algeria, Jordan, Morocco, Iran, Israel and Turkey. This course is approved for offering in a distance learning format.

PSC 371 American Political Thought 3(3-0)
Selective survey of dominant trends in American political thought from the revolutionary era to the present. This course may be offered in an online or hybrid format. Prerequisite: PSC 210.

PSC 411 Public Sector Human Resources 3(3-0)
Study of the policies, strategies, and legal processes that define human resources management in public and nonprofit organizations. This course may be offered in an online and hybrid format. Prerequisite: PSC 210.

PSC 514 American Public Policy Making 3(3-0)
This course serves to integrate political institutions and levels of government in terms of policy development and implementation. Prerequisites: PSC 105 or graduate standing. This course is approved for offering in a distance learning format.

PSC 515 Comparative Public Policy 3(3-0)
Techniques of cross-national and other comparative policy analysis applied to social and economic policies of industrialized nations, especially Western Europe. This course may be offered in an online or hybrid format. May be offered as Writing Intensive.

PSC 522 Regulatory Processes and Administrative Law 3(3-0)
Survey of the principles of administrative law and the politics of the U.S. regulatory processes. This course is approved for offering in a distance learning format.

PSC 551 Seminar in International Relations 3(3-0)
Significant aspects of international relations on the basis of timeliness and importance. This course is approved for offering in a distance learning format.

PSC 555 International Law 3(3-0)
Processes of international law; role in international relations and organizations; effects on individual rights in peacetime through cases, treaties, customs, and legal rules. This course is approved for offering in a distance learning format.

PSC 566 Intergovernmental Relations in the United States 3(3-0)
An analysis of the administrative and fiscal relationships between the national, state, and local governments, with emphasis on grants-in-aid and revenue sharing.

PSC 610 Foundations of Public Administration 3(3-0)
Overview of major themes of modern public administration, including administrative theories and processes, democratic environments, administrative functions and activities, and analytical tools and techniques.

PSC 711 Public Personnel Administration Practice 3(3-0)
Emphasizes skill development in selected areas of public personnel administration, including: personnel evaluation, collective bargaining, affirmative action, and human resource planning and development. This course is approved for offering in a distance learning format.

PSC 713 Public Budgeting and Finance 3(3-0)
Advanced study of public budgets and processes. Emphasizes the political nature of budget preparation, adoption, administration and evaluation at various levels of government.

PSC 714 Program Analysis and Evaluation 3(3-0)
Methodology of analyzing and evaluating public programs. Design and use of quantitative and qualitative techniques for predicting and measuring performance.

PSC 770 Justice, Freedom, Equality: Essential Political Ideas 3(3-0)
The history of political ideas in the Western world, with a focus on justice, freedom, and equality. Authors include Plato, Aristotle, Machiavelli, Locke, and Marx. This course may be offered in an online or hybrid format.

PSC 774 Strategic Planning for Public/Non-Profit Organizations 3(3-0)
Study of strategic planning process and documents in public and non-profit organizations. Develop and critique strategic plans, goals, and information processes. Recommended: PSC 713 or PSC 714.

PSC 775 Organization Theory and Behavior 3(3-0)
The study of the appropriate design structures for administering complex organizations in the public sector with an emphasis on management, decision-making, and planning.

PSC 780 Public Sector Research Methods 3(3-0)
Exploration of research methods used in governmental and public sector organizations.
PSY 785 Strategic Leadership 3(3-0)
Study of leadership within public and not-for-profit organizations. Examines leadership theories, analyzes case studies involving leaders, and explores leading organizational change. This course may be offered in an online or hybrid format.

PSY 795 Internship in Public Administration 1-6(Spec)
An integrative learning experience where students apply textbook knowledge to public administration and public affairs work experience. CR/NC only. Prerequisite: permission of instructor.

PSY 796 Applied Research in Public Administration 3(3-0)
Work experience in administration in a public agency is utilized in the course for an applied research project to integrate the practical and theoretical contributions.

PSY - Psychology
PSY 100 Introduction to Psychology 3(3-0)
Survey of concepts, methods, and fields of psychology. This course may be offered in an online or hybrid format. (University Program Group III-A: Behavioral Sciences)

PSY 211QR Introduction to Psychological Statistics 3(3-0)
Basic descriptive and inferential statistics are considered, including measures of central tendency and variability, the normal distribution, the t-test, ANOVA, correlation, and chi-square. This course may be offered in an online or hybrid format. Quantitative Reasoning. Prerequisites: PSY 100 and completion of Mathematics Competency.

PSY 220 Developmental Psychology 3(3-0)
Research-based findings on the development of human behavior from conception through late adulthood. This course may be offered in an online or hybrid format. Prerequisite: PSY 100.

PSY 250 Abnormal Psychology 3(3-0)
Nature, causes, and treatment of mental disorders. This course may be offered in an online or hybrid format. Prerequisite: PSY 100.

PSY 285 Research Methods 3(3-0)
An introduction to the various research methodologies in psychology. This course may be offered in an online or hybrid format. Prerequisites: PSY 100; PSY 211 or BIO 500 or HSC 544 with a grade of C or better.

PSY 301 Sports Psychology 3(3-0)
The relationship between psychology and sport from the perspective of theory, research, and practice. Topics include personality, cognition, motivation-emotion, social processes, and youth sport. This course may be offered in an online or hybrid format. Prerequisite: PSY 100.

PSY 310 Psychological Testing 3(3-0)
Theory and foundations of testing with some emphasis on the interpretation of test results. Examination of a variety of different tests. This course may be offered in an online or hybrid format. Prerequisite: PSY 100.

PSY 324 Childhood and Adolescence 3(3-0)
Psychological development from childhood through the college years. Main topics are personality, social, and cognitive development. This course may be offered in an online or hybrid format. Prerequisite: PSY 220 or HFD 100 or EDU 280.

PSY 325 Psychology of Aging 3(3-0)
Empirical approach to understanding changes and continuities in physiological, cognitive, perceptual, behavioral, and social functioning in later life. Prerequisites: PSY 220 or signed Gerontology Minor.

PSY 330 Social Psychology 3(3-0)
Empirical approach to understanding individual social behavior. Deals with the person and the social environment with a focus in attitudes, interpersonal behavior, and group processes. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 334 Psychology of Women 3(3-0)
Explores psychological issues pertaining specifically to women in the following areas: affective and cognitive functioning, personality theories, adult role behaviors, sexuality and physical and mental health. Identical to WST 334. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format.

PSY 336 Industrial/Organizational Psychology 3(3-0)
The psychology of work and organizations. Introduction to the use and application of psychology in the workplace. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 340 Studies in Personality 3(3-0)
A survey of the major theories and principles that are used to describe/explain the individual. The primary focus will be on evaluating and testing theories via research findings. This course may be offered in an online or hybrid format. Prerequisite: PSY 100.

PSY 350 Clinical Interviewing and Counseling 3(3-0)
Theory and practice of psychological interviewing and counseling. Recommended: PSY 220, PSY 250. Prerequisites: PSY 100.

PSY 379 Health Psychology 3(3-0)
Study of the relationship between psychological variables and health, including physiological factors, psychological influences affecting health, behavior and chronic disease, psychology's contribution to health promotion. This course may be offered in an online or hybrid format. Prerequisite: PSY 100. Recommended: HSC 106.

PSY 383 Learning and Memory 3(3-0)
Introduction to the major theoretical-empirical views that characterize the area of learning and memory. This course may be offered in an online or hybrid format. Prerequisite: PSY 100.

PSY 385 Applications of Research Methods 3(3-0)
Second course in psychological research methodology. Students design, execute, interpret, and report psychological research. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisites: PSY 285 with a grade of C or better; ENG 201.

PSY 387 Behavioral Neuroscience 3(3-0)
Overview of the neurobiological processes underlying organismic behavior. Surveys neurobiological explanations of sensation, movement, motivation, emotion, sleep, learning, neurological disorders, recovery mechanisms. This course may be offered in an online or hybrid format. Prerequisites: One of the following: PSY 100, BIO 101, BIO 105, BIO 110, BIO 151, HSC 211.

PSY 459 Stress 3(3-0)
Deals with stress and how to measure it, evaluates evidence about causes/correlates of stress, and introduces strategies to deal with stress. This course is approved for offering in a distance learning format. Prerequisites: PSY 100.

REL - Religion
REL 101 World Religions: An Introduction to the Study of Religion 3(3-0)
Basic forms of religious thought, practice, and expression studies as a component of human life; includes a survey of major religious traditions. This course is approved for offering in an online or hybrid delivery format. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

REL 313 Christianity 3(3-0)
Development of the Christian religious tradition from Jesus of Nazareth to its major contemporary branches: Orthodox, Roman Catholicism, and Protestantism. (University Program Group I-A: Human Events and Ideas)

REL 320 The Buddhist Tradition 3(3-0)
The general nature of the Buddhist tradition, with attention to particular developments within it (e.g., tantra, Zen). Primarily examines Buddhism's role in selected Asian cultures. This course may be offered in an online or hybrid format. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

REL 334 Death and Dying 3(3-0)
Religious and cultural explanations of death and responses to dying, death and mourning; religious, ethical, biomedical ethical and legal issues, e.g., health care, suicide, abortion, euthanasia. This course may be offered in an online or hybrid delivery format. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

RLA - Recreation and Leisure Activities
RPL 318 Field Course in Recreation Specialization 1-15(Spec)
Supervised practical, field work experience within a leisure services organization.

RPL 321 International Practicum in Leisure Services 1-30(Spec)
In-depth, practical field experience for international students with a leisure or recreation agency.

RPL 511 Liability and Risk Management in Leisure Services 3(3-0)
Situational analysis of the legal systems impacting the delivery of recreation and leisure services. Emphasis on applied legal understanding and loss control strategies. This course may be offered in an online or hybrid format. Prerequisite: 6 credits in RPL or signed Event Management Minor; or Graduate Status.

RPL 521 Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)
Processes and applied skills for fund development and grant writing for public and nonprofit organizations. This course may be offered in an online or hybrid format. Pre/co-requirements: RPL 405 or 508 or senior or graduate status.

RPL 545 Marketing of Leisure Services 3(3-0)
Provides a basis for applying marketing principles and techniques to the provision of leisure service experiences. This course is approved for offering in a distance learning format. Prerequisites: 6 credits in RPL or signed Event Management minor or graduate status.

RPL 611 Evaluation in Recreation and Leisure Services 3(3-0)
A study of evaluation and its application to the field of recreation and leisure services. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MSA program.

RPL 618 Issues in Leisure 3(3-0)
Theories of leisure behavior and current issues and trends in leisure. Topics discussed are dependent upon interests of students enrolled in class. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MSA program.
Course Descriptions

RPL 640 Recreation Program and Event Administration 3(3-0)
Principles and procedures in the conceptualization, planning, administration, operations, and evaluation of recreation programs and special events. This course may be offered in a hybrid or online format. Prerequisite: Admission to the MSA program.

SCI - Sciences
SCI 410 Teaching Integrated Science K-8 3(3-0)
Development of teaching methods and laboratory skills necessary for teaching science in grades K-8. Prerequisites: BIO 101; CHM 120; PHS 151; GEL 130; GEO 105 or 201; EDU 345; admission to the Teacher Education Program.

SOC - Sociology
SOC 100 Introductory Sociology 3(3-0)
Systematic introduction to the field of sociology, its theories, concepts, and methods. Explores social relationships within the context of social structure. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

SOC 201 Social Psychology 3(3-0)
Examines the links between social structure and self. Substantive topics may include: agency, emotions, socialization, attitudes, gender, inequality, deviance, conflict, and social change. (University Program Group III-B: Behavioral Sciences)

SOC 221 Social Problems 3(3-0)
Explores the nature and extent of major social problems. Examines structural, institutional, constructionist and narrative elements, and encourages critical engagement with types of proposed solutions. (University Program Group III-B: Studies in Social Structures)

SOC 223 Urban Structures and Change 3(3-0)
Culture and social system of the city. Demographic structures, patterns of conflict and cooperation, and problems peculiar to urban social organization. May be offered as Writing Intensive. Prerequisite: SOC 100 or 221.

SOC 311 Sociology of Education 3(3-0)
Contributions of sociology to an understanding of education as a social process. Prerequisite: SOC 100 or SOC 201 or SOC 221.

SOC 323 Racism and Inequality 3(3-0)
Relations among dominant and subordinate groups focusing on racism as structural inequality. This course may be offered in an online or hybrid format. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

SOC 411 The Family 3(3-0)
Family as a contested social institution embedded in changing social and cultural contexts. Explores kinship systems, family diversity, social organization, social conflict, family policy, and change. Prerequisites: SOC 100 or 201 or 221.

SOC 512 Industrial Sociology 3(3-0)
Characteristics of industrial societies. Relationship of the organization of industrial work to that of nonwork culture, institutions, and roles. Prerequisites: SOC 300 or both SOC 200 and 350; SOC 301; or regular admission to the Sociology Graduate Program.

SPE - Special Education
SPE 504 Teaching Students in Inclusive Settings 3(3-0)
Theory and practice of the instruction of students who have disabilities in general education settings. This course is approved for offering in a distance learning format. Prerequisite: Junior standing or graduate status.

SPE 531 Autism Spectrum Disorder: Educational Implications 3(3-0)
Presentation of special techniques and materials used in best practice instruction of students with autism spectrum disorders. This course may be offered in an online or hybrid format. Prerequisites: SPE 530 and senior or graduate status.

SPE 550 Teaching Culturally Diverse Students 3(3-0)
Survey of sociocultural influences on the performance of students from varying backgrounds, and educational provisions made for them in public schools including an anti-bias curriculum. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

SPE 577 Introduction to Specific Learning Disability 3(3-0)
Systematic introduction to the identification, diagnosis and remediation of specific learning disabilities. This course is approved for offering in a distance learning format. Prerequisite: Junior standing or graduate status.

SPE 585 Early Childhood Special Education 3(3-0)
Current issues in early childhood special education aligned with developmentally appropriate practices, working with families, professionals, and curriculum focused on children birth to eight. This course may be offered in an online or hybrid format. Prerequisites: HFD 100 or EDU 280; or junior standing; or graduate status.

SPE 685 Innovative Cognitive Techniques in Special Education 3(3-0)
A study of instructional techniques which have been shown to effective in enhancing the cognitive skills of special education students. Prerequisites: SPE 577, PST 667, SPE 675.

SPN - Spanish
SPN 101 Elementary Spanish I 4(4-0)
Designed for students who have had no Spanish. Basic language skills. Introduction to the culture of the Spanish-speaking countries. Students who have previous preparation in Spanish are required to take a placement exam at www.chsbs.cmich.edu/llls using the password chipewyas1. Students who have had more than two years of high school Spanish may enroll only with permission of instructor. May be offered in an online or hybrid format. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

SPN 102 Elementary Spanish II 4(4-0)
Designed for students who have had Spanish 101 or the equivalent. Basic language skills. Introduction to the culture of the Spanish-speaking countries. Students who have previous preparation in Spanish are required to take a placement exam at www.chsbs.cmich.edu/llls using the password chipewyas1. Students who have had more than two years of high school Spanish may enroll only with permission of instructor. This course may be offered in an online or hybrid format. Recommended: SPN 101. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

STA - Statistics
STA 282QR Introduction to Statistics 3(3-0)
Descriptive statistics, probability, sampling distributions, statistical inference, regression. Course does not count on major, minor in mathematics. Credit may not be earned in more than one of these courses: STA 282, STA 382, STA 392. Quantitative Reasoning. This course may be offered in an online or hybrid format. Recommended: MTH 105 or competency.

STA 575 Statistical Programming for Data Management and Analysis 3(3-0)
Introduction to statistical programming for managing and analyzing data, including programming logic, data manipulation, missing data handling, basic techniques for analyzing data and creating reports. This course may be offered in an online or hybrid format. Prerequisites: STA 282 or 382 or 392; or graduate standing.

STA 580 Applied Statistical Methods I 3(3-0)
Applications of statistical analysis methods including the usage of computer software packages. Topics include simple and multiple regression, diagnostics, forecasting, and analysis of variance. This course may be offered in an online or hybrid format. Prerequisites: STA 282 or 382 or 392; or graduate standing.

SWK - Social Work
SWK 100 Introduction to Social Work 3(3-0)
Principles and values of social work, community resources and social service agencies, helping methods, and the role of the professional social worker. This course may be offered in an online or hybrid format.

SWK 270 Introduction to Community Development 3(3-0)
Theoretical and practical overview of community development as a core social work competency, focusing on critical issues confronting communities in the 21st century. May be offered in an online or hybrid format.

SWK 490 Community Development: A Critical Approach 3(3-0)
Integrative capstone experience that synthesizes knowledge, skills, and applications in community development and community-based social work in an applied agency project proposal. May be offered in an online or hybrid format. Pre: Co-requisite: SWK 470 (for Social Work students) or Prerequisite: 86 semester hours and signed major in Bachelor of Science degree with an option in Community Development.

TAI - Theatre and Interpretation
TAI 170 Oral Interpretation of Literature 3(3-0)
General education approach to the art of oral interpretation as a dynamic means of analyzing and experiencing literature while communicating it with others. (University Program Group I-B: The Arts)

TAI 302 Voice and Diction 3(3-0)
Theory and practice of principles necessary for improving the speaking voice. Primary emphasis on individual speech improvement.

TAI 373 Oral Interpretation for Children 3(3-0)
General education approach to the art of oral interpretation as a dynamic means of experiencing literature for children and communicating it to children.

TAI 585 Creative Dramatics 3(2-2)
Techniques of guiding children through original dramatizations. Primarily for the classroom teacher.

UNV - Prior Learning
UNV 297 Prior Learning 1-60(Spec)
UNV 497 Prior Learning 1-60(Spec)
UNV 697 Prior Learning 1-10(Spec)
This publication presents the Code of Student Rights, Responsibilities and Disciplinary Procedures at Central Michigan University. It establishes the procedures followed and outlines the possible consequences for students found in violation of the "Code of Conduct." The disciplinary procedures outlined in this document do not replace or substitute for filing charges through law enforcement agencies if it is determined that such action is appropriate.

This document originally was formally adopted by the Board of Trustees for Central Michigan University on December 16, 1972. Since that time, it has been periodically reviewed and revised as needs changed. This revision was approved by the President and the Board of Trustees on June 24, 2014 and amended by the President on December 12, 2014 and March 16, 2015.

The President is responsible for promulgating rules and regulations pertaining to student rights and responsibilities, including regulations governing student organizations, in keeping with the policies and goals established by the Board of Trustees. In fulfilling this responsibility, the President is obligated to assure the right of due process for students.

The President has designated the Associate Vice President for Student Affairs as the person charged with the administration of student discipline. The Associate Vice President for Student Affairs appoints Conduct Proceedings Officers to answer questions concerning the rights and responsibilities of students, to receive complaints as they are reported, and to follow through with discipline cases to their resolution.

Student Affairs Office
March 16, 2015

1. Preamble
The students, faculty, and staff of Central Michigan University constitute an academic community that is committed to the preservation, communication, and discovery of knowledge, and to the active pursuit of truth. Consistent with this purpose, the university recognizes its obligation to afford each student the opportunity to develop his or her educational potential while retaining free exercise of rights and freedoms as a citizen. Such opportunity should be limited only by the necessity of insuring equality of opportunity to all students, and by the corollary requirement of orderly operation of the educational processes. Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the university’s function as an educational institution. As guides for individual and group actions within this community, the university affirms the following general principles of conduct. These principles serve as the basis for regulations concerning student conduct.

1.1 The community requires a system of order supportive of the educational process that is the purpose of the university. Primary responsibility for preserving the system of order rests upon the individuals making up the community. Each individual must accept responsibility for his or her own actions and values and for recognizing that such actions and values affect the whole community. Implicit in the community’s recognition of the rights of the individual is an obligation on the part of the individual to accept responsibilities toward the community.

1.2 Even though there is a diversity of opinion regarding many ethical and moral standards, each person should endeavor to maintain self conduct in a manner consistent with respect for others and thoughtful consideration for the needs of society. In social relationships generally, including relations involving the civil, property, and personal rights of others, each individual has an obligation to act in a manner consistent with these fundamental values.

1.3 The educational function depends upon honesty, integrity, and respect for truth. Any action not consistent with these principles is unacceptable.

1.4 As part of the democratic tradition, members of the community should be free to study and act upon social issues, including issues affecting the university. Each person ought to learn and practice the art of thoughtfully examining controversial issues, expressing views individually and as a group member responsibly, and in a manner that is consistent with the educational purpose of the university.

1.5 The university community recognizes the need for the development of personal ethics and philosophies. The members of this community should be committed to broad personal growth and development in society, realizing that each individual has both the freedom and obligation to make ethical choices and to accept the attendant responsibilities.

2. Student Rights
Free inquiry and free expression are essential attributes of a community of scholars. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus generally, and in the community at large. The responsibility to secure and respect general conditions conducive to the freedom to learn is shared by all members of the university community. Students should strive to develop the capacity for critical judgment and the ability to engage in a sustained and independent search for truth, while endeavoring to exercise their freedom with maturity and responsibility. As students undertake to fulfill the obligations and duties outlined in this document, the university community of which they are a part undertakes to respect the basic freedoms of students.
2.1 Rights of Students
In recognition of students’ rights and dignity as members of the university community, Central Michigan University is committed to supporting the following principles and to protecting those rights guaranteed by the Constitution, the laws of the United States and the State of Michigan, local ordinances, and the policies adopted by the Board of Trustees.

2.1.1 Students have the right to free inquiry, expression and association.

2.1.2 Students have the right to editorial freedom in student publications and other student media, e.g. CM Life, Framework, WMHW, and MHTV.

2.1.3 Students have the right to representation on the appropriate, designated bodies.

2.1.4 Students accused of misconduct or of violating university policy have the right to a determination of their violation or non-violation in accordance with university procedures.

2.1.5 Students have the right to protection against improper disclosure of their student records.

2.1.6 Students have the right of access to their personal educational records.

2.1.7 Students have the right to access all policies, rules and decisions concerning their continued enrollment, and to the required course materials and facilities necessary to pursue their studies.

2.1.8 Students have the right to educational programs that meet the objectives of the master syllabus, to teaching consistent with those objectives, and to a learning environment that encourages the students’ engagement with their education.

2.1.9 Students have the right to be informed by the faculty near the beginning of each course about course requirements, evaluation procedures, and evaluation criteria to be used, and the right to expect that those criteria be employed. Faculty members have the authority to change a course syllabus after the beginning of the semester and are expected to inform students of these changes in a timely manner.

2.1.10 Students have the right to take reasoned exception to the data or views offered in any course of study; they are, however, responsible for learning the content of any course of study for which they are enrolled.

2.1.11 Students have the right to be evaluated solely on relevant academic criteria and to have protection against arbitrary or capricious academic evaluation as described in the “Grade Grievance Policy” in the University Bulletin.

2.1.12 Students have the right to request and receive timely assessment of their academic work by the instructor, or in the case of graduate students by their thesis/dissertation/Plan B committee chairperson and committee members.

2.1.13 Students have the right to request and receive a reasonable and timely review of their grades by the instructor.

2.1.14 Students have the right of complaint about academic matters if they believe their rights have been violated. When not covered by another policy, a complaint is properly filed by presenting the issue to the appropriate standards established and communicated by the instructor for that course. Each course has a master syllabus approved through university curricular processes, which includes a description of the scope of the course and a list of the goals and objectives of the learning experience. Faculty members assigned to teach a course develop a course outline, based on the master syllabus, to provide students with greater specificity about how the course will be conducted in order to accomplish the intended goals and objectives. Proper evaluation of progress of graduate students in thesis or dissertation work or other research projects is based on attainment of objectives established by the chair of the student’s committee according to written departmental guidelines.

2.2 Responsibilities with the University

2.2.1 As citizens, students have the same duties and obligations as do other citizens and enjoy the same freedoms of speech, press, religion, peaceful assembly, and petition that other citizens enjoy. In all of its dealings with students, the university will respect the rights guaranteed to them by the Constitutions and laws of the United States, the State of Michigan, and local ordinances.

2.2.2 All registered student organizations are open to all students without respect to race, religion, creed, sexual orientation, gender, disability, or national origin except that certain organizations (e.g. social fraternities and sororities) are restricted as to gender, as allowed under Title IX of the Education Amendments of 1972.

2.2.3 Students individually and collectively are free to examine and to discuss all questions of interest to them, including questions relating to university policies, and to express opinions publicly and privately. They are free to support causes by any orderly means that do not disrupt the operation of the university.

2.3 Responsibilities of Students and Faculty

Students should conscientiously strive to complete course requirements as stated, and accept responsibility to contribute positively to the learning environment established by faculty. Proper evaluation of students in a course is based solely on performance in meeting appropriate standards established and communicated by the instructor for that course. Each course has a master syllabus approved through university curricular processes, which includes a description of the scope of the course and a list of the goals and objectives of the learning experience. Faculty members assigned to teach a course develop a course outline, based on the master syllabus, to provide students with greater specificity about how the course will be conducted in order to accomplish the intended goals and objectives. Proper evaluation of progress of graduate students in thesis or dissertation work or other research projects is based on attainment of objectives established by the chair of the student’s committee according to written departmental guidelines.

2.4 Relationships with Law Enforcement Agencies

In addition to filing complaints under these regulations, victims are encouraged to report crimes to the appropriate law enforcement agency. The CMU Police Department is the designated law enforcement agency for crimes committed on campus. As members of the local community, students are expected to cooperate with all law enforcement agencies.

2.5 Confidentiality of Information

All information about students’ views, beliefs, and political associations that members of the university acquire in the course of their work as teachers, administrators, advisers, and counselors is confidential. Improper disclosure of confidential information is a serious violation of the obligations of a member of this university community. Judgments of a student’s ability and character, however, may be provided under appropriate circumstances.

2.6 Student Associations

Students are free to form and join associations that advance the common interest of their members. Activities of such organizations must be conducted in accordance with university regulations and public law.

3. Responsibilities of Students

3.1 General Regulations Concerning Student Conduct

3.1.1 The Board of Trustees is responsible for promulgating policies regarding student conduct at Central Michigan University. The President, as its executive officer, is the final authority in all discipline cases. The Vice President for Enrollment and Student Services is the designated officer responsible to the president for conducting discretionary review of a decision of the Appeals Board to suspend a student for more than one week or to dismiss a student. The Associate Vice President for Student Affairs is the designated officer responsible to the President for the administration of student conduct policies, with the exception of research misconduct or violation of academic integrity by a graduate student, which are delegated to the Dean of the College of Graduate Studies. All misconduct of students, except that governed by the Dean of the College of Graduate Studies, is reported to the Associate Vice President for Student Affairs or to the persons designated by the AVP for Student Affairs to receive such reports.
3.1.2 The university shall take disciplinary action in cases concerning a student's actions or offenses occurring within or affecting property within the physical boundaries of Central Michigan University, or affecting university owned or controlled property, or when the student is in attendance at a university sponsored event, or when the interests of the university as a community, are clearly involved. Only where the health and safety of members of this community, are clearly involved shall the special authority of the university be asserted in other cases.

Students subject to the provisions of this Code are defined as all persons who have enrolled at the university, either full-time or part-time, pursuing undergraduate, graduate, or non-degree studies. Persons who have been enrolled at the university, and who have not withdrawn, are students even when they are not enrolled for a particular term. Students also include persons who have been admitted to the university and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership, band, or other camp, athletic training and practices).

3.2 Specific Regulations Concerning Student Conduct

3.2.1 Academic Dishonesty. Written or oral work that a student submits in a course shall be the product of his/her own efforts. Plagiarism, cheating, and all other forms of academic dishonesty are prohibited. Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Alleged violations of this section shall be adjudicated in accordance with CMU’s Policy on Academic Integrity. Copies of the Policy on Academic Integrity may be accessed via the Office of Student Conduct website (https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx).

3.2.2 False Information. A student shall not furnish, or attempt to furnish, false or misleading information to university officials or on official university records. Furthermore, a student shall not forge, alter, or misuse the university name, the name of any university employee, documents, records of identification, or attempt to do the same.

3.2.3 Disruption of Learning. A student shall not obstruct, disrupt or interfere, or attempt to obstruct, disrupt or interfere with another student’s right to study, learn or complete academic requirements. This includes acts to destroy or prevent or limit access to information or records used by other students in connection with their university responsibilities.

3.2.4 Disruptive Behavior During Class. A student shall not obstruct, disrupt or interfere, or attempt to disrupt or interfere with another student’s right to study, learn, participate, or a teacher’s right to teach during a class. Whether in the classroom or online, this includes but is not limited to such behaviors as talking at inappropriate times, drawing unwarranted attention to him or herself, engaging in loud or distracting behaviors, or refusing to leave a classroom when ordered to do so.

3.2.5 Disruption of University Authorized and Scheduled Events. A student, group of students, or registered student organization shall not obstruct or disrupt, or attempt to obstruct or disrupt, teaching, research, administration, disciplinary procedures, or other university activities. This includes, but is not limited to: acts to destroy or prevent or limit access to information or records used by other students in connection with their university responsibilities or impeding classes, the carrying forward of the university’s business, or the arrangements for properly authorized and scheduled events. A person attempts to disrupt when, with the intent to disrupt, that person does any act that constitutes a material step toward disruption.

3.2.6 Access to Facilities. A student shall not enter, or attempt to enter, closed university facilities or facilities clearly under the authorized control of another individual, e.g., student vehicles, rooms or apartments; disrupt or attempt to disrupt, the scheduled use of university facilities; block, or attempt to block, access to or from university facilities; or remain within, or attempt to remain within, university facilities after their closing unless authorized to do so by the President, or the President’s designated representative, or the student authorized to and in control of said facility or facilities.

3.2.7 Threat/Endangerment/Assault. A student shall take no action that threatens or endangers the safety, health, or life, or impair the freedom of any person, nor shall a student make any verbal threat of such action. This includes actions commonly understood to constitute assault or battery.

3.2.7.1 Sexual Assault. A student shall adhere to the university’s Sexual Misconduct Policy (#3-39) and the policies contained therein. Copies of the Policy on Sexual Misconduct may be accessed via the Office of Student Conduct website (https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx).

3.2.8 Disruptive Self-Injurious Behavior. A student shall not engage or threaten to engage in self-injurious behavior that negatively impacts or is disruptive to the learning/living environment of others.

3.2.9 Property Damage. A student shall take no action that damages or tends to damage property not the student’s own.

3.2.10 Theft. A student shall not appropriate for the student’s own use, sale, or other disposition, property not the student’s own without consent of the owner or the person legally responsible for it. This includes embezzlement, misappropriation and/or theft of university and/or student organizational resources and theft of personal information.

3.2.11 Disorderly Conduct. A student shall not act as a disorderly person or engage in disorderly conduct or disturb the peace, as defined by state statute or local ordinance. This includes acts of indecent exposure or lewd conduct.

3.2.12 Controlled Substances. A student shall not possess, use, manufacture, produce, or distribute, or aid in the use, manufacture, production, or distribution of, any controlled substance except as expressly permitted by law and university policy. Violation of the Residence Life Alcohol and Controlled Substances Policy is a violation of this section. Controlled substances are defined in the Controlled Substances Act of 1971, as amended.

The use or abuse of prescription drugs or over-the-counter substances, such as inhalants or herbal in any way other than the intended or appropriate use, may be interpreted as a violation under this policy.

3.2.13 Violation of Alcohol Policy. A student shall not possess, consume or furnish, or aid in the consumption or furnishing of, alcoholic beverages except as permitted by law and university policy. Violation of the Residence Life Alcohol & Controlled Substances Policy is a violation of this section.

3.2.14 Firearms/Explosives/Weapons. A student shall not possess or use firearms; explosives (including, but not limited to, fireworks and black powder); dangerous chemicals; weapons; knives with a blade longer than three inches, hunting knives, fixed blade knives, switchblade knives, throwing knives, daggers, razors, other cutting instruments the blade of which is exposed; or items that forcibly eject projectiles (including BB, CO2-powered, pellet and air soft guns); and any other device that may be injurious to others, except as part of an approved university activity and under the supervision of a university official. Firearms (including BB, CO2-powered, pellet and air soft guns) may not be stored in university residences. Any replica of any of the foregoing weapons is also prohibited. Firearms used for hunting must be properly registered with the CMU Police Department and stored in compliance with university regulations.

The state of Michigan has enacted a concealed carry law that prohibits carrying a concealed pistol into a dormitory (residence hall) or classroom of a university.

3.2.15 Complying with University Agents. A student shall comply with the directions of university agents acting in the performance of their regular or delegated duties and must identify him self or her self to these agents upon request.

3.2.16 Payment of Fines/Restitution. A student shall pay fines or restitution levied by a proper hearing body or university authority by the deadline established.

(continued)
3.2.17 Misuse of Buildings/Facilities/Services. A student must observe rules and regulations concerning the use of campus buildings and other university-owned or operated facilities, vehicles, equipment and services.

3.2.18 Computer Abuse. A student shall not abuse university computer time or equipment, including but not limited to: CMU-hosted Blackboard, online chat rooms, Skype meetings and other social media technologies, when such resources are accessed or utilized using CMU’s computers, networks, servers, or other CMU-provided technologies. Abuse includes but is not limited to: unauthorized entry or transfer of a file, unauthorized downloading or uploading of copyrighted information, unauthorized use of another individual’s identification and password; use of computing facilities to interfere with the work of a student, faculty members or university officials; or use of computing facilities to interfere with normal operation of the university; or improper use of the learning management system (LMS) and digital environments. A student shall adhere to the rules and practices promulgated by the university Office of Information Technology (www.oit.cmich.edu) and the policies contained therein, including but not limited to the Copyright Infringement Responsible Use of Computing and Data Stewardship Policies.

3.2.19 Bullying/Hazing/Harassment. A student shall not bully, haze or harass any person or group of persons. Telephone harassment, testing, email, computer or online social media harassment, are included under this policy, as are all other forms of bullying and harassment.

3.2.20 Civil Disorder. A student shall not participate in a riot or civil disorder, which is defined as five or more persons, acting in concert, who intentionally or recklessly cause to create a serious risk of causing public terror or alarm.

3.2.21 Aiding Civil Disorder. A student shall not, intending to cause or aid or abet the institution or maintenance of a riot or civil disorder, act or engage in conduct which urges other persons to commit acts of unlawful force or violence or the unlawful burning or destroying of property or the unlawful interference with a police officer, peace officer, fireman or member of the Michigan National Guard or any unit of the armed services officially assigned to civil disorder duty in the lawful performance of his/her duty.

3.2.22 Participation in Riot. A student shall not assemble or act in concert with four or more persons for the purpose of engaging in conduct which creates a serious risk of a riot or civil disorder or be present at an assembly that either has or develops such a purpose and remain there after an order has been given to disperse.

3.2.23 Violation of Injunction. A student shall not violate the terms of any injunction regulating conduct in Isabella County or the terms of the Mt. Pleasant Nuisance Party Ordinance during and as part of a riot or civil disorder.

3.2.24 Discrimination. Violation of the CMU Nondiscrimination Policy or the Equal Opportunity and Affirmative Action protocol shall be treated as an offense under these regulations.

3.2.25 Violations by Registered Student Organizations. Violation by Registered Student Organizations of these regulations, and other rules pertaining to Registered Student Organizations as outlined in the Student Organization Operational Guide shall be treated as an offense under these regulations.

3.2.26 Violation of Residence Hall Rules. Violation of “Residence Hall Rules” shall be treated as an offense under these regulations.

3.2.27 Collusion. A student who shall with any one or more persons enter into a combination or agreement, expressed or implied, to commit a violation of any of these regulations, is in violation of the regulations. Students are responsible for the actions of their guests while present on CMU property or at university sponsored activities.

3.2.28 Aiding/Abetting. A student implicated in the violation of any regulation in this document, whether he or she directly commits the act constituting the violation or procedures in connection with it, or aids or abets in its commission, may be treated under the regulations as if he or she had directly committed such violation.

3.2.29 Violation of Federal/State/Local Law. Violation of federal, state or local law in a manner that affects the university shall be treated as an offense under these regulations.

3.2.30 Retaliation. A student, group of students, or registered student organization shall not retaliate against any student who files a complaint or grievance; requests an administrative hearing; participates in an investigation; appears as a witness in an administrative hearing; or opposes an unlawful act, discriminatory practice, or policy.

3.2.31 Violation of University Regulations. Violation of other university regulations, policies or established procedures shall be treated as an offense under these regulations.

3.2.32 Unauthorized Fires. No student shall start or allow to be started a fire with the intent to destroy property including their own and/or rubbish.

3.2.33 Arson. A person who uses, arranges, places, devises, or distributes an inflammable, combustible, or explosive material, liquid, or substance or any device in or near a building, structure, other real property, or personal property with the intent to commit arson or who aids, counsels, induces, persuades, or procures another to do so is in violation of arson.

4. Official University Sanctions

4.1 Sanctions. Sanctions that may be imposed for violation of university regulations include the following:

4.1.1 Reprimand: A written reprimand, including the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of university regulations within a stated period of time.

4.1.2 Restitution: Reimbursement for defacement, damage to, or misappropriation of property. The person or body imposing this sanction may impose another allowed sanction as an alternative if restitution is not made within the time specified.

4.1.3 Fines: Fines may be levied. In no circumstance shall the fine levied exceed $1,000. Failure to pay a fine in the time limit prescribed shall result in further disciplinary action.

4.1.4 Removal from University Housing: Cancellation of contract and requirement to vacate university housing within a specified period of time. If housing is not vacated within the prescribed time, additional sanctions shall be imposed.

4.1.5 Campus Restrictions: Limitations on the times and/or places where a student may be present on campus. If said restrictions are not observed, additional sanctions shall be imposed.

4.1.6 Educational Programs: Participation in educational programs, i.e., workshops, seminars, or other educational activities may be required. The person or body imposing this sanction shall impose another sanction as an alternative if the specified program is not completed within the time stipulated and may impose additional sanctions.

4.1.7 Revocation of the Privilege of being a Registered Student Organization

4.1.8 Disciplinary Probation: Subjection to a period of critical examination and evaluation of behavior. In addition to any of the sanctions set forth above, the student or organization may be placed on probation for a stated period. Placement on probation may include additional restrictions or requirements, including but not limited to the following:

a) Withdrawal of the privilege of campus registration of a motor vehicle,

b) Withdrawal of the privilege of membership in a campus organization,

c) Withdrawal of the privilege of holding office in a campus organization,

d) Withdrawal of the privilege of representing the university in any inter-university event
e) Requirement to complete a specified number of credit hours with a specific grade point average during the current or subsequent academic session.

f) Requirement to complete coursework related to the violation.

g) Withdrawal of the privilege of using computing resources.

h) Completion of work or other service to be provided to the university or other organization within a specified time. The person or body imposing this sanction may impose another allowed sanction as an alternative if the specified service is not completed within the time stipulated, and may impose additional sanctions.

A condition of probation may be that automatic suspension or dismissal of a student or organization shall occur upon a determination (under the procedures set forth in Article 5 herein) that a violation of a condition of probation or any other violation has occurred.

4.1.9 Suspension/Dismissal from an Academic Program: Exclusion from an academic program as set forth for a definite or indefinite period of time.

4.1.10 Suspension: Exclusion from classes and other privileges or activities as set forth for a definite period of time. Suspension may include exclusion from the campus and property belonging to the university for a stated period of time and may require an independent evaluation supporting the student or organization’s return, with which CMU concurs.

4.1.11 Dismissal: Permanent termination of student status.

4.2 Additional Sanctions

Sanctions in addition to those listed in Article 4.1 may be established by the university.

4.3 Temporary Suspension

The university reserves the right to suspend a student, summarily and without notice, if in the judgment of the President of the university or the President’s representative a student’s presence would constitute a continuing danger to the person himself/herself, other persons or property, or that the operation of the university would be seriously impaired. In the case of temporary suspension, the student will be given written notice of the charges against him or her following the conclusion of any related investigations and a hearing before a Hearing Officer will be held as soon as possible considering the complexities of the matter and the status of any related criminal proceedings.

4.4 Automatic Sanctions for Grave Offenses

Certain grave offenses require that the sanctions be stipulated in advance and imposed automatically. The following shall be breaches of the student conduct regulations for which the minimum sanction of suspension is mandatory:

4.4.1 Bomb threat or knowingly false bomb warning.

4.4.2 Willful destruction of property worth more than $1,000.

4.4.3 Willful disruption of scheduled university activities.

4.4.4 Violence against persons that results in bodily injury requiring substantial medical treatment or death.

4.4.5 Administering or causing to be administered to any person unknowingly or against the person’s will any “Controlled Substance” as defined in the Controlled Substances Act of 1971, as amended.

4.4.6 Sale or distribution of, or aiding or assisting in the sale or distribution of, any “Controlled Substance” as defined in the Controlled Substances Act of 1971, as amended.

4.4.7 Possession of a firearm or any other dangerous weapon as described in Section 3.2.14.

4.4.8 Participation in a riot or civil disorder as described in Section 3.2.20 or 3.2.22.

4.4.9 Urging other persons to commit unlawful acts during a riot or civil disorder, as described in 3.2.21.

4.4.10 Being present at a riot or civil disorder after an order has been given to disperse.

4.4.11 Violations of Sections 3.2.7 (Threat/Endangerment/Assault), or 3.2.9 (Property Damage) during a riot or civil disorder.

4.4.12 Violation of the terms of any injunction regulating conduct in Isabella County or the terms of the Mt. Pleasant Nuisance Party Ordinance during and as a part of a riot or civil disorder.

4.4.13 Violation of section 3.2.33 (Arson).

5. Student Hearing Procedures for Charged Violation of Student Conduct Regulations

5.1 Intake Conduct Proceedings Officer

5.1.1 A charge may be made to the Conduct Proceedings Officer by any member of the university community or may be brought by the Conduct Proceedings Officer on one’s own initiative stating that a student has violated the Specific Regulations Concerning Student Conduct (3.2). Students subject to the provisions of this Code are defined as all persons who have enrolled at the university, either full-time or part-time, pursuing undergraduate, graduate, or non-degree studies. Persons who have been enrolled at the university, and who have not withdrawn (or been academically dismissed), are students even when they are not enrolled for a particular term. Students also include persons who have been admitted to the university and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership, band, or other camp, athletic training and practices).

5.1.2 One or more Conduct Proceedings Officers shall be appointed by the President or the President’s designated representative. The Conduct Proceedings Officer will make, or cause to be made, an investigation of the charge.

5.1.3 If, from the investigation, the Conduct Proceedings Officer determines the matter may be reason for discipline under the student conduct regulations, the Conduct Proceedings Officer will notify the student that a charge has been made and will offer the student an opportunity to discuss the matter.

If notified by either United States mail or by university email, the notice will be mailed to the last address for the student on file with the university Office of the Registrar. The notice will be deemed received two (2) business days following the date the notice is posted at facilities of the United States Post Office (for U.S. Postal mail) or immediately upon delivery for electronic mail. In the absence of mailing, personal delivery to the student cited, or delivery to the last address on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last address is used, the date notice is so delivered shall be deemed the date the notice is received.

The student will have two (2) business days from the date of receipt (through any of the mediums listed above) in which to respond to the notice. If the student has not responded at the end of this two-day period, the Conduct Proceedings Officer will set up a hearing.

5.1.4 The student may bring an advisor of the student’s choice to the discussion with the Conduct Proceedings Officer. If the student’s advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the discussion. The advisor’s role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

5.1.5 If the student chooses to discuss the matter, the Conduct Proceedings Officer will at the discussion inform the student of the charge(s) and the regulation(s) which are alleged to have been violated and will explain to the student the process outlined in this document.

5.1.6 If the charge is against a graduate student for a violation of the Policy on Academic Integrity, then the matter will be handled under Section 6.

(continued)
5.1.7 Student Admits Violation

5.1.7.1 If the student admits to the violation, the Conduct Proceedings Officer may:
  a) Issue a sanction
  b) Order that the sanction be set by a university Hearing Officer, or
  c) Enter into a written, mutually acceptable, behavioral contract with the Student and/or
  d) Refer the student for counseling.

5.1.7.2 The student charged or the person or group who first brought the charge, or the university, may appeal the sanction (except the terms of a behavioral contract), by a letter delivered to the Office of the Conduct Proceedings Officer or university Hearing Officer within five (5) business days after the Conduct Proceedings Officer has set the sanction. Since admission of the violation by the student is a prerequisite to the Conduct Proceedings Officer acting under this section, such an appeal will only be as to the appropriateness of the sanction and not the fact of whether the violation occurred.

Once a student admits a violation for which there is an automatic sanction, the sanction is automatically imposed and only the terms of a suspension may be appealed. The appeal is to the Appeals Board.

5.1.8 Student Does Not Admit Violation

After discussion with the student, the Conduct Proceedings Officer may determine that the matter requires no further action. The Conduct Proceedings Officer will refer the matter for hearing if:

5.1.8.1 The student denies the charge and the Conduct Proceedings Officer determines the matter may be reason for discipline.

5.1.8.2 The student chooses not to discuss the matter at the discussion offered by the Conduct Proceedings Officer. The student will be notified of the date and time of the hearing.

5.1.9 Alternative Resolution

5.1.9.1 Mutual Settlement. In lieu of referral to a hearing or prior to a student’s admission of a violation of the Code, the Conduct Proceedings Officer may offer or accept mutual settlements of any charged violations under this code. Settlements shall be in writing and shall state the conditions of the agreement and any sanctions imposed. Mutual settlements may not be appealed.

Cases not settled in a timely manner shall proceed to a hearing.

5.1.9.2 Counseling. In lieu of, or in addition to, a sanction or referral to a hearing the Conduct Proceedings Officer may refer the student for psychological counseling.

5.1.9.3 Behavioral Contract. In lieu of, or in addition to, a sanction or referral to a hearing, the Conduct Proceedings Officer may arrange a behavioral contract with the student. A behavioral contract is a mutually acceptable agreement between the university and a student that specifies certain behavior with which the student must comply, and specifies automatic sanctions that will be imposed if the contract is broken. If the contract is broken, as determined by a finding of fact under procedures set forth in Article 5 herein, the student may be suspended from the university as determined by the Conduct Proceedings Officer. In cases where suspension is automatic under the terms of a behavioral contract, a hearing to determine if the contract has been broken will be on fact only.

5.1.9.4 Referral to Behavioral Evaluation Team. In lieu of referral to a hearing, the Conduct Proceedings Officer and the student may agree to a referral to a process provided by the Care Team, Care Team Coordinator, or Behavioral Evaluation Team. This option is available in situations where the alleged conduct of the student appears to be related to a mental health concern(s) or emotional issues(s).

5.2 Hearings

There are two hearing forums: The university Hearing Officer and the university Hearing Body. The Conduct Proceedings Officer will assign a case to one of these forums, except that in cases where there is potential for a sanction of suspension or dismissal, the student may choose which hearing forum will hear the case. The student will have two (2) business days from the date of the meeting with the Conduct Proceedings Officer to make a final choice in writing to the Conduct Proceedings Officer. If no such timely choice is made, the Conduct Proceedings Officer will designate whether the case will be heard by a Hearing Officer or Hearing Body. The student will be notified of the time and date of the hearing.

5.2.1 University Hearing Officer

5.2.1.1 One or more university Hearing Officers will be appointed by the President or the President’s designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

5.2.1.2 The university Hearing Officer will be assigned by the Associate Vice President for Student Affairs, or the Director of the Office of Student Conduct, as the designee of the Associate Vice President for Student Affairs, to hear the case.

5.2.1.3 The university Hearing Officer, based on the information presented at the hearing, determines whether the student charged violated the student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the university Hearing Officer will decide if a violation has occurred and, if so, the terms of a mandatory sanction.

5.2.2 University Hearing Body

5.2.2.1 The university Hearing Body consists of one university Hearing Officer and two students.

5.2.2.2 The students will be selected from a pool of students who are approved by the Vice President for Enrollment and Student Services or his/her designee in consultation with the Student Government Association and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

5.2.2.3 The university Hearing Body, based upon the information presented at the hearing, determines whether the student charged violated student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the university Hearing Body will decide if a violation has occurred and, if so, the terms of a mandatory sanction.

5.2.3 Hearing Procedures

5.2.3.1 In all disciplinary hearings, the burden of proof rests with the Conduct Proceedings Officer, who must prove by a preponderance of evidence that a violation has occurred.

5.2.3.2 The student charged may have an advisor of the student’s choice present at the hearing. If the student’s advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor’s role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

5.2.3.3 A record of the hearing, made by an audio recording device, will be kept by the Conduct Proceedings Officer at least until the appeal time is exhausted. The Conduct Proceedings Officer, on behalf of the university, will maintain all copies of these recordings.

5.2.3.4 A university Hearing Officer presides at all hearings.

5.2.3.5 Hearing notifications and procedures will be communicated to the charged student at least twenty-four (24) hours before the hearing.
5.2.3.6 The Hearing Officer or Hearing Body will issue a written decision within ten (10) business days to the Conduct Proceedings Officer stating if a violation has been found, what facts support this finding, and the sanction(s) to be imposed.

5.2.3.7 A decision letter will be emailed to the student within three (3) business days from the date the decision is received by the Conduct Proceedings Officer.

5.2.3.8 The student charged has the right to cross-examine the complainant and any witnesses in the case against him or her. The Hearing Officer, however, has the right to determine the method the cross-examination will take (direct confrontation, submission of written questions, or any other method that, in the Hearing Officer’s opinion, will elicit the desired testimony).

5.3 Complainant’s Rights

Central Michigan University recognizes that complainants have rights that need to be protected as well as those of the person who is cited.

5.3.1 The complainant has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

5.3.2 The complainant has the right to remain present during any disciplinary or appeal hearings.

5.3.3 The complainant has the right to submit an “impact statement” and to suggest an appropriate sanction if the person cited is found in violation of the Code of Student Rights, Responsibilities and Disciplinary Procedures.

5.3.4 The complainant has the right to be informed in a timely manner of the outcome of the hearing regarding the findings and the sanction.

5.3.5 The complainant has the right to appeal either the findings or the sanction.

5.3.6 In cases involving sexual assault, the complainant has the right not to have his or her irrelevant past sexual history discussed during the hearing.

5.3.7 The complainant has the right to cross-examine the student charged and any “defense” witnesses in the case. The Hearing Officer, however, has the right to determine the method the cross-examination will take (direct confrontation, submission of written questions, or any other method that, in the Hearing Officer’s opinion, will elicit the desired testimony).

5.4 Appeals

5.4.1 The following matters may be appealed to the Appeals Board:

5.4.1.1 The decision of a university Hearing Body or a university Hearing Officer as provided in Section 5.2. The appeal may be as to the facts found or the sanction set or both. If the sanction is automatic, then the appeal may only be made as to the findings, or the terms of a suspension. The appeals board may not reduce the sanction below the minimum imposed by Section 4.4 or by the terms of behavioral contracts or other disciplinary actions in which automatic sanctions are specified.

5.4.1.2 The sanction set by the Conduct Proceedings Officer after admission of violation by the student. Imposition of any automatic sanction after such an admission may not be appealed; however, the terms or conditions of the sanction may be appealed. See Section 5.1.7.2 for more information regarding this type of appeal.

5.4.2 The Appeals Board consists of the Student Government Association President or designee, the Chairperson of the Academic Senate or designee, and the Associate Vice President for Student Affairs or designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

5.4.3 An appeal to the Appeals Board may be made by the student involved, by the person or group who first brought the charge, or by the university.

5.4.4 An appeal is timely only if taken within five (5) business days of the decision appealed. An appeal not made within the time limit will not be heard unless the President or the President’s designee makes an exception.

5.4.5 An appeal is made by submitting a written statement of appeal to the Conduct Proceedings Officer within the time limit. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy that the person appealing is requesting from the Appeals Board.

5.4.6 The student charged may have an advisor of the student’s choice present at the hearing of the appeal. If the student’s advisor is an attorney, the student must notify the Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor’s role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

5.4.7 The Conduct Proceedings Officer is responsible for notifying members of the Appeals Board of the appeal and for setting a time and place for holding a meeting of the Appeals Board. The Conduct Proceedings Officer will provide notice of time and place of the meeting of the Appeals Board to the student(s) charged, the charging party, and other university persons deemed appropriate by the Conduct Proceedings Officer.

5.4.8 The Conduct Proceedings Officer will assemble the documentary evidence introduced at the hearing, the record made of the hearing, and the administrative contact history made in connection with the matter and will make these materials available to the Appeals Board.

5.4.9 The Appeals Board may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

5.4.10 The Appeals Board makes its determination based solely on the record of the student’s hearing, facts that are presented to the Appeals Board, and arguments before the Appeals Board. No additional witnesses, witness statements, or other materials may be introduced during the Appeal.

5.4.11 The purpose of the Appeals Board is to decide if the findings and/or the sanction of the Hearing Body were so incorrect that the decision should be changed. It is not the purpose of the Appeals Board to substitute its judgment for that of the Hearing Officer or Body. It is not the purpose of the Appeals Board to decide if it would have reached the same decision had it been the Hearing Officer or Body. It is not the function of the Appeals Board to reexamine the charges against the student; it is an appeal of the findings and/or the sanction of the Conduct Proceedings Officer, Hearing Officer or Body only as requested by the person or persons making the appeal. The Appeals Board may:

a) Find that there are not sufficient facts presented to warrant the findings of fact made at the original hearing and may set aside the findings or determine the facts differently.

b) Order that a new hearing be held.

c) Change the sanction.

d) Provide such further and additional relief or changes as dictated by fairness to the student and to the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

5.4.12 The Appeals Board must hear the appeal within fifteen (15) business days from the date the appeal is made in writing and delivered to the Conduct Proceedings Officer.

(continued)
5.4.13 A decision of the Appeals Board is final except that a decision to suspend for more than one week or to dismiss a student is subject to discretionary review by the Vice President for Enrollment and Student Services or the President (see 5.4.14). Any student responding to a charge under these procedures, any person bringing charges under these procedures, or the Administration, may make a written application to the Vice President for Enrollment and Student Services to review such a decision made by the Appeals Board. The application must be received in the Office of the Vice President for Enrollment and Student Services within five (5) business days after the date of the Appeals Board decision. Failure to make application for review within the time limit ends the right to make application for review unless the time limit is extended by the Vice President for Enrollment and Student Services. The application for review must contain the following information:

a) Name of the student(s) charged in the proceeding in which the Appeals Board has rendered a decision.

b) Name, address, and telephone number of the person making application for review.

c) A copy of the Appeals Board decision involved.

d) A statement as to what portion(s) of the Appeals Board decision the applicant wishes reviewed, and the reason(s) why the person making application for review considers the decision to be capricious, or the procedures followed to be fundamentally unfair.

e) A statement of the relief requested from the Vice President for Enrollment and Student Services by the person making application for review.

If the Vice President for Enrollment and Student Services elects to review a decision of the Appeals Board, either in part or entirely, the Vice President for Enrollment and Student Services may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review.

5.4.14 The university reserves the right for the President or the President’s designee to impose a different sanction after a determination of violation, than the sanction imposed by the Conduct Proceedings Officer, Hearing Officer, Hearing Body, Appeals Board, or others under these procedures.

5.5 Charges Involving Student Organizations

All notices referred to in this document, when involving a Registered Student Organization, shall be sent to the president of the organization, at his or her last address on file with the Office of the Registrar, unless another representative of the organization is designated by the organization to receive such notices. When a Registered Student Organization is charged with a violation, the president of the organization shall represent the organization in the process described in Section 5, unless the Registered Student Organization designates some other representative. The representative of the student organization must be a registered student at Central Michigan, and must be a regular member of that organization.

5.6 Changes in Procedures

5.6.1 The procedures set forth herein shall apply throughout the calendar year. A university Hearing Officer may be appointed by the Conduct Proceedings Officer to hear a case at times when a university Hearing Body cannot be readily assembled such as when students are not in attendance at regular sessions, during exam week, summer sessions.

5.6.2 These procedures are subject to change by the President of the university or designee. If any change is deemed necessary, any new procedures shall guarantee a fair hearing with due process.

5.7 Clarifying Processes

Clarifying processes that are consistent with the Hearing Procedures in this document may be proposed by the Office of Student Rights and Responsibilities.

6. Student Hearing Procedures for Graduate Students Charged with Violating the Policy on Academic Integrity

If the charge is against a graduate student for violation of the Policy on Academic Integrity, then the matter will be handled under this section and not under section 5. If the charge is against an undergraduate student for a violation of the Policy on Academic Integrity, the procedures in the Policy on Academic Integrity shall be followed.

6.1 Intake Conduct Proceedings Officer

6.1.1 A charge may be made to the Dean of the College of Graduate Studies by any member of the university community stating that a student has violated Section 3.2.1 of Specific Regulations Concerning Student Conduct.

6.1.2 One or more Conduct Proceedings Officers shall be appointed by the Dean of the College of Graduate Studies and must participate in the appropriate training sessions regarding the Code of Conduct. The Conduct Proceedings Officer will make, or cause to be made, an investigation of the charge.

6.1.3 If, from the investigation, the Conduct Proceedings Officer determines the matter may be subject to discipline under the policy on academic integrity, the Conduct Proceedings Officer will notify the student that a charge has been made and will offer the student an opportunity to discuss the matter.

If notified by either United States mail or by university email, the notice will be mailed to the last address for the student on file with the university Office of the Registrar. The notice will be deemed received two (2) business days following the date the notice is posted at facilities of the United States Post Office (for U.S. Postal mail) or immediately upon delivery for electronic mail. In the absence of mailing, delivery to the student cited, or delivery to the last address on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last address is used, the date notice is so delivered shall be deemed the date the notice is received.

The student will have two (2) business days from the date of receipt (through any of the mediums listed above) in which to respond to the notice. If the student has not responded at the end of this two-day period, the Dean of the College of Graduate Studies or designee will set up a hearing.

6.1.4 The student may bring an advisor of the student’s choice to the discussion with the Conduct Proceedings Officer.

6.1.5 If the student chooses to discuss the matter, the Conduct Proceedings Officer will at the discussion inform the student of the charge(s) and the regulation(s) which are alleged to have been violated and will explain to the student the process outlined in this document.

6.1.6 Student Admits Violation

6.1.6.1 If the student admits to the violation, the Conduct Proceedings Officer may:

a) Issue a sanction or,

b) Order that the sanction be set by a university Hearing Officer or,

c) Refer the student for Academic Integrity counseling and contract

6.1.6.2 The student charged or the person or group who first brought the charge, or the university, may appeal the sanction, by a letter delivered to the Dean of the College of Graduate Studies within five (5) business days after the Dean has set the sanction. Since admission of the violation by the student is a prerequisite to the Dean acting under this section, such an appeal will only be as to the appropriateness of the sanction and not the fact of whether the violation occurred.

6.1.7 Student Does Not Admit Violation

After discussion with the student, the Conduct Proceedings Officer may determine that the matter requires no further action.

The Conduct Proceedings Officer will refer the matter for hearing if:
6.1.7.1 The student denies the charge and the Conduct Proceedings Officer determines the matter may be subject to discipline

6.1.7.2 The student chooses not to discuss the matter at the discussion offered by the Conduct Proceedings Officer. The student will be notified of the date and time of the hearing.

6.1.8 Alternative Resolution

6.1.8.1 Mutual Settlement. In lieu of referral to a hearing, the Conduct Proceedings Officer may offer or accept mutual settlements of any charged violations under this code. Settlements shall be in writing stating the conditions of the agreement and any sanctions imposed. Mutual settlements may not be appealed.

Cases not settled in a timely manner shall proceed to a hearing.

6.2 Hearings

There are two hearing forums: The Graduate Studies Hearing Officer and the Graduate Studies Hearing Body. In cases where there is potential for a sanction of suspension or dismissal, the student may choose which hearing forum will hear the case. The student will have two (2) business days from the date of the meeting with the Conduct Proceedings Officer to make a final choice in writing to the Conduct Proceedings Officer. If no such timely choice is made, the Conduct Proceedings Officer will designate whether a Graduate Studies Hearing Officer or Graduate Studies Hearing Body will hear the case. The student will be notified of the time and date of the hearing.

6.2.1 Graduate Studies Hearing Officer

6.2.1.1 One or more Graduate Studies Hearing Officers will be appointed by the Dean of the College of Graduate Studies to hear the case.

6.2.1.2 The Graduate Studies Hearing Officer, based on the evidence presented at the hearing, determines whether the student charged violated the policy on academic integrity and sets the sanction, when applicable.

6.2.2 Graduate Studies Hearing Body

6.2.2.1 The Graduate Studies Hearing Body consists of one Graduate Studies Hearing Officer, one graduate faculty member and one graduate student.

6.2.2.2 The graduate faculty member and the graduate student will be selected by the Dean of the College of Graduate Studies.

6.2.2.3 The Graduate Studies Hearing Body, based upon the evidence presented at the hearing, determines whether the student charged violated student conduct regulations, and sets the sanction, when applicable.

6.2.3 Hearing Procedures

6.2.3.1 In all disciplinary hearings, the burden of proof rests with the Conduct Proceedings Officer, who must prove by a preponderance of evidence that a violation has occurred.

6.2.3.2 The student charged may have an advisor of the student’s choice present at the hearing. If the student’s advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor’s role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

6.2.3.3 A record of the hearing, made by tape recorder, will be kept by the Conduct Proceedings Officer, at least until the appeal time is exhausted. The Conduct Proceedings Officer, on behalf of the university, will maintain all copies of these recordings.

6.2.3.4 A Graduate Studies Hearing Officer presides at all hearings.

6.2.3.5 Hearing notification and procedures will be communicated to the student charged at least twenty-four (24) hours before the hearing.

6.2.3.6 The Graduate Studies Hearing Officer or Graduate Studies Hearing Body will issue a written decision within ten (10) business days to the Conduct Proceedings Officer stating if a violation has been found, what facts support this finding, and the sanction(s) to be imposed.

6.2.3.7 A decision letter will be emailed to the student within three (3) business days from the date the decision is received by the Conduct Proceedings Officer.

6.3 Complainant’s Rights

Central Michigan recognizes that instructors have rights that need to be protected as well as those of the person who is cited.

6.3.1 The complainant has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

6.3.2 The complainant has the right to remain present during the entire proceeding.

6.3.3 The complainant has the right to make an “impact statement” and to suggest an appropriate sanction if the person cited is found in violation.

6.3.4 The complainant has the right to be informed in a timely manner of the outcome of the hearing regarding the findings and the sanction.

6.3.5 The complainant has the right to appeal either the findings or the sanction.

6.4 Appeals

6.4.1 The following matters may be appealed to the Graduate Studies Appeals Board:

6.4.1.1 The decision of a Graduate Studies Hearing Body or a Graduate Studies Hearing Officer as provided in Section 6.2.

The appeal may be as to the facts found or the sanction set or both. The appeals board may not reduce the sanction below the minimum imposed by Section 4.4.

6.4.1.2 The sanction set by the Conduct Proceedings Officer after admission of violation by the student. See Section 6.1.6 for more information regarding this type of appeal.

6.4.2 The Graduate Studies Appeals Board consists of a graduate student appointed by the Chair of the Graduate Council, the Chairperson of the Academic Senate or designee, and the Dean of the College of Graduate Studies or designee.

6.4.3 An appeal to the Graduate Studies Appeals Board may be made by the student involved, by the person or group who first brought the charge, or by the university.

6.4.4 An appeal is timely only if taken within five (5) business days of the decision appealed. An appeal not made within the time limit will not be heard unless the President or the President’s designee makes an exception.

6.4.5 An appeal is made by submitting a written statement of appeal to the Conduct Proceedings Officer within the time limit. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy which the person appealing is requesting from the Graduate Studies Appeals Board.

6.4.6 The student charged may have an advisor of the student’s choice present at the hearing of the appeal. If the student’s advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor’s role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

6.4.7 The Dean of the College of Graduate Studies or designee is responsible for notifying members of the Graduate Studies Appeals Board of the appeal and for setting a time and place for holding a meeting of the Graduate Studies Appeals Board. The Conduct Proceedings Officer will provide notice of time and place of the meeting of the Graduate Studies Appeals Board to the student(s) charged, the charging party, and other university persons deemed appropriate by the Conduct Proceedings Officer.

(continued)
6.4.8 The Conduct Proceedings Officer will assemble the documentary evidence introduced at the hearing, the record made of the hearing, and the file made in connection with the matter and will make these materials available to the Graduate Studies Appeals Board.

6.4.9 The Graduate Studies Appeals Board may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

6.4.10 The Graduate Studies Appeals Board makes its determination based solely on the record of the student’s hearing, facts that are presented to the Graduate Studies Appeals Board, and arguments before the Graduate Studies Appeals Board. No additional witnesses, witness statements, or other materials may be introduced during the Appeal.

6.4.11 The purpose of the Graduate Studies Appeals Board is to decide if the findings and/or the sanction of the Graduate Studies Hearing Body were so incorrect that the decision should be changed. It is not the purpose of the Graduate Studies Appeals Board to substitute its judgment for that of the Graduate Studies Hearing Officer or Graduate Studies Hearing Body.

It is not the purpose of the Graduate Studies Appeals Board to decide if it would have reached the same decision had it been the Graduate Studies Hearing Officer or Graduate Studies Hearing Body. It is not the function of the Graduate Studies Appeals Board to re hear the charges against the student; it is an appeal of the findings and/or the sanction of the Graduate Studies Hearing Officer or Graduate Studies Hearing Body. The Graduate Studies Appeals Board may:

a) Find that there are not sufficient facts presented to warrant the findings of fact made at the original hearing and may set aside the finding or determine the facts differently.
b) Order that a new hearing be held.
c) Change the sanction.
d) Provide such further and additional relief or changes as dictated by fairness to the student and to the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

6.4.12 The Graduate Studies Appeals Board must hear the appeal within fifteen (15) business days from the date the appeal is made in writing and delivered to the Conduct Proceedings Officer.

6.4.13 A decision of the Graduate Studies Appeals Board is final except that a decision to suspend for more than one week or to dismiss a student is subject to discretionary review by the Dean of the College of Graduate Studies. Any student responding to a charge under these procedures, any person bringing charges under these procedures, or the university, may make a written application to the Dean of the College of Graduate Studies to review a decision made by the Appeals Board. The application must be received in the Office of the Dean of the College of Graduate Studies within five (5) business days after the date of the Appeals Board decision. Failure to make application for review within the time limit ends the right to make application for review unless the time limit is extended by the Dean of the College of Graduate Studies. The application for review must contain the following information:

a) Name of the student(s) charged in the proceeding in which the Graduate Studies Appeals Board has rendered a decision.
b) Name, address, and telephone number of the person making application for review.
c) A copy of the Graduate Studies Appeals Board decision involved.
d) A statement as to what portion(s) of the Graduate Studies Appeals Board decision the applicant wishes reviewed, and the reason(s) why the person making application for review considers the decision to be capricious, or the procedures followed to be fundamentally unfair.
e) A statement of the relief requested from the Dean of the College of Graduate Studies by the person making application for review. If the Dean of the College of Graduate Studies elects to review a decision of the Graduate Studies Appeals Board, either in part or entirely, the Dean of the College of Graduate Studies may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review. The university also reserves the right for the President or the President’s designee to impose a different sanction after a determination of violation, than the sanction imposed by the Conduct Proceedings Officer, Graduate Studies Hearing Officer, Graduate Studies Hearing Body, Graduate Studies Appeals Board, or others under these procedures.

6.5 Changes in Procedures

6.5.1 The procedures set forth herein shall apply throughout the calendar year. A Graduate Studies Hearing Officer may be appointed by the Dean of the College of Graduate Studies to hear a case at times when a Graduate Studies Hearing Body cannot be readily assembled such as when students are not in attendance at regular sessions, during exam week, summer sessions.

6.5.2 These procedures are subject to change by the President of the university or designee. If any change is deemed necessary, any new procedures shall guarantee a fair hearing with due process.

6.6 Clarifying Processes

Clarifying processes that are consistent with the Hearing Procedures in this Section may be proposed by the College of Graduate Studies.
Policy on Academic Integrity

This Policy applies to any and all student experiences in which academic credit is involved (e.g., courses, internships, practica, theses).

1. Academic Integrity

Because academic integrity is a cornerstone of the University’s commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all inclusive. Questions regarding this policy or requests for additional clarification can be directed to the Office of Student Life or the College of Graduate Studies.

2. Academic dishonesty includes:

A. Cheating on Examinations Definition

Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

Clarification

1. Students completing any type of examination or evaluation are prohibited from looking at another student’s materials and from using external aids of any sort (e.g., books, notes, calculators, and conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.

2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.

3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

B. Plagiarism Definition

Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

Clarification

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.

3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.

4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

C. Fabrication, Forgery and Obstruction Definition

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like. Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

Clarification

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.

2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.

3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.

4. Students may not steal, change, or destroy another student’s work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

D. Multiple Submission Definition

Multiple submission is the submission of the same or substantially the same work for credit in two or more courses. Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution.

Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

Clarification

1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.

(continued)
2. Students may not normally submit the same or substantially the same work in two different courses for academic credit even if the work is being graded on different bases in the separate courses (e.g., graded for research effort and content versus grammar and spelling).

3. Students may resubmit a prior academic endeavor if there is substantial new work, research, or other appropriate additional effort. The student shall disclose the use of the prior work to the instructor and receive the instructor's permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

E. Complicity Definition

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

Clarification

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

F. Misconduct in Research and Creative Endeavors Definition

Misconduct in research is a serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

Clarification

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

8. Students must abide by the university's Policy on Research Integrity where applicable, which can be found under Policies at the following web address: www.orsp.cmich.edu. Applicability of this policy for students is found under I. GENERAL PROVISIONS, A. Applicability, number 3.

G. Computer Misuse Definition

Misuse of computers is disruptive, unethical, or illegal use of the university's computer resources, including any actions which violate the university's Rules for Computing and Networking Resources. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

Clarification

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person's electronic communications.
3. Students may not use university computer resources to engage in illegal activity, including but not limited to the following: illegally accessing other computer systems, exchanging stolen information, and violating copyright agreements which involve software or any other protected material.

H. Misuse of Intellectual Property Definition

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

Clarification

Students may not violate the university policy concerning the fair use of copies. This can be found under Policies at the following web address: www.orsp.cmich.edu.

3. Ethical and Professional Behavior

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

4. Discretion of Instructors

Since the circumstances in which allegations of academic misconduct arise are many and varied, no single process will be appropriate to every situation. The procedures offered below are meant to cover the majority of situations. However, reasonable deviations from these procedures may be appropriate, so long as they are consistent with the following guiding principles:

- Students must be informed about the nature of and basis for any allegations of academic misconduct and the consequences that may be imposed.
- Students have a right to contest any allegations of academic misconduct, and to provide their side of the story to the instructor.
- Once the instructor has considered the evidence and considered anything that the student may say on his or her own behalf, the instructor has the right to exercise her or his professional judgment in determining whether the student has engaged in academic misconduct, and to determine the consequences of such misconduct on the student's grade for the assignment and/or the course.
- A student accused of academic misconduct has a right to appeal the instructor's decision once s/he has discussed the matter with the instructor.
- All parties should act in a reasonably prompt manner, given the circumstances.
Nothing in this policy shall prohibit an instructor from informally discussing a student’s work with the student to determine whether academic misconduct has occurred, or to educate the student about standards of academic integrity, without or prior to accusing the student of engaging in academic misconduct. It is recognized that some cases of academic misconduct may be borderline, accidental, or minor. Instructors are free to address such cases as occasions for further education rather than allegations of misconduct. For example, it would be consistent with this policy for an instructor to forgo the procedures outlined below and simply educate a student who has engaged in what appears to the instructor to be minor, borderline, or accidental academic misconduct, and to allow the student to redo the work (for full or partial credit) so as to avoid any question of academic integrity.

5. Academic Consequences of Violations of the Policy on Academic Integrity

A student is not permitted to withdraw from a course in which an instructor has imposed academic consequences (such as a reduction in grade) for academic misconduct. The instructor shall exercise his or her professional judgment in determining the appropriate academic consequences of the violation. Academic consequences may include a warning or reprimand, a requirement to resubmit work (with or without an additional reduction in grade for the assignment), a lowering of the grade for the assignment (including withholding of any credit for the assignment), or a lowering of the grade for the entire course (including failing the course).

In addition, instructors are encouraged to report serious incidents of academic misconduct to the Office of Student Life or the College of Graduate Studies for formal proceedings seeking disciplinary sanctions under the Code of Student Rights, Responsibilities and Disciplinary Procedures.

6. Procedures for Handling Alleged Violations of this Policy

A. Initial Notification

If an instructor believes that a student has committed a violation of the Policy on Academic Integrity, the instructor will attempt to contact the student within a reasonable period of time (normally ten (10) university business days) to notify the student of the suspected violation of the Policy on Academic Integrity. This contact may be in written form (including email), by phone, or in person. In any case, the instructor should convey to the student the following information:

- A description of the nature of the alleged violation (e.g., plagiarism on a term paper; looking at another student’s work on an exam, etc.);
- The basis for believing that the student has violated the Policy (e.g., a Turnitin originality report, a description of a report made by someone who observed the academic misconduct, etc.);
- The academic consequences that the instructor may impose if s/he concludes that there is sufficient evidence that academic misconduct has occurred;
- An offer to discuss the matter further and to respond to the allegations. Depending on the circumstances, this further discussion may occur at a separate time, or it may be continuous with the initial notification. The discussion may take place in person, via email, or by phone. If the student declines to discuss the matter with the instructor, then s/he forfeits the right to appeal the instructor’s decision.

The instructor is encouraged to keep a record of this contact.

B. Discussion between Instructor and Student

The instructor will offer the student an opportunity to discuss the allegation of academic misconduct, and to present any evidence or other information on his or her behalf. This discussion may be continuous with the initial contact, or it may occur at a later time. It may take place by phone, email, or in person.

The instructor will determine the most appropriate format for this discussion, taking into account the details of the situation and the student’s availability and preferences about how the discussion is to be conducted.

If this discussion occurs during a face-to-face meeting, either the instructor or the student may request that a representative of the Ombuds office or a mutually agreeable third party attend to serve as a neutral facilitator or observer. However, neither the instructor nor the student may be represented or accompanied by an attorney or any other advisor.

Regardless of the format of this discussion, the student will be provided the opportunity to respond to the allegation and to explain any suspected or alleged misconduct by presenting evidence, giving additional information relevant to the matter, explaining extenuating or mitigating circumstances, or acknowledging a violation.

C. Determination of Academic Consequences of Violation

After either (1) the instructor and student have discussed the alleged violation of the Academic Integrity Policy, or (2) the student has admitted that s/he violated the Academic Integrity Policy, or (3) the student has declined to discuss the violation, then the instructor will exercise his or her professional judgment in determining whether a violation has occurred, and, if so, what academic consequences are appropriate and what grade is appropriate for the assignment and course. Once this decision has been made, the instructor should communicate his/her decision to the student in writing. This may be done through regular mail, campus mail, email, or hand delivery to the student. The instructor should retain a copy of this communication. Instructors are encouraged to report serious violations of the Policy on Academic Integrity to the Office of Student Life or the College of Graduate Studies, and to include a copy of this communication in the report.

If the student wishes to discuss the allegations but it is not possible to have this discussion before grades are due, or if the instructor is unable to contact the student before grades are due, the instructor shall determine whether to (1) forgo submitting a grade for the student or (2) submit a grade which has been lowered to reflect the consequences of academic misconduct. If the instructor decides not to submit a grade until the matter is resolved, the system will assign a grade of "N", which the instructor will remove once the discussion with the student has occurred. If the instructor submits a grade before a discussion with the student occurs, the instructor should notify the student of this decision and offer to discuss the matter. If, as a result of the discussion, the instructor determines that the evidence of the violation was faulty or insufficient to warrant a determination of academic misconduct, or if s/he determines that mitigating factors presented by the student warrant a less serious academic consequence than was reflected in the grade submitted, then s/he will file a change of grade request. In such a case, the instructor should communicate this decision to the student.

D. Appeal of an Instructor’s Decision

A student may appeal the instructor’s decision that a violation of the Policy has occurred, and/or the academic consequences imposed by the instructor. However, if a student has refused to discuss the matter with the instructor, s/he forfeits the right to such an appeal.

The appeal must be submitted in writing to the instructor and to the dean (or his/her designated representative, e.g., an associate dean) of the college in which the violation occurred no later than ten (10) university business days after the instructor notifies the student of her/his final decision, or ten (10) university business days after the final course grades
have been posted, whichever is earlier. However, if a discussion between the student and instructor has been scheduled to be held after grades are submitted, then the student shall have ten (10) university business days after the student has been notified of the instructor's decision. An appeal not made within the time limit will not be heard unless an exception is made by the dean of the college. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the instructor making the decision from which the appeal is made, and the remedy which the person appealing is requesting from the dean.

As soon as practical, the dean will convene a committee composed of faculty and students to hear the appeal and to make a recommendation to the dean. The dean will designate one member of the committee as the Proceedings Officer. The role of the committee is to advise the dean.

The student and the instructor are each permitted to have an advisor of his or her choice present at the hearing of the appeal. If either party's advisor is an attorney, that party must notify the Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student or instructor. The advisor is not permitted to ask or answer questions or make oral arguments.

The Proceedings Officer is responsible for notifying members of the appeals committee of the appeal and for setting a time and place for holding a meeting of the appeals committee. The Proceedings Officer will provide notice of time and place of the meeting of the appeals committee to the student, instructor, and other University persons deemed appropriate by the Proceedings Officer.

The Proceedings Officer will retain the documentary evidence introduced at the hearing, as well as the record made of the hearing; these materials will be available to the appeals committee during its deliberations, and will be forwarded to the Dean with the committee's recommendation.

The appeals committee has the discretion to establish hearing procedures which are appropriate to the circumstances, fair to all parties involved, and respectful of the values of academic integrity. Normally, the participants in the appeals hearing will appear in person; however, in unusual cases, the appeals committee may allow participation by telephone.

The purpose of the appeals committee is to determine whether the instructor abused his or her professional discretion in finding that academic misconduct occurred and/or in the choice of academic consequences for such misconduct. It is not the purpose of the appeals committee to substitute its judgment for that of the instructor. It is not the purpose of the appeals committee to decide whether it would have reached the same decision had it been the instructor. It is not the function of the appeals committee to rehear the charges against the student.

The burden of proof shall be upon the student to show that academic misconduct occurred and/or in the choice of academic consequences for such misconduct. It is not the purpose of the appeals committee to substitute its judgment for that of the instructor. It is not the purpose of the appeals committee to decide whether it would have reached the same decision had it been the instructor. It is not the function of the appeals committee to rehear the charges against the student.

The appeals committee may:

- Uphold the instructor's decision.
- Find that the facts of the situation could not provide a reasonable basis for finding that misconduct occurred, and recommend that the dean of the college set aside the finding or determine the facts differently.
- Find that the instructor's selection of academic consequences for the violation was arbitrary, capricious, or grossly unjust, and recommend that the dean of the college set aside the academic consequences or impose a different academic consequence.

After receiving this recommendation the dean will either sustain or deny the appeal. The dean's decision will be in writing. The dean's decision will be final.

If it is necessary pending the resolution of an appeal, the student will be assigned a deferred grade.

E. Formal Proceedings in the Office of Student Life or the College of Graduate Studies

If the instructor believes that a student has violated the Policy on Academic Integrity and that the violation is sufficiently serious, the instructor may refer the case to the Office of Student Life or the College of Graduate Studies for the consideration of additional sanctions. The following procedures will be followed.

1. The instructor will inform the student that formal proceedings in the Office of Student Life or the College of Graduate Studies are being requested.

2. The instructor will forward all documentation supporting the allegation of violation to the Office of Student Life or the College of Graduate Studies with a cover letter describing the situation. Examples of documentation include the course syllabus, quiz or exam, assignment, source of plagiarism.

3. The “Code of Student Rights, Responsibilities and Disciplinary Procedures” will govern the sanctions which can be imposed, and the appeal process.

4. The Office of Student Life or the College of Graduate Studies will determine a sanction and will notify the instructor of its determination.

5. This sanction will be recorded on the student’s permanent disciplinary record, subject to release only under the terms of the Family Educational Rights and Privacy Act.

F. Proceedings With a Department or Program

1. Departmental or Program Action

a. In cases where an instructor judges a student to have violated the Policy on Academic Integrity, that person is encouraged to report the incident to the chair of the department or unit in which the student’s program is housed.

b. Departments and programs will follow their internal procedures for deciding whether the student’s status in the academic program should be reviewed because of the violation of the Policy on Academic Integrity and, if so, what review process will take place.

2. Appeal of Departmental or Program Action

A record of the department, program and / or college decision and appeal (if any) will be part of the file on the violation of Policy on Academic Integrity maintained by the Office of Student Life or the College of Graduate Studies.

Passed by Academic Senate May 5, 2009
Central Michigan University
Academic Overview

Degree Offerings

Bachelor of Applied Arts
Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Individualized Studies
Bachelor of Music
Bachelor of Music Education
Bachelor of Science
Bachelor of Science in Athletic Training
Bachelor of Science in Business Administration
Bachelor of Science in Computer Engineering
Bachelor of Science in Education
Bachelor of Science in Electrical Engineering
Bachelor of Science in Engineering Technology
Bachelor of Science in Mechanical Engineering
Bachelor of Social Work

Master of Arts
Master of Arts in Teaching
Master of Business Administration
Master of Music
Master of Public Administration
Master of Public Health
Master of Science
Master of Science in Administration
Specialist in Education
Specialist in Psychological Services
Doctor of Audiology
Doctor of Education
Doctor of Educational Technology
Doctor of Health Administration
Doctor of Medicine
Doctor of Philosophy
Doctor of Physical Therapy

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Updates and Corrections to the paper version of the 2015-2016 Global Campus Bulletin

General:
• Page 11 - Information for Students regarding Programs leading to Professional Licensure was added.
• Page 11 - Authorization - Revised information for Ontario is now included in the online Bulletin for 15-16 and the posted PDF.
• Page 23 - Refund Chart for Course Drops and Course Withdrawals - Items 1-8 have been revised.

Degrees:
• Page 66 - Bachelor of Science - the designator PAD - Public Administration has been added to Area 3 - Social Sciences.
• Page 96 - Master of Arts in Sport Administration - The following paragraph was added: This degree is accredited by the Commission on Sport Management Accreditation (COSMA).
• Page 106 - MSA in General Administration - The Heading for General Administration Concentration Areas should say 15-18 hours (not 12-18). This does not affect the total hours.
• Page 115 - Doctor of Health Administration - In the third paragraph, the following sentence was corrected to read, "No transfer credits will be accepted to meet the dissertation requirement nor DHA 714 or DHA 726."

Majors/Minors/Certificates:
• As of Summer, 2016, the Undergraduate Certificate in Social Media has been put on hiatus. Please contact your advisor if you have any questions.

General Education / University Program
• BIO 165 satisfies the Group II laboratory requirement.

Course Descriptions:
• There are no corrections at this time.

NOTE: Please check back as corrections may be listed as they are discovered.

06/16/2016

The Editor regrets any inconvenience to faculty, staff and students caused by errors to the paper bulletin. If you have any concerns, please call 989-774-1590 or mcgui1lg@mail.cmich.edu.

The purpose of this bulletin is to provide information about CMU's academic programs available in the 2014-15 academic year and information concerning admissions, academic regulations and requirements, services available to students, and CMU staff and faculty. Students are responsible for ensuring that all requirements for graduation have been met. It is expected that students will regularly discuss their plans of study with academic advisors.

Central Michigan University reserves the right to modify curricula, rules, policies, fees, program requirements, and courses offered and other information contained in this Bulletin at any time, without notice. The provisions of this bulletin do not constitute a contract, express or implied.