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.

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.
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Term Expires December 31,

2014
2016
2018
2020
2018
2016
2014
2020

Administration 2014

George E. Ross (2002)* President; B.A., M.B.A., Michigan State University; Ph.D., University of Alabama
Raymond L. Christie (1998) 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 Dean, College of Graduate Studies; 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) Interim Vice Provost for Academic Affairs; B.S., M.A.T., Indiana University; Ph.D., Purdue University
Carolyn Dunn, 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 Lynne Hella (1996) Associate Vice President/Human Resources; B.A., Alma College; M.S.A., Central Michigan University
Shelly S. Hinck (1988), Interim Dean, College of Communication and Fine Arts; B.A., Millikin University; M.A., Southwest Texas State University; Ph.D., University of Texas
Christopher D. Ingersoll (2009) Dean, The Herbert H. and Grace A. Dow College of Health Professions; B.S., Marietta College; M.A., Indiana State University; Ph.D., University of Toledo
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.L.Ed., Harvard University
Sherry S. Knight (2012) Associate Vice President of University Communications; B.A.A., Central Michigan University
John J. McGrath (2012) Vice President, Research and Sponsored Programs; B.S., Stanford University; M.S., Ph.D., Massachusetts Institute of Technology
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
Linda C. Perkowski (2011) Interim Dean, College of Medicine; B.A., University of Texas; M.S. Texas A & M University; Ph.D., University of Texas
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 Of Wales; M.S., Southern Illinois University At Carbondale; Ph.D., Southern Illinois University At Carbondale
Anthony A. Voisin (1985) Assistant 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.
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Welcome to CMU

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 NCA 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: A Commission of North Central Association and is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411.

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 masters 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: Engineering Accreditation Commission of ABET (http://www.abet.org); Association of Technology, Management and Applied Engineering; Association of University Programs in Health Administration; American Psychological Association1; Council of Academic Accreditation in Audiology and Speech-Language Pathology; Accreditation Commission for Audiology Education; American Chemical Society; Commission on Accreditation of Athletic Training Education; Accreditation Council for Education in Nutrition and Dietetics; Accreditation Review Commission on Education for the Physician Assistant, Inc. (for more information, see the pre-Physician Assistant studies); Accrediting Council of Education in Journalism and Mass Communication; Commission on Accreditation in Physical Therapy Education; Council on Academic Accreditation in Audiology and Speech-Language Pathology; Council for Interior Design Accreditation; Council on Social Work Education; Liaison Committee on Medical Education, National Association for the Education of Young Children; National Association of Schools of Art and Design; National Association of School Psychologists; National Association of Schools of Music; National Association of Schools of Public Affairs and Administration; National Council on Family Relations; Council on Accreditation of Parks, Recreation, Tourism, and Related Professions; and National Environmental Health Science and Protection Accreditation Council. 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: apaaccred@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 Academic Affairs. Further information regarding specific program accreditation status is located at: https://www.cmich.edu/office_provost/AcademicAffairs/Accreditation/.

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 and Institutional Equity

CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate in employment against persons based on 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 (see https://www.cmich.edu/office_president/ocrie/Pages/default.aspx).

Affirmative action is a set of specific and results-oriented measures taken to bring about equal opportunity. At CMU, the Office of Rights and Institutional Equity coordinates and monitors the university’s affirmative action/equal opportunity efforts and programs to assure compliance with Americans with Disabilities Act, Title VII of the 1964 Civil Rights Act, Title IX, Executive Order 11246 and other relevant state and federal statutes.

The office 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 the University’s nondiscrimination and affirmative action policies and procedures, assists departments with recruitment and retention activities, and receives and resolves complaints of discrimination from students, employees and others.

To view the Board of Trustees Nondiscrimination Policy, see https://www.cmich.edu/office_president/OCRIE/Pages/Nondiscrimination-Statement.aspx.

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/office_president/OCRIE/Pages/Contact_Information.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 Officer 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/office_president/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 http://www.cmich.edu/student-disability.

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 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 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 Information Resource Management 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. 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/.

**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 ERP using SAP Software and Logistics Management; Master of Arts 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 concentrations 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 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 Administrations, Human Resources Administration, Information Resource Management, Leadership, Public Administration, and Research Administration; Joint Base Andrews, to offer the Master of Science in Administration and Graduate degrees in ERP using SAP Software, Human Resource Management, Logistics Management, Marketing and VDO; the 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 concentrations 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 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.
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.

**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.

**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, Human Resources Management, 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 the University of North Carolina for 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, International Administration, 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/thec/ 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: Alexandria to offer the Master of Arts in Counseling, Master of Arts degree in Educational Leadership with Emphasis in Charter School Leadership, Master of Arts in Humanities, Master of Arts in Sport Administration, Master of Public Administration, and the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, and Leadership; Defense Supply Center Richmond/Defense Logistics Agency to offer the Master of Science in Administration with concentration 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, Leadership, and Public Administration; 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, 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; Lawrenceville to offer the Master of Arts degree in Education with concentrations in Adult Education and Instruction; and the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration and Human Resources Management; 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; Richmond to offer the Master of Arts in Counseling; Master of Arts degree in Education with concentrations in Adult Education and Instruction; and 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; Fort Belvoir 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; Defense Supply Center Fort Belvoir 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; Lawrenceville to offer the Master of Arts degree in Education with concentrations in Adult Education and Instruction; and 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; Lawrenceville 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; 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; 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.

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.web site 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.
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; Licensure, 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.

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 designed 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/](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.

All materials submitted in support of an application become the property of Central Michigan University and are not returnable, refundable, forwarded, copied, or released to third parties.

**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.

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.

**Application for Admission to Undergraduate Study**

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.

**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 applicant 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.

A student who does not register for a class within one year of notification of admission (“no-show”) must reapply for admission and will be required to follow current admission procedures and pay the current application fee. 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 must submit another application and again supply appropriate transcripts and/or materials/documents.

**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 Dean of the College of 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 admission application 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 Dean of the College of 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 Dean of the College of 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 Dean of the College of Graduate Studies.

Types of Graduate Admission

CMU has five categories of admission: regular, conditional, nondegree, 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 Dean of the College of 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 optionally, a 3.0 cumulative, undergraduate 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 can be granted to students who do not meet all the requirements for regular admission or whose personal competencies a department may wish to assess 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 applied 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. Submit a completed Admission Status Reclassification Petition form with required signatures to the College of Graduate Studies,
c. Submit 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 College of 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 that 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 the College of Graduate Studies. “Undecided” students who do not have coursework deficiencies may apply for admission to a degree or certificate program at any time.

(continued)
Non-degree students that 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 the College of Graduate Studies. 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 the College of Graduate Studies with the required information.

Students with provisional admission may only register for one semester of graduate coursework while awaiting the 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 the College of Graduate Studies. 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 enrols in all remaining courses required for graduation; 3) during the semester of concurrent registration, the student totals credit load (undergraduate and graduate) will not exceed 15 credit hours; 4) the student has an undergraduate GPA of at least 2.7 or, optionally, 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 the College of 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;
- c. Exceptions may be granted by the Dean of the College of Graduate Studies.

**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 the College of Graduate Studies 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 directly to the College of Graduate Studies 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 provided 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 College of 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 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 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.
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.

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](http://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 Dean of the College of Graduate Studies.

**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 additional student background information 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 Dean of the College of Graduate Studies.

**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.
**Registration**

**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/regnews. 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/regnews. If you have a hold on your account preventing registration or you are unable to register yourself for any other reason, contact an 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/locations. 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 numbered 100-599. Many 500 level courses can be considered 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.

**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:

a. The independent study is directly related to the student’s academic program.
b. The student cannot obtain equivalent experience through a regular course.
c. 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.

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://central-link.cmich.edu/.

Application, Standard ........................................................... $50.00
Application, Doctorate in Health Administration .................. 200.00
Application, Disney - in addition to Standard Application Fee ........................................... 250.00
Withdrawal ........................................................................... 50.00
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.

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>Level of Courses</th>
<th>2014-15 Rates Per Credit Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>$387.00</td>
</tr>
<tr>
<td>Undergraduate, Military</td>
<td>$275.00</td>
</tr>
<tr>
<td>Undergraduate, Veteran</td>
<td>$310.00</td>
</tr>
<tr>
<td>1 Global Campus Tuition Fee</td>
<td>$348.00</td>
</tr>
<tr>
<td>Graduate</td>
<td>$510.00</td>
</tr>
<tr>
<td>Graduate, Military</td>
<td>$305.00</td>
</tr>
<tr>
<td>Graduate, Veteran</td>
<td>$345.00</td>
</tr>
<tr>
<td>2 Global Campus Tuition Fee</td>
<td>$458.00</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>$545.00</td>
</tr>
<tr>
<td>Specialist in Education (Ed.S.)</td>
<td>$510.00</td>
</tr>
<tr>
<td>Doctor of Education (Ed.D.)</td>
<td>$530.00</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>
</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 CMU alumni. It is applicable to programs that do not exceed the standard undergraduate and graduate rates.

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>2014-15 Rates Per Credit Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate students:</td>
<td>$385.00 $789.00</td>
</tr>
<tr>
<td>Graduate Students:</td>
<td>$507.00 $766.00</td>
</tr>
<tr>
<td>Doctoral Students:</td>
<td>$583.00 $850.00</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_Fees_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.

| Refund |  
|--------|--------|
| Up to 12.5% of Course Completion | 100% |
| 12.501% to 25% of Course Completion | 75% |
| 25.001% to 50% of Course Completion | 50% |
| 50.001% and thereafter | 0% |

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.
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 online 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-mail 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

- 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>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face Course Format</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>
<td>3 weeks</td>
</tr>
<tr>
<td>Face-to-Face Course Meeting Times</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>
<td>6 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. If a class has a format that is not listed on the grid, please compute total number of days in the course and divide by the number of course dates occurring before the withdrawal date to find the percent of completed course time. If the course is 10-33% over, the amount to be refunded is 75%; if the course is 34-49% over, the amount to be refunded is 50%; if the course is more than 49% over, no refund will be generated. 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, 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 quartile (more than 50% but less than 75%) 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 quartile (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”.

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.).
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 in default on a federal loan or owe a refund or repayment on any federal or state loan or 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 be admitted to Central Michigan University as a regular degree-seeking student; guest students attending CMU are not eligible to receive financial assistance through CMU. Students seeking a certificate only are not eligible for financial aid.

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>Min. number of credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>5 (\leq 6)</td>
</tr>
<tr>
<td>Spring</td>
<td>5 (\leq 6)</td>
</tr>
<tr>
<td>Summer</td>
<td>5 (\leq 6)</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://centrallink.cmich.edu/_layouts/essredirect/?s=bankinfo&m=production.

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 semester aid, it is your responsibility to pay for the class or classes from any refund you have received for the semester. Requests for additional classes or changes to your current schedule will be processed 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.

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 most state and institutional student aid programs, there are three distinct criteria that must be monitored and met.

(continued)
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](http://www.back2college.com/raisegpa.htm) as a tool.

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 student 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://bulletins.cmich.edu/2014/gr/administrative/academic/admissions and policies.asp?durationyr=2014&level=GR&rel=onc](https://bulletins.cmich.edu/2014/gr/administrative/academic/admissions and policies.asp?durationyr=2014&level=GR&rel=onc).

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 NC (no credit), 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 as 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 e-mail 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.studentlandinganalytics.com/alternative_loan_options.html](http://www.studentlandinganalytics.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.
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 some of your classes during the drop/add period (or indicate you never attended some of your classes), you may lose some or all of your financial aid eligibility. Before withdrawing, we suggest you speak with a financial aid counselor. Your enrollment status for financial aid purposes is determined as of the 9th day of classes each semester or term (based on file close) for Global Campus students.

If you are a financial aid recipient and you drop all of your classes prior to start of the semester (or indicate you never attended), 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 after 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.

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 fulltime, 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. Eligibility for a Federal Pell Grant is determined by a need analysis formula prescribed by Congress. Application of the formula to family income and asset data produces an expected family contribution (EFC).

You are eligible for a Federal Pell Grant if you: are an undergraduate, have not received a baccalaureate degree, have a qualifying EFC as determined by the U.S. Department of Education (ED) and meet the general eligibility criteria listed on page 23. Federal Pell Grant awards are based on full-time attendance per academic year. The enrollment status for Global Campus students is determined each semester as follows for 2014-2015:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2014</td>
<td>October 29, 2014</td>
</tr>
<tr>
<td>Spring 2015</td>
<td>March 18, 2015</td>
</tr>
<tr>
<td>Summer 2015</td>
<td>July 1, 2015</td>
</tr>
</tbody>
</table>

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 eligible to receive a Pell Grant and must be 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. The period during which a student may receive Federal Pell Grants shall not exceed the equivalent of 12 semesters of full-time attendance.

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, 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. FAILURE 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 DIBURSEMENT.

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 each semester, eliminating the need for separate check processing. Repayment of the loan principal begins six months after the student is no longer attending school on at least a half-time basis and all loans may be consolidated with the federal government.

Subsidized Loans: “Subsidized” means the federal government pays the interest on these loans while the student is in school and during deferrals (postponements of repayment). Students must show financial need to receive this type of loan.

Unsubsidized Loans: “Unsubsidized” means the federal government does not pay the interest while the student is in school or deferment. Students qualify for an unsubsidized loan regardless of financial need. Students are responsible to pay the interest on this loan quarterly or may choose to capitalize the interest.
Federal Direct PLUS Loans: These 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. There is no grace period or deferment period. This means that interest begins to accumulate at the time the first disbursement is made.

Parents must begin repaying both principal and interest while the student is in school. Generally, repayment begins within 60 days after the second disbursement for the loan.

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 online 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 N/A</td>
<td>$20,500</td>
<td></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:**

- 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 or 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.

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.
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.

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.

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 funding 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 education 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/)

CMU Global Campus Scholarship Program

Scholarship applications for the 2014-2015 school year are available beginning March 1, 2014 and must be received by May 30, 2014. Scholarship applications for the 2015-2016 academic year are available March 2, 2015 and must be received by May 29, 2015. 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. 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 globalfa@cmich.edu or 1-800-664-2681, option #2.

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

Honorary and Memorial Funds

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. Preference is 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 by the DeWitt family 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 by the DeWitt family in 2004 for 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.

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 Endowed Scholarship
Established in 2007 by Laurie and Michael J. Morris (‘80, ‘93). This scholarship is shared between CMU’s Global Campus, College of Communication and Fine Arts, and the College of Business Administration. Global Campus will be awarding this scholarship for the 2014-2015 academic year. Global Campus applicants 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) and Jane Rogers for CMU’s Global Campus students. Applicants must be pursuing a Bachelor of Science Degree through CMU’s Global Campus, be in their junior year or higher (56+ earned credit hours), and have earned a minimum GPA of 3.0. Applicants must be a single parent that is a resident of the Southeast Michigan area. This scholarship is renewable for up to two years of continuous enrollment for a student taking a minimum of nine (9) credit hours per semester. Recipients must reapply to be considered for the renewable portion of this scholarship.

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 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 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.
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 writecnt@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, 106, 107, 113, 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 a 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 internationally 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.
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. 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.

(continued)
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 (SOCNAV), or marine corps (SOCMAR) 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 Articulation Agreement: A student who transfers from a community college in Michigan with a transcript documented as having satisfied the Michigan Association of College Registrars and Admissions Officers Agreement, will also have satisfied the University Program portion of the General Education Requirements of this Bulletin. Other students should see the general education requirements section of this or the undergraduate Bulletin they are following 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

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 Dean of the College of 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 Dean of the College of 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. Exceptions to any aspect of this policy will be considered only in extraordinary circumstances and will be granted at the discretion of the Dean of the College of Graduate Studies.

Students who seek to transfer credit should begin the process by giving their academic advisor copies of course catalog descriptions or 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 Dean of the College of Graduate Studies that the transfer of coursework be approved. All transfer credits must be approved by the academic advisor and the Dean of the College of Graduate Studies.

Students may request pre-approval of a course’s content for possible transfer credit. Students should note that pre-approval by the College of 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 the process. 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 faculty availability. Classes are usually scheduled during compressed time blocks to maximize instructional effectiveness and to minimize scheduling conflicts. Formats offered include alternate weekends, week-long, and evenings, as well as CMU Online.

Regardless of the scheduling format, textbooks, course outlines, reference materials and assignments are available prior to the first session of a class to allow preparatory reading and study.

Student Interaction for Learning Purposes: Central Michigan University encourages instructors to use classroom activities, such as group assignments and in-class projects, that foster student interaction. The cohort format used in many locations is designed to foster student interaction throughout their degree program.

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.

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, research, 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

Advanced Standing 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)
- 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.

<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 185</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>Biology</td>
<td>Concepts of Biology</td>
<td>BIO 110 or BIO 101 (prior to 2008)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Introduction to Chemistry I</td>
<td>CHM 120 &amp; CHM 127</td>
<td>4</td>
<td>3 or 4</td>
</tr>
<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>Freshman Composition</td>
<td>ENG 101*</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>English Composition and Literature</td>
<td>Freshman Composition</td>
<td>ENG 101*</td>
<td>3</td>
<td>4</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>3</td>
</tr>
<tr>
<td></td>
<td>• Development of Western Civilization: From 1700 to the Present</td>
<td>HST 101/HST 102</td>
<td>6</td>
<td>4 or 5</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>• United States to 1865</td>
<td>HST 111 or HST 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>• U.S. to 1865/U.S. to present</td>
<td>HST 111/112</td>
<td>6</td>
<td>4 or 5</td>
</tr>
<tr>
<td>History: World</td>
<td>HST credit</td>
<td></td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>HST credit</td>
<td></td>
<td>6</td>
<td>4 or 5</td>
</tr>
<tr>
<td>Human Geography</td>
<td>Cultures of the World</td>
<td>GEO 121</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Languages:</td>
<td>• French Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• German Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Spanish Language</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Latin: Literature</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Latin: Vergil</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Principles of Macroeconomics</td>
<td>ECO 204 or ECO 201 (prior to 2008)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Principles of Microeconomics</td>
<td>ECO 203 or ECO 202 (prior to 2008)</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: Calculus BC</td>
<td>Subscore AB</td>
<td>MTH 132</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>• Introduction to Statistics or Elementary Statistical Analysis</td>
<td>STA 382QR</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

*Prior to Fall, 2013: CHM 131 (4) with score of 3; CHM 131/132 (8) with score of 5.
*Effective Fall, 2015, these courses will come in as ENG 134 (Introduction to Literature), which fulfills the Group IB requirement in CMU’s University Program.
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>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>GER 101</td>
<td>4</td>
<td>43</td>
</tr>
<tr>
<td>German Language</td>
<td>Elementary German I</td>
<td>GER 102</td>
<td>4</td>
<td>50</td>
</tr>
<tr>
<td>Humanities</td>
<td>English Credit and Humanities Credit</td>
<td>3</td>
<td>50</td>
<td></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>SPN 101</td>
<td>4</td>
<td>46</td>
</tr>
<tr>
<td>Spanish Language</td>
<td>Elementary Spanish I</td>
<td>SPN 102</td>
<td>4</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td>Elementary Spanish II</td>
<td>SPN 201</td>
<td>4</td>
<td>53</td>
</tr>
<tr>
<td></td>
<td>Intermediate Spanish I</td>
<td>SPN 202</td>
<td>4</td>
<td>58</td>
</tr>
</tbody>
</table>
Additional Options for Undergraduates Only

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.

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. 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.

International Baccalaureate

<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>
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</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>
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</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>IIIB</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>HST 112 (3)</td>
<td>IIIB</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>IA</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>IIB</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></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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</td>
<td>10</td>
<td>PHY 145QR(4) and PHY 175 (1)</td>
<td>IIB</td>
</tr>
<tr>
<td></td>
<td></td>
<td>University Physics II &amp; University Physics Laboratory II</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.
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 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.

(continued)
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 Semester Honors 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. See the following sections for undergraduate and graduate standing.

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

Grades | Significance | Honor Points Per Semester Hour
---|---|---
A | Superior | 4.0
A- | | 3.7
B+ | | 3.3
B | | 3.0
B- | | 2.7
C+ | | 2.3
C | | 2.0
C- | | 1.7
D+ | | 1.3
D | | 1.0
D- | | 0.7
E | Failing | 0.0

CR | Credit | Not included
NC | No Grade Submitted | in computing
NC | No Credit | hours and
I | Incomplete | points.
W | Withdrawal | 
X | Audit | 
Z | Deferred Grade | 
H | Honors Program | 

(Designates Honors Credit in combination with letter grade)

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-, 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.

| Grade | Points/Per Semester Hour | Designation |
---|---|---|
A | 4.0 | Superior |
A- | 3.7 | 
B+ | 3.3 | 
B | 3.0 | 
B- | 2.7 | 
C+ | 2.3 | 
C | 2.0 | 
C- | 1.7 | 
D+ | 1.3 | 
D | 1.0 | 
D- | 0.7 | 
E | 0.0 | Failing |

CR | Credit |
NC | No Credit |
NC | No Grade Submitted |
I | Incomplete |
W | Withdrawn |
X | Audit |
Z | Deferred Grade |
H | Honors Program |

(Designates Honors Credit in combination with letter grade)

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 the College of Graduate Studies.

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

(continued)
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 E 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 complete 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 the College of 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. Students must demonstrate the following for their requests to be considered by the College of Graduate Studies: compelling extenuating circumstances, current knowledge in the subject matter they wish to extend, and steady progress toward the certificate or degree. Students that have not been enrolled at CMU for more than two years are not making steady progress. Transfer credit is not eligible for extension consideration. Extension requests are limited to a one time request of twelve to eighteen months. Extension requests are limited to a one time request of twelve to eighteen months total and for up to 9 graduate credit hours. If an extension is granted, a second extension is highly unlikely and students should plan accordingly. Extension of time request forms are available on the College of Graduate Studies website www.grad.cmich.edu, under New and Current Students: Applications and Academic Forms.

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 22). 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 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. 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.

**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. A student wishing to repeat a course must complete and sign the Repeat Course Request card available at the program center office.

For exceptions to this limitation policy, contact the program administrator for more information.

In some states, repeat courses may not be eligible for veterans’ educational benefits. Please consult the program administrator.

**Academic Policy and Federal Student Aid**

A student’s Grade Point Average (GPA), their completion of coursework and timeframe standards (duration of completion) are measured each semester for the purpose of Satisfactory Academic Progress (SAP). Failure to maintain Financial Aid Standards will affect Federal Student Aid eligibility. Details concerning SAP can be found in the 2014-15 Financial Aid Manual at: http://global.cmich.edu/financial-aid/FinancialAidManual.pdf.

**Grade Grievance Policy**

Grade grievance procedures apply only to the review and resolution of allegations of capricious grading. They are not for the review of the instructor’s judgment in assessing the quality of a student’s work.

Capricious grading consists of any of the following: (a) the assignment of a grade to a particular student on some basis other than her or his performance in the course; (b) the assignment (continued)
of a grade to a particular student that resorts to more exacting or demanding standards than were applied to other students in that course; 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.

A student who has a complaint about a grade should begin with Step One of the procedure by contacting the instructor, either in person or in writing, as soon as possible and not later than 30 days after the course grade is available. The instructor should discuss the matter, explaining how the student’s grade was calculated. A student who is unable to reach the instructor should contact the Global Campus Vice President/Executive Director’s office.

A student who is not satisfied with the results of Step One may move to Step Two by initiating the following process within 60 days after the course grade is made available: (1) writing a letter to the instructor stating the reason(s) for moving to Step Two and (2) writing a letter to the appropriate program director (e.g., MSA Director, MA in Counseling Director, MA in Education Director, MA in Humanities Director, or Undergraduate Programs Director) requesting a joint consultation with the instructor and the appropriate program director. The student must include a copy of the student’s letter to the instructor stating the reason(s) for moving to Step Two.

In cases where the instructor is also the program director, the materials will be forwarded to the appropriate dean.

The program director will arrange for a conference call among the instructor, student, and program director as soon as possible. The purpose of the joint consultation is to provide an opportunity for the student and the instructor to discuss the student’s allegations with a third party present. The role of the program director is to facilitate the discussion, not to recommend a change of grade. Following the joint consultation, the program director will confirm the outcome of the conference call to the student with a letter which outlines the procedures for moving to Step Three if the student is not satisfied. A copy of the letter to the student will be sent to the instructor.

A student who is not satisfied with the results of Step Two may move to Step Three by writing a letter to the program director within 30 days of the consultation. The letter must include a description of the basis for claiming that the student’s grade was the result of capricious grading as defined in the Global Campus Bulletin. Evidence such as tests, papers, etc., that would support the student’s allegations must be included at the same time. A copy of the student’s letter and documentation will be sent to the instructor, who will be given 30 days to respond. A copy of the instructor’s response will be sent to the student.

Copies of the letters and documents submitted by both the student and the instructor will be referred to the appropriate council (e.g., MSA Council, MA in Counseling Council, MA in Education Council, MA in Humanities Council, or Undergraduate EDP Council). If the council finds the allegations of capricious grading to be supported by substantial evidence, the council will determine the most appropriate remedy. The council may direct the instructor to grade the student’s work anew or to give the student a new examination in the course, or it may take other action that will bring about substantial justice in the individual case. The decision of the council is final and shall be reported in writing to the student, the instructor, and the Vice President/Executive Director of Global Campus.

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’s 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/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, the student is subject to academic dismissal.

**Academic Suspension**

New freshmen and transfer students are subject to academic suspension if their first term/semester 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 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 readmittance to Center Services - Global Campus. A written application is required. The complete procedure is outlined under Rematriculation in the Admissions section of this Bulletin.

### Attempted/Total Credit Hours

<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.

**Graduate Student Standards of Satisfactory Progress**

Student academic records are reviewed for satisfactory academic progress regularly. If a graduate student with regular admission has nine or more semester hours (the equivalent of one main campus semester) and her or his GPA falls below 3.0, he or she is placed on probation, will be notified of that status, and told he or she is subject to dismissal. A regularly admitted student with less than nine hours of credit and a GPA below 3.0 is notified he or she has a deficient graduate GPA and may be placed on probation.

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 dean of the College of 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 a pre-admit admission status and her or his 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 dean of the College of Graduate Studies. Admission to a degree program will be decided by the procedures normally used for that program.

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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 readmittance to Center Services - Global Campus. A written application is required. The complete procedure is outlined under Rematriculation in the Admissions section of this Bulletin.
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 47 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 Semester Honors List is published by the Office of Student Affairs after each semester, naming students who have achieved a high scholastic standing for that semester. To qualify for this recognition, a student must meet all of the following conditions: 1) have registered for and completed 12 or more letter-graded hours of CMU credit during the following periods: January 1-May 15; May 16-August 15; August 16-December 31; 2) have earned a semester grade point average (GPA) of 3.50 or higher. The President’s List honors those students on the Semester Honors List who achieved the 4.0 semester grade point average (GPA).

<table>
<thead>
<tr>
<th>Point Average</th>
<th>Honor</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>

Undergraduate Graduation with Honors

In order to be graduated with honors a student must have, at the beginning of his or her last required semester, a total cumulative 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.
3. 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.
4. Fulfilled all of the requirements of the curriculum on which the student is enrolled and all other university regulations pertaining to the 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 graduate certificate program;
6. 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 the College of 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/), filed a Graduation Application, and paid the required graduation fee. (See Graduation Procedures.)

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 the College of Graduate Studies 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 the College of 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 and paid the required graduation fee. (See Graduation Procedures.)
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 https://global.cmich.edu/student/graduation.aspx), filed a Graduation Application, and paid the required graduation fee. (See Graduation Procedures.)
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 the College of 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 and paid the required graduation fee. (See Graduation Procedures.)

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 College of 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 the College of 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 and paid the required graduation fee. (See Graduation Procedures.)

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 the College of 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 the Office of Research and Sponsored Programs.

For stylistic guidelines, students are expected to follow the most recent College of 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 the College of 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 Dean of the College of Graduate Studies as well as the committee verified by the College of 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 Dean of the College of 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 the College of Graduate Studies for approval according to the deadlines set forth by the College of 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 Requirements

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 December 14, 2013 and May 10, 2014.

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 the College of 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.
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 credit from CMU beyond those required for the first degree. The additional hours need not be taken after completion of requirements for the first degree.
3. Present a minimum of 60 semester hours from CMU, of which at least 30 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.

To earn a second baccalaureate degree after earning the first degree from another regionally accredited, four-year, degree-granting institution, or from a foreign university or college approved by the government or the official regulating agency of the country in which the university or college is located, 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 to apply toward graduation is the highest number in the semester hour designation of the course (i.e., 3 hours maximum in the example listed above).

Unspecified content courses are defined to be courses in which the student or department is not restricted by the course description in the Graduate Bulletin to a specific area or subject matter to be included within the course.

It is up to each graduate advisor to ensure that a student’s authorized program plan has sufficient university-approved coursework to provide the student with a solid grounding in the academic discipline. In order to assist advisors, a list of variable credit and unspecified content courses is given before the course listings in each department.

Curriculum and Course Changes

All changes in curriculum and all course substitutions must be approved by the academic advisor and, in the case of MSA students, the MSA director. Deviations from the authorized program plan must be in writing and signed by the appropriate academic advisor and the MSA director. Students who take courses which have not been approved by their academic advisor do so at the risk that those courses may not apply to their degree.

Curriculum and course changes may require approval from the Veterans Administration if a student is to continue to be eligible for veterans educational benefits. Students should consult their program administrator.

Credit Hours

All academic credit is computed in semester credit hours.

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. Transfer students should pay particular attention to material presented in Section IV: General Education Program Requirements for Transfer Students.

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. OR

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. OR

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 or HON 110 Speaking and Writing with Critical Awareness. HON 110 is intended primarily for Centralis Scholars.

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)
HON 110 - Speaking and Writing with Critical Awareness 6(6-0)

(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 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:

The following courses have been approved for offering as Writing Intensive (check the Course Search and Registration to determine whether a particular section of a course is offered in Writing Intensive format, indicated with a “WI” next to the course number):

- AMD 250 - History of Western Dress 3(3-0)
- ANT 276 - Language and Culture 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 News Writing 3(3-0)
- BCA 411 - Long-Form Electronic Media Writing 3(3-0)
- BCA 503 - Critiquing Mass Media 3(3-0)
- BCA 506 - 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)
- 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 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 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 315 - Teaching Writing in Elementary and Middle Schools 4(3-1)
- ENG 323 - Fantasy and Science Fiction 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(3-0)
- ENG 493 - Creative Nonfiction 3(3-0)
- ENG 539 - Seminar in Major Nonfiction Writers 3-9(Spec)
- 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)
- GER 341 - German Cultural History 1 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 - United States 1865 to the Present 3(3-0)
- HST 163 - The Latin American Experience 3(3-0)
- HST 168 - Modern East Asia 3(3-0)
- HST 176 The African Experience 3(3-0)
- HST 200 - Medieval Civilization 3(3-0)
- HST 221 - Growing Up in America 3(3-0)
- HST 238 - Ancient Greece and Rome 3(3-0)
- HST 239 - United States Social History since 1865 3(3-0)
- HST 231 - United States Social History since 1865 3(3-0)
- HST 311 - History of the United States 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 - United States Social History to 1865 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)

Note: Courses that are bolded are offered by Global Campus
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_pro-vost/AcademicAffairs/CBTC/Pages/default.aspx) or call 989-774-1092.

**Mathematics Competency Courses:**

- MTH 105 - Intermediate Algebra (3-0)
- MTH 106 - Plane Trigonometry (3-0)
- MTH 107 - College Algebra (3-0)
- MTH 113 - Mathematics: A Modeling Approach (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 322 - Introduction to Mathematical Proof 3(3-0)
- MTH 333 - Differential Equations 3(3-0)
- MTH 334 - 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 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 392QR - 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. 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 - Quantitative Analysis 4(3-5)
- 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)
- MET 240QR - Meteorology 3(2-2)
- MTH 103QR - Quantitative Reasoning for Informed Citizens 3(3-0)
- PHL 145QR - Reasoning and Probability 3(3-0)
- 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)
- PSC 180QR - Introduction to Quantitative Reasoning in Politics and Public 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/SWK 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 retest. 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/office_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 for Students in the Honors Program: Honors students may fulfill the Oral English Competency Requirement by earning a grade of C (2.0) or better in HON 110 Speaking and Writing with Critical Awareness. HON 110 is intended primarily for Centralis Scholars.

Oral English Competency Courses:

- COM 101 - Introduction to Communication 3(3-0)
- COM 267 - Introduction to Debate 3(3-0)
- COM 269 - Practicum in Debate/Forensics 2-8(Spec)
- COM 357 - Public Speaking 3(3-0)
- ELI 199 - American Language for International Students: Speech Component 3(3-0)
- HON 110 - Speaking and Writing with Critical Awareness 6(6-0)
- TAI 170 - Oral Interpretation of Literature 3(3-0)
- TAI 302 - Voice and Diction 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. Transfer students should pay particular attention to material presented in Section IV: General Education Program Requirements for Transfer Students.

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 methodologies analyze, critically evaluate, or interpret philosophical, movements, historical events, works of art, religious practices and beliefs, and other important aspects of culture so we can understand them in their historical context and fully appreciate their significance. It encourages the recognition of different points of view about interpretations of human events, ideas, values, and artworks, and it debates the ultimate validity and significance of these. To satisfy the Humanities requirement, students must select one course from each of the two subgroups.

**Subgroup I-A: Human Events and Ideas (3 hours)**

Select from the following:

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<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credits</th>
<th>Units</th>
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<tbody>
<tr>
<td>ART 283</td>
<td>Introduction to Western Art, Part I</td>
<td>3</td>
<td>(3-0)</td>
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<tr>
<td>ART 285</td>
<td>Introduction to Western Art, Part II</td>
<td>3</td>
<td>(3-0)</td>
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<td>BCA 101</td>
<td>History and Appreciation of the Cinema</td>
<td>3</td>
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<td>ENG 235</td>
<td>English Literature: Beginning to Romantic Period</td>
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<td>ENG 236</td>
<td>British Literature</td>
<td>3</td>
<td>(3-0)</td>
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<tr>
<td>ENG 251</td>
<td>American Literature: Colonial Through the Romantic Period</td>
<td>3</td>
<td>(3-0)</td>
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<tr>
<td>ENG 261</td>
<td>Masterpieces of Ancient Literature</td>
<td>3</td>
<td>(3-0)</td>
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<tr>
<td>ENG 323</td>
<td>Fantasy and Science Fiction</td>
<td>3</td>
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<td>ENG 330</td>
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<td>GER 325</td>
<td>Modern German Literature in Translation</td>
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<td>Honors Studies in Human Events and Ideas</td>
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<td>The Development of Western Civilization: From Ancient Times to 1700 A.D.</td>
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<td>The American Experience</td>
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<td>Medieval Civilization</td>
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<td>Ancient Greece and Rome</td>
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<td>Women in America</td>
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<td>HST 340</td>
<td>The High Middle Ages</td>
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<td>HST 341</td>
<td>Renaissance and Reformation</td>
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<td>PHL 100</td>
<td>Introduction to Philosophy</td>
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<td>Moral Problems</td>
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<td>Ancient Political Theory</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>PSC 382</td>
<td>Modern Political Theory</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 101</td>
<td>World Religions: An Introduction to the Study of Religion</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 130</td>
<td>Religion in America</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 207/WST 207</td>
<td>Women in Religion</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 235</td>
<td>Religion and Social Issues</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 250</td>
<td>Creation, Conquest, and Chaos: Introduction to the Old Testament</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 260</td>
<td>From Gospel to Apocalypse: Introduction to the New Testament</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 313</td>
<td>Christianity</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 315</td>
<td>Judaism</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>REL 334</td>
<td>Death and Dying</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>WST 207/REL 207</td>
<td>Women in Religion</td>
<td>3</td>
<td>(3-0)</td>
</tr>
<tr>
<td>WST 328/HST 326</td>
<td>Women in America</td>
<td>3</td>
<td>(3-0)</td>
</tr>
</tbody>
</table>
General Education Requirements

B. General Education Requirements

BIO 110, GEL 100, GEL 102, GEO 105.
MET 101QR - Our Changing Climate 3(3-0)
GEO 120QR - Environmental Geography 3(3-0)
GEO 105 - Physical Geography 3(2-2)
GEL 230 - Prehistoric Life 3(3-0)
GEL 205/GEO 205 - Oceanography 3(3-0)
GEL 105 - Dangerous Planet 3(3-0)
GEL 102 - Physical Geology Laboratory 1(0-2)
GEL 101 - Physical Geology 3(3-0)
GEL 100 - Introduction to Earth Systems 3(2-2)
FNS 370 - Nutrition 3(3-0)
BIO 240 - Conservation of Natural Resources 3(3-0)
BIO 151 - Human Biology 3(3-0)
BIO 110 - Concepts of Biology 4(3-3)
BIO 101 - General Biology 3(2-2)
BIO 100 - Introductory Quantitative Biology 3(2-2)

Select from the following:

Subgroup I-A: Behavioral Sciences (3 hours)
Select from the following:

CDO 130 - Normal Speech and Language Acquisition 3(3-0)
ECO 222QR - Behavioral Economics 3(3-0)
HDF 100 - Lifespan Development 3(3-0)
HDF 247 - Introduction to Gerontology 3(3-0)
HON 205 - Honors Behavioral Sciences: First Year Seminar 3(3-0)
IND 332 - Human Shelter and Environment 3(3-0)
PSY 100 - Introduction to Psychology 3(3-0)
SOC 201 - Social Psychology 3(3-0)

Subgroup I-B: Quantitative and Mathematical Sciences (3 hours)
It is recommended that the Mathematics Competency be completed before enrolling in a Subgroup II-B course.
Select from the following:

BIO 105QR - Introductory Quantitative Biology 3(2-2)
CHM 101 - Armchair Chemistry 3(2-2)
CHM 112 - Chemistry and Society Laboratory 1(0-3)
CHM 120 - Survey of Chemistry 4(4-0)
CHM 127 - Introductory Chemistry Laboratory 1(0-2)
CHM 131 - General Chemistry I 4(3-3)
CPS 180 - Principles of Computer Programming 3(3-0)
GEL 130QR - Earth Processes 3(2-2)
GEO 203QR - Introduction to Geographic Information Science 3(2-2)
HON 204 - Honors Quantitative and Mathematical Science: First Year Seminar 3(3-0)
MET 240QR - Meteorology 3(2-2)
MTH 113 - Mathematics: A Modeling Approach 3(3-0)
MTH 132 - Calculus I 4(4-0)
PHL 140 - Introduction to Logic 3(3-0)
PHS 101 - Survey of Physical Science 3(3-0)
PHS 151 - Introductory Physical Science I 3(2-2)
PHY 100 - Conceptual Physics 3(3-0)
PHY 110 - Physics of Sports 3(3-0)
PHY 127 - Table Top Physics 1(0-2)
PHY 130QR - College Physics I 4(4-0)
PHY 170 - College Physics Laboratory I 1(0-2)
PHY 175 - University Physics Laboratory I 1(0-2)
STA 382QR - Elementary Statistical Analysis 3(3-0)
The following Subgroup II-B courses satisfy the Group II laboratory requirements: BIO 105QR, CHM 101, CHM 112, CHM 127, CHM 131, GEL 130QR, MET 240QR, PHS 151, PHY 127, PHY 170, PHY 175.

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.

Subgroup III-A: Behavioral Sciences (3 hours)
Select from the following:

CDO 130 - Normal Speech and Language Acquisition 3(3-0)
ECO 222QR - Behavioral Economics 3(3-0)
HDF 100 - Lifespan Development 3(3-0)
HDF 247 - Introduction to Gerontology 3(3-0)
HON 205 - Honors Behavioral Sciences: First Year Seminar 3(3-0)
IND 332 - Human Shelter and Environment 3(3-0)
PSY 100 - Introduction to Psychology 3(3-0)
SOC 201 - Social Psychology 3(3-0)

Subgroup III-B: Studies in Social Structures (3 hours)
Select from the following:

AMD 252 - Dress and Culture 3(3-0)
ANT 170 - Cultural Anthropology 3(3-0)
ANT 200 - Education and Culture 3(3-0)
ANT 205/SOC 205 - Social Justice in a Global Society 3(3-0)
BAC 265QR - Understanding Media Measurement 3(3-0)
BLR 202 - Legal Environment of Business 3(3-0)
ECO 150 - Current Economic Problems 3(3-0)

Subgroup II-B: The Arts (3 hours)
Select from the following:

AMD 250 - History of Western Dress 3(3-0)
ART 126 - Introduction to the Visual Arts 3(3-0)
BCA 300 - African and African American Film 3(3-0)
ENG 134 - Introduction to Literature 3(3-0)
ENG 326 - The Literary Dimensions of Film 3(2-2)
HON 202 - Honors Studies in the Arts: First Year Seminar 3(3-0)
HST 335 - History of the Rock and Roll Era 3(3-0)
HST 346 - Power and the Politics of Splendor in 17th-Century France 3(3-0)
MUS 114 - Listening Experience 3(3-0)
MUS 213 - Jazz: An American Art Form 3(3-0)
MUS 313 - Musics of the World 3(3-0)
TAI 170 - Oral Interpretation of Literature 3(3-0)
TAI 175 - Appreciation of the Theatre 3(3-0)

The following Subgroup II-A courses satisfying the Group II laboratory requirements: BIO 105QR, CHM 101, CHM 112, CHM 127, CHM 131, GEL 130QR, MET 240QR, PHS 151, PHY 127, PHY 170, PHY 175.

Subgroup II-A: Descriptive Sciences (3 hours)
Select from the following:

ANT 110 - Meet Your Ancestors and Other Distant Relatives 3(3-0)
ANT 171 - Human Origins: Introduction to Physical Anthropology 3(3-0)
ANT 173 - Laboratory in Physical Anthropology 1(0-2)
AST 111 - Astronomy 3(3-0)
AST 112 - Introduction to Astronomical Observations 1(0-2)
BIO 101 - General Biology 3(2-2)
BIO 110 - Concepts of Biology 4(3-3)
BIO 151 - Human Biology 3(3-0)
BIO 240 - Conservation of Natural Resources 3(3-0)
FNS 370 - Nutrition 3(3-0)
GEL 100 - Introduction to Earth Systems 3(2-2)
GEL 101 - Physical Geology 3(3-0)
GEL 102 - Physical Geology Laboratory 1(0-2)
GEL 105 - Dangerous Planet 3(3-0)
GEL 205/GEO 205 - Oceanography 3(3-0)
GEL 230 - Prehistoric Life 3(3-0)
GEO 105 - Physical Geography 3(2-2)
GEO 120QR - Environmental Geography 3(3-0)
GEO 205/GEL 205 - Oceanography 3(3-0)
HON 203 - Honors Descriptive Science: First Year Seminar 3(3-0)
MET 101QR - Our Changing Climate 3(3-0)

The following Subgroup II-A courses satisfying the Group II laboratory requirements: ANT 173, AST 112, BIO 101, BIO 110, GEL 100, GEL 102, GEO 105.
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)
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 - United States 1865 to the Present 3(3-0)
HST 221 - Growing Up in America 3(3-0)
HST 321 - United States Social History since 1865 3(3-0)
JRN 205 - Taking Charge: Empowerment in the Information Age 3(3-0)
PSC 100 - Introduction to Political Science 3(3-0)
PSC 150 - World Politics 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 205/ANT 205 - Social Justice in a Global Society 3(3-0)
SOC 221 - Social Problems 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.

D. Group IV - Studies in Global Cultures and Diversity (6 hours)

This group focuses on the exploration of cultures and societies outside of the United States (IV-B: Studies in Global Cultures) 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 Global Cultures 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, 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 Global Cultures (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: Studies in Global Cultures:

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).

OR

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)
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)
HON 207 - Honors Studies in Global Cultures: First Year Seminar 3(3-0)
HON 309 - Honors Global Citizenship 1-6(Spec)
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)
LAT 101 - Elementary Latin I 4(4-0)
PSC 344 - East Asian Political Systems and Processes 3(3-0)
PSC 348 - Latin American Political Systems 3(3-0)
General Education Requirements

PSC 370 - Gurus, Avatars, and Nukes: South Asian Politics 3(3-0)
REL 220 - Religious Traditions of China 3(3-0)
REL 221 - Religious Traditions of Japan 3(3-0)
REL 222 - Religious Traditions of India 3(3-0)
REL 314 - Islam 3(3-0)
REL 320 - The Buddhist Tradition 3(3-0)
SPN 101 - Elementary Spanish I 4(4-0)
SPN 102 - Elementary Spanish II 4(4-0)
SPN 201 - Intermediate Spanish I 4(4-0)
SPN 202 - Intermediate Spanish II 4(4-0)
SPN 214 - Intermediate Conversation and Composition 3(3-0)
TAI 399 - Theatre and the Holocaust 3(3-0)

Subgroup IV-C: Studies in Racism & 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. To have the course count for credit in Subgroup IV-C: Studies in Racism and Cultural Diversity in 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 in 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/PHL 345/PSC 325/SOC 345 - The Civil Rights Movement 3(3-0)
SOC 323 - Racism and Inequality 3(3-0)
SOC 345/PHL 345/PSC 325/REL 345 - The Civil Rights Movement 3(3-0)

UP Elective (3 hours)

To complete 27 hours, select one additional course from any University Program subgroup. Only one time may students take a second course with the same designator to satisfy 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 201 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 an applied study-abroad experience 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 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.
IV. General Education Program Requirements for Transfer Students

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 Writing Intensive course credits within the University Program, with courses transferred from other colleges or universities if they present a minimum of 24-27 credit hours distributed as follows:

1. Group I - Humanities
   A minimum of six but not more than nine 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 but not more than nine 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). One course must include a laboratory section.

3. Group III - Social Sciences
   A minimum of six but not more than nine credit hours of coursework from at least two of the following disciplines: ANT (Anthropology), CDO (Communication Disorders), HEV (Human Environmental Studies: AMD, FNS, IND, HDF), PSC (Political Science), PSY (Psychology), SOC (Sociology), ECO (Economics), GEO (Geography), JRN (Journalism), SSS (Social Science).

4. Group IV - Global Studies and Diversity
   A minimum of six but not more than nine credit hours of coursework transferred on a course by course basis. Three credit hours must apply to Subgroup IV-B: Studies in Global Cultures and 3 credit hours must apply to Subgroup IV-C: Studies in Racism and Diversity in the United States.

C. Additional Guidelines for Transfer Students

1. Transfer 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 51-59.

Specialized Studies (68-72 hours)
Select a major in Administration and one of the following minors:

Majors
- Building Code Administration
- Industrial Administration
- Organization 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 the General Education Requirements on pages 51-59.

Area Requirements (24 hours)
In addition to the University Program requirements, each area requirement below must be completed. Courses taken to satisfy the University Program Requirements or Competency Requirements may NOT be used to satisfy area requirements.

Students must select the same alternative (A or B) in all three of the following areas.
Not all courses listed below are offered through Global Campus.

Area 1 - Humanities (6 hours)
(Alternative A - 6 hours, Alternative B - 6 hours)
Any course in the following disciplines:
- American Studies (AMS); Arabic (ARB); Art (ART); English (ENG); French (FRN); German (GER); Greek (GRK); Humanities (HUM);
- Japanese (JPN); Latin (LAT); Music (MUS); Ojibwe (OJB); Philosophy (PHL); Religion (REL); Russian (RUS); Spanish (SPN); Theatre and Interpretation (TAL)

These courses also fulfill Area 1 requirements:

Broadcast and Cinematic Arts Courses
- BCA 101 - History and Appreciation of the Cinema 3(2-2)
- BCA 290 - French Film and Other Media 3(0-3)
- BCA 300 - African and African American Film 3(0-3)
- BCA 503 - Critiquing Mass Media 3(0-3)

Honors Courses
- HON 110 - Speaking and Writing with Critical Awareness 6(6-0)
- HON 130 - Western Cultural and Intellectual Traditions 3-6(Spec)

Area 2 - Natural Sciences (6-12 hours)
(Alternative A - 12 hours, Alternative B - 6 hours)
Any courses in the following disciplines:
- Astronomy (AST), Biology (BIO), Chemistry (CHM), Earth Science (ESC), Geology (GEL), Meteorology (MET), Mathematics (MTH), Physical Science (PHS), Physics (PHY), Science (SCI), Statistics (STA)

These courses also fulfill Area 2 requirements:

Anthropology: Physical Anthropology Courses
- 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 Disorder Courses
- CDO 335 - The Anatomy and Physiology of Speech and Hearing 4(4-0)
- CDO 463 - Introduction to Acoustic Phonetics 2(2-0)

Computer Science Courses
- CPS 110 - Information Technology Programming I 3(3-0)
- CPS 150 - FORTRAN Programming 2(0-2)
- 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: Physical Geography Courses
- GEO 105 - Physical Geography 3(2-2)
- GEO 201 - Weather and Climate 4(4-0)
- GEO 205/GEL 205 - Oceanography 3(3-0)
- GEO 210 - Landforms 3(2-2)
- GEO 310 - Surface Hydrology 3(2-2)
- GEO 334/BIO 334 - Soil Science 3(2-2)
- GEO 335 - Biogeography 3(3-0)
- GEO 355 - Environmental Catastrophes 3(3-0)

Health Promotion and Rehabilitation
- HSC 211 - Human Anatomy and Physiology 3(3-0)
- HSC 214 - Human Anatomy 4(3-3)
- HSC 215 - Human Physiology 4(3-2)

Honors Courses
- HON 140 - Symmetry in Science: From Microscopic to Macroscopic Systems 6(5-3)

Human Environmental Studies Courses
- FNS 361 - Experimental Foods 3(2-2)
- FNS 370 - Nutrition 3(3-0)
- FNS 473 - Advanced Nutrition 4(4-0)
Area 3 - Social Sciences (6-12 hours)  
(Alternative A - 6 hours, Alternative B - 12 hours)  
Any course in the following disciplines:  
Anthropology (ANT) (All ANT courses except those included in Area 2), Economics (ECO), Geography (GEO) (All GEO courses except those included in Area 2), Human Development & Family Studies (HDF); History (HST), Political Science (PSC), Psychology (PSY), Sociology (SOC)  
These courses also fulfill Area 3 requirements:  
Communication Disorder Courses  
ASL 101 - American Sign Language, Level I 3(3-0)  
CDO 130 - Normal Speech and Language Acquisition 3(3-0)  
Honors Courses  
HON 120 - The Individual and Community in Modern Society 6(6-0)  
Apparel Design & Merchandising Courses  
AMD 252 - Dress and Culture 3(3-0)  

Specialized Studies (48-77 hours)  
Select a major from the following. Not all majors are offered at all locations. Not all minors are offered through Global Campus.  
A minor is optional.  

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  
Information Technology Minor  
Industrial 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.
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 the General Education Requirements on pages 51-59.*

**Area Requirements (18 hours)**

Six hours in each of the Humanities, Social Sciences, and Natural Sciences areas. 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.

Not all courses listed below are offered through Global Campus.

**Area 1 - Humanities (6 hours)**

Any course in the following disciplines:
- American Studies (AMS); Arabic (ARB); Art (ART); English (ENG); French (FRN); German (GER); Greek (GRK); Humanities (HUM); Japanese (JPN); Latin (LAT); Music (MUS); Ojibwe (OJB); Philosophy (PHL); Religion (REL); Russian (RUS); Spanish (SPN); Theatre and Interpretation (TAI)

These courses also fulfill Area 1 requirements:

**Broadcast and Cinematic Arts Courses**
- BCA 101 - History and Appreciation of the Cinema 3(2-2)
- BCA 290 - French Film and Other Media 3(3-0)
- BCA 300 - African and African American Film 3(3-0)
- BCA 503 - Critiquing Mass Media 3(3-0)

**Honors Courses**
- HON 110 - Speaking and Writing with Critical Awareness 6(6-0)
- HON 130 - Western Cultural and Intellectual Traditions 3-6(Spec)

**Area 2 - Natural Sciences (6 hours)**

Any course in the following disciplines:
- Astronomy (AST), Biology (BIO), Chemistry (CHM), Earth Science (ESC), Geology (GEL), Meteorology (MET), Mathematics (MTH), Physical Science (PHS), Physics (PHY), Science (SCI), Statistics (STA)

These courses also fulfill Area 2 requirements:

**Anthropology: Physical Anthropology Courses**
- 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 Disorder Courses**
- CDO 335 - The Anatomy and Physiology of Speech and Hearing 4(4-0)
- CDO 463 - Introduction to Acoustic Phonetics 2(2-0)

**Computer Science Courses**
- CPS 110 - Information Technology Programming I 3(3-0)
- CPS 150 - FORTRAN Programming 2(2-0)
- 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: Physical Geography Courses**
- GEO 105 - Physical Geography 3(2-2)
- GEO 201 - Weather and Climate 4(4-0)
- GEO 205/GEL 205 - Oceanography 3(3-0)
- GEO 210 - Landforms 3(2-2)
- GEO 301 - Surface Hydrology 3(2-2)
- GEO 334/BIO 334 - Soil Science 3(2-2)
- GEO 335 - Biogeography 3(3-0)
- GEO 355 - Environmental Catastrophes 3(3-0)

**Health Promotion and Rehabilitation**
- HSC 211 - Human Anatomy and Physiology 3(3-0)
- HSC 214 - Human Anatomy 4(3-3)
- HSC 215 - Human Physiology 4(3-2)

**Honors Courses**
- HON 140 - Symmetry in Science: From Microscopic to Macroscopic Systems 6(5-3)

**Human Environmental Studies Courses**
- 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 course in the following disciplines:
- Anthropology (ANT) (All ANT courses except those included in Area 2); Economics (ECO); Geography (GEO) (All GEO courses except those included in Area 2); Human Development & Family Studies (HDF); History (HST); Political Science (PSC); Psychology (PSY); Sociology (SOC)

These courses also fulfill Area 3 requirements:

**Apparel Merchandising & Design Courses**
- AMD 252 - Dress and Culture 3(3-0)

**Communication Disorder Courses**
- ASL 101 - American Sign Language, Level I 3(3-0)
- CDO 130 - Normal Speech and Language Acquisition 3(3-0)

**Honors Courses**
- HON 120 - The Individual and Community in Modern Society 6(6-0)
Specialized Studies
Plan B requires a major and a minor.
Note: Only some major and minor combinations are allowed. See your Advisor for more information.
- To choose any Administration major, or the Integrated Leadership Studies major, you must choose an Geography, Information Technology, Political Science, or Psychology Minor.
- If you choose a Information Technology Major, Political Science: General Major, or Psychology Major, you may choose any minor. 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: General Concentration
Psychology Major, General

Minors
A student may choose a Plan B minor in consultation with an Academic Advisor. This option requires department approval prior to enrolling in a minor.
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: Other University minors may be available; check with your advisor.

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.
Majors and Minors

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 electives 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)
- STA 282 - Introduction to Statistics 3(3-0)

Industrial Administration Concentration

Required Courses (18 hours)
Select electives 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 541 - 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 electives 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 536 - 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)

Note: 3 hours of CPS 280 is required.

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)
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)
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 and Organization Theory 3(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 currently enrolled CMU 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 in four 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, as well as the minors in public administration and public affairs, are allowed to count three internship credit hours toward their 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 - Budgetary Processes in the United States 3(3-0)  
PSC 411 - Public Sector Human Resources and Organization Theory 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 561 - American State Government and Administration 3(3-0)  
PSC 563 - Politics and Policy in Urban Communities 3(3-0)  
PSC 565 - Managing Modern Local Government 3(3-0)  
PSC 566 - Intergovernmental Relations in the United States 3(3-0)  
PSC 585 - Public Sector Information Technology Management 3(3-0)

Field III
International Relations  
PSC 150 - World Politics 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)

(continued)
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 - Ancient Political Theory 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)

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 - General
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: 30 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, no 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: 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.
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 - Basic Leadership 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)

**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.

- BCA 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 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 - Leadership in a Complex World 4(Spec)
- PSC 105 - Introduction to American Government and Politics 3(3-0)
- PSC 125 - African-American Politics 3(3-0)
- PSC 150 - World Politics 3(3-0)
- PSC 242 - Introduction to Comparative Politics 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/PHL 345/PSC 325/SOC 345 - The Civil Rights Movement 3(3-0)
- RPL 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 - Budgetary Processes in the United States 3(3-0)
- PSC 411 - Public Sector Human Resources and Organization Theory 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 561 - American State Government and Administration 3(3-0)
- PSC 563 - Politics and Policy in Urban Communities 3(3-0)
- PSC 565 - Managing Modern Local Government 3(3-0)
- PSC 566 - Intergovernmental Relations in the United States 3(3-0)
- PSC 585 - Public Sector Information Technology Management 3(3-0)

Field III
International Relations
- PSC 150 - World Politics 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 511 - 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 - Ancient Political Theory 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 - Budgetary Processes in the United States 3(3-0)  
PSC 411 - Public Sector Human Resources and Organization Theory 3(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 561 - American State Government and Administration 3(3-0)  
PSC 563 - Politics and Policy in Urban Communities 3(3-0)  
PSC 565 - Managing Modern Local Government 3(3-0)  
PSC 566 - Intergovernmental Relations in the United States 3(3-0)  
PSC 585 - Public Sector Information Technology Management 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 - Budgetary Processes in the United States 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)

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 74)**

Select one of the following concentrations:
- Community Development Option:
  - Concentration in Public Administration
- Community Development Option:
  - Concentration in Community Services
- Community Development Option:
  - 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 I 4(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 - Budgetary Processes in the United States 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 and Organization Theory 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 the General Education Requirements on pages 51-59.

The Michigan State Board of Education requires a minimum of 40 hours of General Education for teacher certification. This includes University Program (UP) courses and Competencies.

**Degree Requirements (56-59 hours)**

**Note:** Fifteen of these hours may double count in University Program (UP) categories.

**Specific Course Requirements I (31 hours)**
- ART 345 - Art in the Elementary School 3(3-0)
- ENG 315 - Teaching Writing in Elementary and Middle Schools 4(3-1)
- ENG 381 - Children’s Literature 3(3-0)
- HSC 343 - Health Education in the Elementary School 3(3-0)
- HST 111 - The Quest for Liberty: The United States 1865 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 3(3-0)
- PES 310 - Physical Education for the Classroom Teacher 3(Spec)
- PSC 105 - Introduction to American Government and Politics 3(3-0)

**Specific Course Requirements II (9 hours)**

Select one course from each of the following groups:

- **Group 1 (3 hours)**
  - Select one of the following:
  - BIO 240 - Conservation of Natural Resources 3(3-0)
  - GEO 120QR - Environmental Geography 3(3-0)

- **Group 2 (3 hours)**
  - Select one of the following:
  - GEO 350 - United States and Canada 3(3-0)
  - HST 112 - United States 1865 to the Present 3(3-0)

- **Group 3 (3 hours)**
  - Select one of the following:
  - GEO 395 - Michigan 3(3-0)
  - HST 333 - History of Michigan 3(3-0)

**Science Requirements I (10 hours)**

**Note:** These courses satisfy University Program (UP) requirements.

- AST 111 - Astronomy 3(3-0)
- AST 112 - Introduction to Astronomical Observations 1(0-2)
- BIO 101 - General Biology 3(2-2)
- PHS 151 - Introductory Physical Science I 3(2-2)

**Science Requirements II (3-5 hours)**

**Note:** These courses may satisfy University Program (UP) requirements.

Select one of the following groups:

- **Group 1 (3 hours)**
  - CHM 101 - Armchair Chemistry 3(2-2)

- **Group 2 (4 hours)**
  - CHM 111 - The Interaction of Chemistry and Society 3(3-0)
  - CHM 127 - Introductory Chemistry Laboratory 1(0-2)

- **Group 3 (5 hours)**
  - CHM 120 - Survey of Chemistry 4(4-0)
  - CHM 127 - Introductory Chemistry Laboratory 1(0-2)

**Science Requirements III (3-4 hours)**

**Note:** These courses satisfy University Program (UP) requirements.

Select one of the following groups:

- **Group 1 (3 hours)**
  - CHM 101 - Armchair Chemistry 3(2-2)

- **Group 2 (4 hours)**
  - CHM 111 - The Interaction of Chemistry and Society 3(3-0)
  - CHM 127 - Introductory Chemistry Laboratory 1(0-2)

- **Group 3 (3 hours)**
  - CHM 120 - Survey of Chemistry 4(4-0)
  - CHM 127 - Introductory Chemistry Laboratory 1(0-2)

**Professional Education Requirements I (9 hours)**

- EDU 107 - Introduction to Teaching 3(3-1)
- EDU 290 - Technology in Education 3(1-4)
- SPE 504 - Teaching Students in Inclusive Settings 3(3-0)

**Note:** Read carefully the section on Standards leading to Teacher Certification for additional requirements.

**Professional Education Requirements II (3 hours)**

**Note:** Three hours may satisfy University Program (UP) requirements.

Select one of the following:

- EDU 280 - Education of Children 3(3-0)
- HDF 100 - Lifespan Development 3(3-0)
Professional Education Requirements III
(36 hours)
All of the courses below 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.

EDU 320 · Elementary Mathematics Methods 3(3-0)
EDU 330 · Reading in the Elementary School 3(3-0)
EDU 343 · Social Studies Methods in Elementary Education 3(3-0)
EDU 345 · Science Methods in Elementary Education 3(3-0)
EDU 362/MLE 362 · Mathematics and Reading Practicum 1(0-2)
EDU 363/MLE 363 · Science and Social Studies Practicum 1(0-2)
EDU 393 · Learning Theory in Elementary Education 3(3-0)
EDU 431 · Corrective Reading in the Classroom 3(3-0)
EDU 432 · Student Teaching Seminar 3(3-0)
EDU 458 · Student Teaching 10(Spec)
EDU 495 · Foundations of Education 3(3-0)

Note: EDU 458 is required for 10 credit hours on this degree.

Specialized Studies (31-72 hours)
Major
Integrated Science Major

Minor
Reading In The Elementary Grades Minor, Teaching Elementary

Minimum Totals for Graduation:
124 - 221 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.
- No more than a total of 27 hours may be taken from the College of Business Administration and counted toward 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.
Major and Minor

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 by 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)
PHE 151 - Introductory Physical Science I 3(2-2)
PHE 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)
PHE 351 - Physical Science for the Elementary Grades 3(2-2)
PHE 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

Reading in the Elementary Grades

Minor
B.S. in Ed. degree, Elementary Provisional Certification or Elementary Provisional Certification with Emotional or Cognitive Impairment Endorsement

This minor may be used by students following the B.S. in Ed. degree, provisional elementary certification. It consists of 24 hours of course work in reading and related disciplines.

This minor is a multidisciplinary selection of courses intended to prepare the student to teach reading in elementary and intermediate grades. It provides a working knowledge of developmental, remedial, and corrective reading. This minor may not be combined with a language arts major or minor.

The Reading minor is offered by the Department of Teacher Education and Professional Development and the minor is signed by an advisor in the department. A minimum 2.7 GPA (B-) must be earned in all teaching minors. In addition, 75 percent of the minor (18 hours) must be completed prior to student teaching.

Required Courses (15 hours)
EDU 330 - Reading in the Elementary School 3(3-0)
EDU 431 - Corrective Reading in the Classroom 3(3-0)
EDU 532 - Reading in the Content Areas 3(3-0)
EDU 533 - Diagnosis and Treatment of Reading Difficulties 3(2-3)
EDU 538 - Coordination of the Language Arts with Reading 3(3-0)

Notes regarding EDU 533:
- Requires 30 hours of tutoring during the course.
- Has prerequisites of EDU 431 and 532, and a pre- or co-requisite of EDU 538.
- Taking the reading subject matter test after EDU 533 is recommended.

(continued)
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

Electives (9 hours)
Select 9 hours total from the following elective groups in consultation with the advisor:

Electives I (0-3 hours)
Language Development
Select no more than one of the following:
CDO 130 - Normal Speech and Language Acquisition 3(3-0)
ENG 175 - The Nature of Language 3(3-0)
ENG 375 - Introduction to Linguistics 3(3-0)

Electives II (0-3 hours)
Literature
Select no more than one of the following:
ENG 481 - International Literature for Children and Young Adults 3(3-0)
ENG 580 - Literature for Young Adults 3(3-0)
ENG 582 - Cultural Pluralism in Young Adult and Children’s Literature 3(3-0)

Electives (3 hours)
Select no more than two of the following:
EDU 528 - Emergent Literacy: Theory and Practice 3(3-0)
EDU 540 - Literacy Education: Theory and Practice 3(3-0)
MLE 570 - Issues in Middle Level Education 1-3(Spec)
TAI 373 - Oral Interpretation for Children 3(3-0)

Total: 24 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 Product Design Engineering Technology.

General Education Requirements (30-42 hours), Basic Science and Mathematics Requirements (21-25 hours), and Specialized Study (63 hours).

General Education Requirements (30-42 hours)
See General Education Requirements on pages 51-59.

Basic Science and Mathematics Requirements (21-25 hours)
All students pursuing a degree in engineering technology must complete the following basic science and mathematics requirements.

Core Courses I (15 hours)
CHM 131 - General Chemistry I 4(3-3)
CPS 180 - Principles of Computer Programming 3(3-0)
MTH 130 - Pre-Calculus Mathematics 4(4-0)
MTH 132 - Calculus I 4(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(4-0)
PHY 170 - College Physics Laboratory I 1(0-2)

Option 2
PHY 145QR - University Physics I 4(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(4-0)
PHY 171 - College Physics Laboratory II 1(0-2)

Option 2
PHY 146 - University Physics II 4(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, CPS 180.

Specialized Studies (63 hours)
All students must pursue an approved major in 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 Industrial Technology (see index for page number).

Major:
Product Design Engineering Technology Major

Electives
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.

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 academic 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 (54 hours)

- IET 130 - Industrial Materials and Testing 3(2-2)
- IET 154 - Engineering Design Graphics 3(2-2)
- IET 170 - Manufacturing Processes 1 3(1-4)
- IET 181QR - Alternative Energy Analysis 3(2-2)
- IET 226 - Parametric Design and Modeling 3(2-2)
- IET 279 - Applied Statics 3(3-0)
- IET 324 - Product Design and Development 3(2-2)
- IET 327 - Industrial Safety 3(3-0)
- IET 350 - Mechanism Design 3(3-0)
- IET 365 - Manufacturing Processes II 3(2-2)
- 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 458 - Surface Modeling 3(2-2)
- IET 488 - Computer Aided Product Design Capstone 3(1-4)
- IET 500 - Production Concepts 3(3-0)
- IET 501 - Application of Industrial Management Principles 3(3-0)
- STA 282QR - Introduction to Statistics 3(3-0)

Technical Electives (9 hours)

Select nine semester hours of coursework from the following:

- ART 105 - Drawing I 3(0-6)
- ART 115 - 2-D Design 3(0-6)
- ART 118 - 3-D Design 3(0-6)
- CPS 110 - Information Technology Programming I 3(3-0)
- EGR 120 - Introduction to Engineering 3(2-2)
- EGR 190QR - Digital Circuits 3(3-0)
- EGR 290 - Circuit Analysis I 3(3-0)
- ENG 303 - Technical Writing 3(3-0)
- IET 223QR - Lean Six Sigma for Process Improvement 3(3-0)
- IET 284 - Fluid Power Technology 3(2-2)
- IET 291 - Applied Circuits 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 425 - Industrial Internship 2-8(Spec)
- IET 426 - Plant Layout and Materials Handling 3(3-0)
- IET 455 - Tool Design 3(2-2)
- MTH 106 - Plane Trigonometry 3(3-0)
- MTH 133 - Calculus II 4(4-0)

Total: 63 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 certificate 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

<table>
<thead>
<tr>
<th>Admission Requirement Snapshot</th>
<th>GPA: 2.7</th>
<th>Entrance Exam: N/A</th>
</tr>
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</table>

**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 the College 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)**

- 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.

(continued)
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
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.

**Admission Requirements, Retention & Termination Standards**

| GPA: 2.7 | Entrance Exam: N/A |
| Internat’l Application Deadline: July 1 (Fall), Oct. 1 (spring) | See Admission Requirement Details Below |

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 the College of Graduate Studies and has selected an option.

**Degree Requirements**

**Required Courses (12 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)

**Required Cognate Courses (18 hours)**
- EDU 642 - Instructional Multimedia 3(3-0)
- EDU 643 - Instructional Design 3(3-0)
- EDU 653 - The Read/Write Web 33 (3-1)
- EDU 707 - Seminar: Issues in Educational Technology 3(3-0)
- EDU 708 - Distance Education 3(3-0)
- EDU 710 - Seminar: Terminal Project 3(3-0)

**Electives (3 hours)**
Select from the following:
- EDU 610 - Grants and Fund Procurement 3(3-0)
- EDU 506 - Principles and Techniques for Individualizing Instruction 3(3-0)
- EDU 566 - Independent Study in Elementary Education 1-6(Spec)
- EDU 709 - Innovative Uses of Technology 3(3-0)

(or courses selected in consultation with graduate advisor.)

**Total: 33 semester hours (minimum)**
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.

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 540 - Literacy Education: Theory and Practice 3(3-0)
EDU 635 - Problems in Language Arts in the Elementary School 3(3-0)
ENG 517 - Reading and the English 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.
Minimum Totals for Graduation: 30 hours

The Master of Arts in School Principalship 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 School Principalship is a nationally accredited program by the Teacher Education Accreditation Council (TEAC).

**Admission Requirements, Retention & Termination Standards**

<table>
<thead>
<tr>
<th>Admission Requirement Snapshot</th>
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<tr>
<td>GPA: 3.0</td>
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<tr>
<td>Entrance Exam: N/A</td>
</tr>
<tr>
<td>Internatl Application Deadline: July 1 (Fall), Oct.1 (Spring)</td>
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<tr>
<td>See Admission Requirement Details Below</td>
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</tbody>
</table>

1. Applicants must meet the requirements for admission to the College of 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.

**Required Courses I (24 hours)**

- EDL 600 - Research for Educational Leadership 3(3-0)
- EDL 656 - Public School Law 3(3-0)
- EDL 660 - Principles of Educational Administration 3(3-0)
- EDL 661 - School and Community Relations 3(3-0)
- EDL 662 - School Business Administration & Facilities Management 3(3-0)
- EDL 663 - Human Resources Administration 3(3-0)
- EDL 690 - Administration of School Curriculum 3(3-0)
- EDL 699 - Leadership Internship 1-15(Spec)

Note: 3 hours of EDL 699.

**Emphasis Area (6 hours)**

Select one of the following emphasis areas:

**Emphasis Area - Site-Based Leadership (6 hours)**

- EDL 670 - School-Site 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)

**Professional Portfolio**

Students are required to complete a Professional Portfolio that consists of additional 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.

- **Resume** - Detailed educational and professional experiences.
- **Professional Platform** - A series of beliefs and assumptions that expresses what the student believes to be true, possible, and desirable. The platform provides the foundation that guides the student’s thinking and decisions he or she makes about educational leadership issues.
- **Supporting Documents** - The portfolio also includes relevant documents that the student has created throughout his or her graduate experience. These materials support the student’s platform and serve as key examples of the student’s scholarly work.

Portfolios are developed with the aid of the student’s advisor and are reviewed and assessed during the student’s exit interview.

**Total: 30 semester hours**
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

GPA: 3.0
Entrance Exam: N/A
Intern'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)
See Admission Requirement Details Below

1. Applicants must meet the requirements for admission to the College of 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 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, 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 complete the Administrative Leadership K-12 concentration may apply to the Michigan Department of Education for administrative certification.

Admission Requirements; Retention & Termination Standards

Applicants for the Educational Specialist degree must have three years of experience in an educational setting.

Admission Requirements for Candidates:
1. Applicants must meet the requirements for admission to the College of Graduate Studies.
2. Applicants must have completed a master's degree in education or related field.
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 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.

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.

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 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 Requirement Snapshot
Masters’ GPA: 3.5  Entrance Exam: GRE
Application Deadline: July 1
See Admission Requirement Details Below

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 the College of 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 familiar with your academic and scholarly work.
2. Personal Statement: A two- or three-page typewritten statement describing your educational and professional goals as they relate to pursuing the Doctor of Education at Central Michigan University.
3. A description of a professional problem the applicant has encountered and an analysis of the resolution of that problem.
4. GRE Score: An official score report from the Graduate Record Examination (GRE) earned within the last five years.
5. 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.
6. Current Resume or Vita
7. Signed Declaration of Commitment (found on EDL website)
8. Participation in Doctor of Education Interview/Group Process

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.

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.

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).

Graduate Certificate in College Teaching

Admission Requirements, Retention & Termination Standards
1. Applicants must meet the requirements for admission to the College of Graduate Studies.
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)
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

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<th>Admission Requirement Snapshot</th>
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<tr>
<td>GPA: 2.7</td>
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<td>Application Deadline: Six weeks prior to registration</td>
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Admission Requirements

- In addition to submitting an application, all transcripts, and a written statement of purpose and general plans for graduate study, the applicant must arrange for a recent (not more than five years old) Miller Analogies Test (MAT) score to be sent directly to Center Services, CMU North, 802 Industrial Drive, Mt. Pleasant, MI 48858.

- The MAT is available through testing centers such as CMU’s Computer-based and Placement Testing Center, and at other sites. Further information may be found at www.milleranalogies.com.

- The written statement should consist of a 500 word description of the following: (1) an explanation of why the applicant wants to enter the Counseling program, (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.

- The applicant’s undergraduate cumulative undergraduate grade point average (2.7 minimum), statement of purpose and general plans for graduate study, and MAT score are all considered in determining admission. All application materials and MAT score must be received by Center Services, CMU North, 802 Industrial Drive, Mt. Pleasant, MI 48858, before a decision will be made whether to recommend the applicant for admission.

- An applicant chosen in the screening process will be admitted to the program on a conditional basis. To be eligible for regular admission status, the student must first complete a minimum of 10 semester 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, 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 Human Development Clinic 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 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 prepares students interested in qualifying for a licensure 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 would 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 (3 hours)
Select one of the following:
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
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 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 the College of Graduate Studies (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.
Master of Arts (M.A.) in Sport Administration

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.

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 the CMU College of 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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<th>Admissions Requirement Snapshot</th>
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<td>GPA: 2.7</td>
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<td>Entrance Exam: GMAT</td>
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<tr>
<td>Intern'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)</td>
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<td>See Admission Requirement Details Below</td>
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To be considered for admission to the MBA program, a student must first be admitted to the College of Graduate Studies.

The Application for Admission should be sent to the College of 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 the College of Graduate Studies. 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 the College of Graduate Studies, 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 - Product/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)
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 Managerial Systems 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 Enterprise Systems (SAP)

Degree Requirements III (8-16 hours)
Areas of Emphases
Select one of the following areas, to be approved by a graduate advisor:
- Information Systems
- Value-Driven Organization
- Logistics Management (currently offered only online)
- Marketing
- Human Resource Management

Minimum 35-43 Total Hours for MBA Degree
(35-61 hours, with prerequisites)
**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

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**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 or undergraduate students who meet graduate school admissions requirements who desire to acquire advanced knowledge and skills in cybersecurity. Undergraduate students generally apply during their junior year for admission into a master’s program to begin Fall semester in their senior year.

To be considered for regular admissions, an applicant must have:

A bachelor’s degree with a cumulative GPA of 2.7 from an accredited institution, or an undergraduate GPA of 3.0 and successful completion of BIS 380 or CPS 565.

Computer network literacy as demonstrated by prerequisite coursework or professional certifications in computer networking or cybersecurity.

To enroll in the first course, BIS 510, the student must have the prerequisites of BIS 380 or CPS 565, or regular admission to the Cybersecurity certificate. 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; greit11t@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 development of a diverse student body, and the recruitment and professional 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 and 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 course work. 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 of State and Local Government;
b. by selecting a set of general elective courses; or
c. by selecting a set of cognate courses 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

GPA: 2.8
Entrance Exam: N/A
Internat’l Application Deadline: July 1 (Fall), Oct. 1 (Spring)

See Admission Requirement Details Below

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 the College of Graduate Studies.
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 dean of the College of 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 - Research in Public Administration in Political Science 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.

(continued)
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 561 - American State Government and Administration 3(3-0)
PSC 565 - Managing Modern Local Government 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 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 561 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 561 - American State Government and Administration 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 565 - Managing Modern Local Government 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 761 - Seminar in American State Government 3(3-0)

Note: Both PSC 561 and PSC 761 may not be selected.

Total: 36 semester hours
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.

### Admission Requirements, Retention & Termination Standards

<table>
<thead>
<tr>
<th>Admission Requirement Snapshot</th>
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<tbody>
<tr>
<td>GPA: 3.0 (in the last 60 hours undergrad course work)</td>
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<tr>
<td>Entrance Exam: N/A</td>
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<tr>
<td>Internat'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)</td>
</tr>
<tr>
<td>See Admission Requirement Details Below</td>
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</tbody>
</table>

1. An undergraduate grade point average of at least 3.0 (on a 4-point scale) in the last 60 semester hours of course work.
2. Successful completion of the requirements for dietetic registration by the Academy of Nutrition and Dietetics or fulfillment of the minimum academic requirements of the Didactic Program in Dietetics approved by the Academy of Nutrition and Dietetics’s Commission on Accreditation/Approval for Dietetics Education or successful completion of at least: two courses in nutrition, one being at the advanced level; and one course in each of the following: anatomy/physiology; biochemistry; microbiology; and organic chemistry.
3. An essay (2-3 pages, double-spaced) including a discussion of the applicant’s goals and how completion of the program will facilitate his or her achievement of those goals. A portion of this essay should focus upon the unique qualifications the student will bring to the degree program. In addition, the essay must include the student’s choice of options I, II, or III, see program course listing. Also the student will provide a generalized description of the subject matter of the thesis (Plan A) if Option I is chosen or for Options II or III a description of the significant scholarship (e.g. project, extensive paper) the student intends to perform to meet the requirements for Plan B. This essay replaces the written statement requested as part of the application to the College of Graduate Studies. This essay replaces the written statement requested as part of the application to the College of Graduate Studies. This essay replaces the written statement requested as part of the application to the College of Graduate Studies. This essay replaces the written statement requested as part of the application to the College of Graduate Studies.
4. Three (3) letters of recommendation from former professors or professionals in the field of nutrition and dietetics or other health-related professional.
5. Evidence of successful completion of an undergraduate statistics course is strongly recommended

6. Per University policy, conditional admission may be considered for applicants with backgrounds or grade point average deficiencies. Courses taken to make up admission deficiencies may not be counted toward graduate degree requirements. Regular admission status should be requested upon completion of all deficiencies.
7. Up to 15 semester hours of graduate credit may be transferred in from another institution with approval of advisor. 
8. Up to a total of 15 credit hours can be applied to the MS in Nutrition and Dietetics Program through Credit by Examination or transfer of course credits from another accredited institution pending approval of coursework.

### 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 677 - Nutritional Epidemiology 3(3-0)
- FNS 678 - Research Methods in Nutrition 3(3-0)
- FNS 798 - 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 798 are variable credit courses. Students on this option are required to take 1 credit hour of 670 and 6 credit hours of 798.

#### 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 670 and 3 credit hours of 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.
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**

**Core Courses (15 hours)**
Select 5 courses from the following:
- FNS 661 - Macronutrients 3(3-0)
- FNS 662 - Micronutrients 3(3-0)
- 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 679 - Advanced Topics in Nutrition: Obesity 3(3-0)

**Required Course (1 hour)**
- FNS 670 - Seminar: Nutrition 1-3(Spec)

Total: 16 semester hours
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 project that links the concepts of the program to the world of work and demonstrates the unity and coherence of the student’s course of study. Specific courses will be selected by an academic advisor in consultation with the student.

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)

<table>
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</tbody>
</table>

**Admission Requirements**

To be admitted to the Master of Science in Administration program, a candidate must meet the requirements for regular admission to the College of Graduate Studies (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, only offered if the student has previously taken the course and earned a grade of “C” or better. Examinations may be taken twice and must be passed with at least 70% accuracy; 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. Conen within the workshop is intended for students who have previously had a course in Accounting or Statistics, but coursework was completed three or more years prior to their admission into the MSA program. 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](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 College of 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](http://global.cmich.edu/cmuonline/proctoring/ca-exam-request.aspx).

**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 the Global Campus office in Mt. Pleasant. Any course taken without the express written consent of the MSA Director may not be approved for fulfillment of the degree requirements. Students are strongly encouraged to complete their accounting and statistic competency requirements within their first 12 semester credits.

(continued)
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/gr/administrative/administration/degree-candidacy.asp) for the Graduate Bulletin or https://bulletins.cmich.edu/2012/cel/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 an overall undergraduate grade point average (GPA) of at least 3.0 and have a minimum of 86 credits toward a Bachelor’s degree, including all General Education requirements (including transfer and AP credits), the semester that they apply for admission to the Accelerated MSA program. During the final academic year, students will complete 12 credits of coursework that will be counted toward both the undergraduate and graduate degrees. The student is responsible for fulfilling all of the requirements for the undergraduate degree and, therefore, additional credits may be taken to complete the Bachelor of Science degree requirements during the final year.

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, they must reapply for admission to the MSA program. The following courses are used for dual counting for the Bachelor’s degree and the Accelerated MSA Program:

Fall semester
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)

Spring semester
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 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.
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)
- PSC 522 - Regulatory Processes and Administrative Law 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)
- PSC 514 - American Public Policy Making 3(3-0)
- PSC 512 - 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)

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.

(continued)
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)
MKT 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 Intercultural 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)
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 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)

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)
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 HSL 651 and only ONE of HSC 571 OR HSL 631.

Note: Advisors may recommend to the MSA Director the substitution of another course for HSC 520, if the student has appropriate management experience.
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)

Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University's Mount Pleasant campus.

Total: 36 semester hours

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 699 - 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.

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)

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)
COM 561 - Communication in Conflict Management 3(3-0)
MGT 649 - Seminar in Organizational Development 3(3-0)

Note: Students may not count both COM 560 and COM 561 within the HRA concentration.

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)

Note: Students may not count both MGT 647 and PSY 536 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

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)

(continued)
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 651 - Comparative Political & Economic Systems 3(3-0)
- MGT 646 - Labor Relations Issues 3(3-0)
- ECO 515 - Collective Bargaining and Labor Law 3(3-0)
- COM 561 - Communication in Conflict Management 3(3-0)
- COM 565 - 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: When appropriate, other courses may be substituted with the approval of the MSA Director.

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: Students may not count both CPS 612 and BIS 635 on an IRM concentration or certificate.

Electives (12-15 hours)
PSC 785 - Strategic Leadership 3(3-0)

Required Course (3 hours)
PSC 785 - Strategic Leadership 3(3-0)

Electives (12-15 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 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)

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)

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)
Phanthropy 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)

(continued)
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 561 - American State Government and Administration 3(3-0)
- PSC 563 - Politics and Policy in Urban Communities 3(3-0)
- PSC 565 - Managing Modern Local Government 3(3-0)
- PSC 566 - Intergovernmental Relations in the United States 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 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 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

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 660 - Foundations of Research Methods in Administration 3(3-0)
- MSA 661 - Contract Administration 3(3-0)
- MSA 662 - Grants Fiscal Administration 3(3-0)
- MSA 663 - Project Administration 3(3-0)
- MSA 664 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 699 - Applied Research Project in Administration 3(Spec)

Electives (9-12 hours)
Select from the following:
- MSA 660 - Marketing Administration 3(3-0)
- MSA 661 - Contract Administration 3(3-0)
- MSA 662 - Grants Fiscal Administration 3(3-0)
- MSA 663 - Project Administration 3(3-0)
- MSA 664 - Administration, Globalization and Multiculturalism 3(3-0)
- MSA 699 - Applied Research Project in Administration 3(Spec)

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)

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
### Vehicle Design & Manufacturing Administration

**Note:** CMU is not currently accepting students into this program.

The Vehicle Design and Manufacturing Administration (VDMA) concentration prepares students to take leadership responsibility in vehicle design and manufacturing administration.

**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 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)

**Note:** No more than a total of 15 hours of College of Business courses may be used on the program plan.

**Total: 36 semester hours**

### Graduate Certificates

**Vehicle Design & Manufacturing Administration Certificate**

Minimum Total 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.

**Note:** Students may not use more than 12 credits of College of Business courses. Required courses: 5-6 courses from the appropriate concentration. Some CMU centers are not authorized to offer the certificate program. Not all certificate concentrations are available at all CMU centers.

**Acquisitions Administration Certificate**

Minimum Total for Graduation: 15 hours

**Required Courses (6 hours)**
- MGT 533 - Purchasing Strategy 3(3-0)
- PSC 522 - Regulatory Processes and Administrative Law 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)
  - PSC 514 - American Public Policy Making 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.

(continued)
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 - Management 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 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 HSL 651 and only ONE of HSC 571 OR HSL 631.

**Note:** Advisors may recommend to the MSA Director the substitution of another course for HSC 520, if the student has appropriate management experience.

**Elective Courses (3 hours)**

Select one of 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)

**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)

**Category 3 - Training & Organization Development 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 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)
- MGT 649 - Seminar in Organizational Development 3(3-0)
Graduate Programs

PSY 636 - Organizational Applications of Personnel Psychology 3(3-0)

Note: Students may not count both MGT 647 and PSY 536 on a certificate or degree program.

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)
CPS 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

International Administration Certificate

Minimum Total for Graduation: 15 hours

Required Courses (15 hours)
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)

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 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

Long-Term Care Administration Certificate

Note: CMU is not currently accepting students into this program.

Minimum Total for Graduation: 18 hours

Required Courses (18 hours)
GRN 632 - Public Policy and Aging 3(3-0)
HSC 520 - Health Services Administration 3(3-0)
HSC 570 - Financial Aspects of Health Services Organizations 3(3-0)
HSC 591 - Legal & Regulatory Aspects of Long-Term Care 3(3-0)
HSC 592 - Administration Issues in Long-Term Care 3(3-0)
HSC 593 - Resident Care Issues in Long-Term Care Administration 3(3-0)

Note: Students who have taken HSC 520 and/or HSC 570 as part of another concentration may select substitutes from the following courses: GRN 631, HSC 506, HSC 507, HSC 545, HSC 572, or HSC 581.

Total: 18 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 Grant Making and Grant Writing 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: 18 semester hours

(continued)
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 561 - American State Government and Administration 3(3-0)
- PSC 563 - Politics and Policy in Urban Communities 3(3-0)
- PSC 565 - Managing Modern Local Government 3(3-0)
- PSC 566 - Intergovernmental Relations in the United States 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 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 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 <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

Vehicle Design & Manufacturing Certificate
Note: CMU is not currently accepting students into this program.
Minimum Total 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 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)

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 DHA726 or DHA728. 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

Admission Requirement Snapshot
Application Deadline: April 1 (Fall)
TOEFL or ECFMG accepted for English Proficiency
See Admission Requirement Details Below

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 the College of 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 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 Design, Implementation, Defense and Reporting 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 the College of 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 both Required Courses I 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
Graduate Certificate in Health Systems Leadership

Minimum Totals for Graduation: 18 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 the College of 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 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 the College 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)

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<td>HSL 661</td>
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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

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<td>Hotel Administration (AT UNLV)</td>
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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 the College of 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 the College of 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) 589 - 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 38.

Italic Type - Indicates the course is approved for the University Program

Courses are listed in alphabetical order by designator

AAD - Academic Advancement

AAD 101 Academic Empowerment 2(2-0)
Provides the information, materials and practice necessary for empowering students to make wise academic and life choices. Prerequisites: Permission of instructor.

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 how the accounting information provided by an accounting information system is used for managerial 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 the information provided by an accounting information system 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.

ACC 301 Intermediate Accounting I 3(3-0)
Study of financial accounting processes, theory and principles. Includes analysis of financial statements and financial reporting issues. Pre/Co-Requisites: ACC 202 or ACC 255. This course is approved for offering in a distance learning format.

ACC 535 EDP Auditing and Control 3(3-0)
EDP auditing including controls, applications, software, systems, and service center records. Prerequisites: ACC 331, BIS 221; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor. ACC 730 Configuration, Control & Implementation of Global Accounting Systems using GRC 3(3-0)
Basic conceptual framework, design, implementation, and control of enterprise resource planning systems. This course is approved for offering in a distance learning format. Prerequisites: MBA 619.

AMD - Apparel Merchandising & Design

AMD 104 Basic Skills in Apparel Construction 3(2-2)
Basic construction techniques using commercial patterns. Class is designed to accommodate the student with minimal clothing construction experience. Students must receive a C or better to receive credit for this course. Credit in this course does not count toward the total number of hours required for the major, minor, or graduation. It does count in determining whether one is a full-time student. CR/NC only.

AMD 140 Introduction to Clothing Construction & Design 3(2-2)
Fundamental construction techniques as a foundational basis for apparel design students. Prerequisite: Successful completion of placement exam or AMD 404.

AMD 141 Apparel Design Analysis 3(3-0)
The apparel design process. Emphasis on the aesthetic component, including application of art elements/principles to visual design. Fashion as a process and product.

AMD 155 Introduction to Textiles 3(2-2)
Study of fiber, yarn, and fabric properties for fashion and functional garments; impact of various processes on end-use and serviceability; includes textile laboratory analysis. Credit may not be earned in both AMD 155 and IND 155.

AMD 240 Advanced Apparel Construction 3(2-2)
Advanced construction, alteration, and fitting techniques with attention to special fabric methods and use of appropriate apparel production equipment. Prerequisite: AMD 140 or passage of placement test.
ANT 200 Education and Culture 3(3-0)
Processes of learning from infancy through adolescence across cultures and institutions, including family and school. Origins and spread of mass education. Educational disparities and inequality. (University Program Group III-B: Studies in Social Structures)

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. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

ANT 321 Cultures of Latin America 3(3-0)
Indigenous, European, and African origins and contemporary diversity of cultures of Latin America. (University Program Group IV-B: Studies in Global Cultures)

ANT 322 Cultures of Africa 3(3-0)
Cultures of Africa, their history and contemporary diversity. (University Program Group IV-B: Studies in Global Cultures)

ANT 324 Cultures of the South Pacific 3(3-0)

ANT 342 Principles of Forensic Anthropology 3(3-0)
An introduction to the principles of forensic anthropology, including identification of human skeletal remains, search/recovery of human remains and estimation of time since death. Prerequisites: ANT 171 or BIO 101.

ANT 347 Human Evolution 3(3-0)
Fossil evidence of human evolution and its analysis within a theoretical framework of ongoing evolutionary forces and basic phylogenetic principles. Prerequisite: ANT 171.

ANT 351 The Race Concept and Human Variation 3(3-0)
Analysis and interpretation of human physical variation (genetic) to permit an examination of historical and modern evolutionary and "scientific" racism. Recommended: ANT 171 or BIO 101.

ANT 356 Primate Behavior 3(3-0)
Applying principles of evolution to primate behavior with emphasis on effects of ecology on social relations and group organizations. Recommended: ANT 171 or BIO 101.

ANT 365 Current American Indian Issues 3(3-0)
Current social, economic, political, and cultural issues affecting American Indians; social movements of resistance and change. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

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 SOC 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.

ANT 520 Medical Anthropology 3(3-0)
Transcultural variations in conceptions of health, illness, disease, sickness and healing; cultural practices and social, political, economic and global forces that impact these conditions. Prerequisites: Six credits of cultural anthropology and/or sociology.

ANT 588 Special Topics in Anthropology 1-10(Spec)
Consideration of subject matter not included in courses currently listed in catalog. Prerequisite: 15 credit hours in Anthropology or Graduate Standing.

ART - Art

ART 105 Drawing I 3(0-6)
Introduction to drawing media and techniques with a focus on drawing from observation and to formal principles of composition and conceptual inventiveness.

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 115 2-D Design 3(0-6)
Introduction to form and its relation to the 2-dimensional surface. Focus on the elements and principles of design, creative problem solving and visual literacy.

ART 118 3-D Design 3(0-6)
Introduction to elements and principles of design, creative problem solving, and visual literacy as it applies to 3-dimensional form, space, and time.
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 II-A: The Arts)

ART 135 Introduction to Graphic Design 3(0-6)
An introduction to the theory and practice of communication design. An emphasis is placed on technical and aesthetic fundamentals.

ART 235 Logo and Identity Design 3(0-6)
A continuation of ART 135, with emphasis on development of conceptualization and visualization skills. The course focuses on printed materials that apply to identity systems. Prerequisites: ART 135.

ART 283 Introduction to Western Art, Part I 3(3-0)
History of Western art from prehistoric through medieval periods. Roots of western cultures seen in differing artistic styles and attitudes. (University Program Group I-A: Human Events and Ideas)

ART 285 Introduction to Western Art, Part II 3(3-0)
History of Western art from the Renaissance to the twentieth century. Relations of form and content to cultural attitudes. Unique contributions of major artists. (University Program Group I-A: Human Events and Ideas)

ART 319 Art Criticism and the Methodology of Art History 3(3-0)
The description, analysis, interpretation, and evaluation of visual art.

ART 334 Watercolor Painting 3(0-6)
Examination of transparent watercolor techniques including brush and mixed-media, and development of understanding of paper surfaces and pigment compositions. Prerequisites: ART 105, ART 115, ART 130.

ART 335 Design Bureau 3(0-6)
Investigations into the concept and production of communication graphic solutions for real-world clients in a group or "bureau" pre-professional studio setting. Prerequisites: ART 140, 235, 349; signed BFA with a concentration in graphic design.

ART 345 Art in the Elementary School 3(3-0)
Art for the elementary child; its relationship to curricula and general development of the child will be investigated through lecture, slides, and team teaching experience. Prerequisite: EDU 107.

ART 363 Design: The Interface of Art and Industry 3(3-0)
Survey of the development of the applied arts in material culture from the invention of movable type through the twentieth century. Prerequisites: Sophomore standing or above.

ART 385 European Art from 1890-1940 3(3-0)
A history and analysis of European art from 1890 to 1940. Prerequisite: ART 285.

ART 386 American Art 3(3-0)
History of American art from the colonial period to World War II. Prerequisite: completion of 26 credit hours.

ART 497 Special Studies 1-6(Spec)
Further study when scholarly/ studio adequacy beyond ART 397 is achieved.

ART 586 Seminar in Art History 3(3-0)
Students will pursue topics of special interest and share their research with the group. May be taken for graduate credit. Prerequisites: 12 credits in art history or graduate standing.

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)

AST 260 General Astronomy I 4(3-2)
A mathematical treatment of modern astronomy for majors/minors in the sciences. Coordinate systems, astronomical instruments, time, moon and eclipses, earth as a planet, other solar system objects. Prerequisite: PHY 145.

AST 261 General Astronomy II 4(3-2)

ART - Athletic Training

ART 385 Special Topics in Athletic Training 1-6(Spec)
Selected topics/current issues of interest in athletic training not normally included in existing courses. Current course topic is listed in the semester Class Schedule. Repeatable up to 6 credits when content does not duplicate previous topics studied. This course may be offered in an online or hybrid format. Prerequisites: See semester Class Schedule.

ART 582 Special Topics 1-3(Spec)
Exploration of special topics in the field of Athletic Training/Sports Medicine and other health related areas. May be repeated to a maximum of 3 hours. Identical to HPS 582. Credit may not be earned in more than one of these courses. This course is approved for offering in an online and hybrid format. Prerequisites: ATR 430 and permission of instructor.

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. Introduction from early silent films to the present. This course may be offered in an online or hybrid format. (University Program Group I-A: Human Events and Ideas.)

BCA 210 Survey of the Mass Media 4(4-0)
Examination of historical, political, economic, social and legal evolution of mass media. Emphasis on mass media and their content in a social and cultural context.

BCA 290 French Film and Other Media 3(3-0)
French cinema in historical and cultural context; works of Gance, Clair, Renoir, Carne` and New Wave; overview of other media; includes field trip to France. (Taught in English. Does not count toward the French major or minor.) Prerequisites: Not open to first semester freshmen. Because the course involves international travel, all students must apply through the Office of International Education.

BCA 300 African and African American Film 3(3-0)
Examination of films by and about Africans and African Americans. First part of course deals with African and second part with African American films. (University Program Group I-B: The Arts)

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.

BCA 311 Electronic Media Copywriting 3(3-0)
Practice in the pervasive short forms of audio and video writing: commercials, continuity, public service announcements, and campaign evolution. May be offered as Writing Intensive. Prerequisite: ENG 101 with a minimum grade of B or ENG 103/109 with a minimum grade of B or ELI 198 with a minimum grade of B or ENG 201 with a minimum grade of B.

BCA 503 Critiquing Mass Media 3(3-0)
Critical appraisal of mass communications systems and content with special attention to the electronic media's aesthetic properties and economic, political and societal effects. May be offered as Writing Intensive. Prerequisites: BCA 210 with a C or better or signed Cinema Studies minor or graduate standing.

BCA 520 Special Topics in Electronic Media 1-9(Spec)
Current topics for each semester listed in Course Search and Registration. Repeatable up to 9 hours when content does not duplicate previous special topic studies. Prerequisites: Limited to Juniors or above; or graduate standing in Broadcast and Cinematic Arts.

BCA 525 Film Genre Study 3-9(Spec)
In-depth examination of selected film genres, themes and trends. Repeatable up to 9 hours when content previously studied is not duplicated. This course may be offered in an online or hybrid format. Prerequisites: Limited to juniors or above; or graduate standing.

BCA 625 Film and Video Theory and Criticism 3(3-0)
Study of the major theories of film and video emphasizing the reflective, transformational, and semiotic schools. Survey of various critical modes. Prerequisite: Graduate standing in Broadcast and Cinematic Arts.

BIO - Biology

BIO 100 Introduction to Field Biology at Beaver Island 3(1-4)
Introduction to methods used in field study and analysis of data. Emphasis on basic relationships between organisms and their environment. At Beaver Island only. Does not count towards any Biology Major.

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)
Introduces statistical techniques, including quantification of ecological, evolutionary, cellular processes, genomics 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. Prerequisites: BIO 101.

BIO 105QR Quantitative Reasoning 119
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-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 203 General Botany 3(2-3)
Study of the structure, function, physiology, evolution, diversity and ecology of plants. Prerequisite: BSO 110.

BIO 218 General Zoology 3(2-3)
A general survey of the animal kingdom with emphasis on phylogeny, taxonomy, structure, physiology, and ecology of type examples of the major phyla. Prerequisite: BIO 110.

BIO 229 Nature Study 3(3-2)
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 Humankind, 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 334 Soil Science 3(2-2)
An introduction to the physical, chemical, and biotic properties of soils; soil classification and mapping; and soil resource issues. Identical to GEO 334. Credit may not be earned in more than one of these courses. Prerequisites: Six (6) hours of environmental science; CHM 120 or CHM 131.

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 majors or the biology minor. This course may be offered in an online or hybrid format.

BIO 340 Ecology 3(2-3)
Study of the relationships between organisms and their environment. Prerequisites: One of: BIO 101, 105, 110. Recommended: BIO 203 or 218.

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.

BIO 392 Mammalian Physiology 4(3-0)
The functioning of the mammalian body and its component parts, with an emphasis on human systems. Prerequisites: 45 credits completed; BIO 208; One of: CHM 132, 161, 342.

BIO 541 Wildlife Biology and Management 4(2-4)
Presents the basic ecological principles and the varied techniques utilized in managing the wildlife resource. Prerequisite: Permission of instructor.

BIO 670 Concepts in Biological Areas for Educators 3(2-2)
In-depth studies on organisms of a local park, museum, zoo, aquarium, garden, or other natural biological facility providing basic knowledge to communicate to others. Prerequisite: Admission in the MAT Integrated Science Program or Master of Arts in Education with 9 credits of Biology earned in the undergraduate degree.

BIS - Business Information Systems

BIS 101 Essential Business Communications Skills 3(3-0)
A focus on effective 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: BIS 100.

BIS 104 Computers and Society 3(0)
Fundamental concepts and application 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. Identical 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 2.0 minimum GPA.

BIS 260 Global Business Communication Practices 3(3-0)
Applying business communication theory to business practices, emphasizing the acquisition and application of the skills necessary for success in global business environments. This course may be offered in an online or hybrid format. Prerequisite: BUS 100 or BIS 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: BIS 104 or CPS 100 or BIS 221 or BIS 255.

BIS 327 Web Site Development 3(3-0)
Development of Internet and intranet web sites to support business functions including doing business on the Internet with emphasis on issues involved in developing and deploying this information technology by organizations. Prerequisite: 56 semester hours completed or listed on a signed major or minor.

BIS 360 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: 56 semester hours completed. Recommended: ENG 201.

BIS 445 Small Business Organization and Operation 3(3-0)
Practical study of location, layout, organization, buying, and merchandising as applied to small business enterprises, including issues of human resources and management. Prerequisites: MGT 312; MKT 300 or MKT 220; 56 semester hours completed; either admission to Professional Business Studies or listed on a signed major or minor.

BIS 456 Business Analytics Using SAP Software 3(3-0)
Selected topics from multivariate statistics, data processing, and predictive analytics. Includes topics such as regression, correlation, forecasting, and decision trees. Prerequisite: BIS 247 or BUS 301.

BIS 470 Business Practices, Communication, and Collaboration 3(3-0)
Using effective business practices and collaboration in preparing and delivering appropriate business reports and communication as a logical approach to solving business problems. Prerequisite: BIS 360.

BIS 492 Practicum in Small Business - Practicum 3(3-0)
Provides the student an opportunity to analyze the accounting, finance, marketing, management, and production systems of an ongoing small business. Identical to ACC/FIN/MGT/KFT 492. Credit may not be earned in more than one of these courses. Prerequisites: permission of instructor; 56 semester hours completed; either admission to Professional Business Studies or listed on a signed major or minor.

BIS 497 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. Prerequisites: See Course Search and Registration.

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: BIS 380 or CPS 565.

BIS 520 Teaching & Training at the Post-Secondary Level 3(3-0)
Teaching process, planning and delivering instruction and training, assessing learning, using technology, adult learners, and current research. Designed for collegiate-level business instructors or trainers. Prerequisites: BIS 350 or admission to the MSIS or MBA program or graduate standing. This course is approved for offering in a distance learning format.

BIS 521 Governance, Risk, & Compliance in Cybersecurity 3(3-0)
Investigating external and internal threats that compromise data and digital or physical 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: BIS 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: BIS 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: BIS 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: BIS 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 598 Integration of Business Processes Using SAP Software 4(Spec)
Examination of how ERP fundamental business processes interact using SAP software. Prerequisites: A course supported by SAP software taken at CMU or BIS 530.
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 625 Research in Information Systems 3(3-0)
Addresses information systems (IS) research concepts and methods, and the application of concepts in planning and conducting IS research studies. This course may be offered in an online or hybrid format.

BIS 627 Web Site Development 3(3-0)
Development of websites using Hypertext Markup Language (HTML), Cascading Style Sheet (CSS), client-side JavaScript, and XML to support business functions. This course may be offered in an online or hybrid format. Prerequisite: Admission to the Master of Science in Information Systems (MSIS) program.

BIS 628 Application Development 3(3-0)
This course involves designing and developing computer applications using a modern programming language. 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 633 Business Intelligence/Analytics 3(3-0)
A seminar on the information systems and tools used to aid intelligent decision making in contemporary business environment. This course may be offered in an online or hybrid format. Prerequisite: BUS 301.

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: BIS 630.

BIS 638 Database Management for Business Systems 3(3-0)
A broad overview of the development and use of database systems in business. The management of databases and their strategic implications will also be covered. This course may be offered in an online or hybrid format. Prerequisites: BUS 100.

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 transaction processing in the business supply chain. This course may be offered in an online or hybrid format. Prerequisites: BUS 601.

BIS 656 Business Intelligence Using SAP BW 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: BIS 601.

BIS 657 ABAP Programming for Managerial Systems 3(3-0)
Application of the ABAP Programming language to implement business processing using the SAP R/3 System as an example of contemporary enterprise software. Prerequisites: BIS 628 or BIS 640. BIS 647 and admission to the MBA or MSIS program; or permission of the MBA or MSIS director. This course is approved for offering in a distance learning format.

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: BIS 630, 647.

BIS 697 Special Studies in Business Information Systems 1-12(Spec)
Special topics of interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. Prerequisite: Minimum of 9 credit hours in the MSIS program.

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. Prerequisites: BUS 100, BUS 236.

BLR 222 The Search for Racial Justice through Law 3(3-0)
Challenges and evaluates the use of law by racial minorities in America in the search for justice. Prerequisites: BUS 100, BUS 236.

BLR 230 Law of Agreements 3(3-0)
Topics include common law contracts, sales, commercial paper, secured transactions, special emphasis upon the economic setting and modern development of the legal doctrines. Prerequisites: BLR 202 or BLR 239; 56 semester hours.

BLR 310 Alternative Dispute Resolution in Business 3(3-0)
Techniques of negotiation, mediation, and arbitration as compared to litigation are examined and illustrated with student participation. Legal research and writing skills emphasized. Prerequisite: BLR 202 or BUS 235.

BLR 325 Women and the Law 3(3-0)
Examines perceptions and behavior toward women and their struggle for change so as to achieve gender equality through use of the law. Identical to WST 325. Credit may not be earned in more than one of these courses.

BLR 365 Native American Justice Through Law 3(3-0)
Examines the legal and historical foundations and current application of the law with respect to the Native American's struggle for recognition and autonomy. Prerequisite: 56 semester hours.

BLR 410 Regulatory Law 3(3-0)
Survey of major regulatory programs affecting business decision-making, including antitrust, securities regulation, labor-employment law, environmental land use regulation, utility regulation, administrative law. Prerequisites: BUS 202 or BUS 235; 56 semester hours completed; admission to Professional Business Studies or listed on a signed major or minor.

BLR 420 Legal Aspects of New Ventures 3(3-0)
Introduces entrepreneurs to legal requirements for forming a business. Identical to ENT 420. Credit may not be earned in more than one of these courses. Prerequisites: 86 semester hours completed; signed major or minor in Entrepreneurship.

BLR 597 Special Topics 1-6(Spec)
Selected problems of interest to students which are not normally included in existing courses. Specific topic will be listed on the student's transcript. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on a signed major or minor.

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, teamwork, and oral and written communication. This course is approved for offering in a distance learning format.

BUS 301 Integrated Business Experience 3(2-1)
Enterprise Resource Planning (ERP) applications emphasizing functional integration of business activities. An integrated business simulation experience links management decisions across organizations. This course may be offered in an online or hybrid format. Prerequisites: Tier 2 Admission to Professional Business Studies; ACC 255, BIS 255, MGT 258. Prerequisite/Co-requisites: FIN 302, MGT/MKT 303, MKT 304.

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 and graduate status.

BUS 691 Management Consulting: Client Relations 2(2-0)
Development and maintenance of relationships between management consultants and their clients. Emphasis on change management principles. Prerequisites: Admission to Graduate Studies.

BUS 692 Management Consulting: Diagnosis 2(2-0)
Review of diagnostic techniques to assess organizational problems. Qualitative research and analytical techniques are also studied. Prerequisites: BUS 691; admission to Graduate Studies.

BUS 693 Management Consulting: Measurement 2(2-0)
Theory and managerial tools guiding the consultant to measure and understand complex problems within organizations. Prerequisites: BUS 692; admission to Graduate Studies.

BUS 694 Management Consulting: Implementation 2(2-0)
Implementation of the change strategy in the organization. Development of a framework for the assessment of the effectiveness of the change mechanism. Prerequisites: BUS 693; admission to Graduate Studies.

BUS 697 Special Topics in Business 1-12(Spec)
Selected problems of interest to students 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.
BUS 698 Integration of Business Processes for Management using SAP Software 4(Spec)
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.

CDE - Planned Experience
CDE 291 Planned Experience in Community Development 1-15(Spec)

CDE 491 Planned Experience in Community Development 1-15(Spec)

CDO - Communication Disorders
CDO 130 Normal Speech and Language Acquisition 3(3-0)
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)
CDO 230 Introduction to Speech, Language, and Hearing Disorders 3(3-0)
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.
CDO 278 Descriptive Phonetics 2(2-0)
Broad and narrow transcription of normal and disordered American English speech sound production using the International Phonetic Alphabet. This course is approved for offering in a distance learning format.
CDO 330 Language Development 3(3-0)
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.
CDO 331 Introduction to Audiology 3(3-0)
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.
CDO 335 The Anatomy and Physiology of Speech and Hearing 4(4-0)
Anatomical and neuroanatomical structures and functions for speech and hearing. This course is approved for offering in a distance learning format.
CDO 537 Special Topics in Communication Disorders 1-9(Spec)
Current topics for each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours.
CDO 545 Communication Disorders and Aging 3(3-0)
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.
CDO 550 Communication Assessment and Intervention in Children with Autism Spectrum Disorders 3(3-0)
This course examines procedures for assessment of communication, language, and speech of students with autism spectrum disorders, and reviews strategies for enhanced communication and language. Prerequisites: SPE 530; senior or graduate status.
CDO 637 Special Topics in Communication Disorders 3(Spec)
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.
CDO 643 Disorders of Hearing 3(3-0)
Disorders resulting from diseases, injury of the ear, and lesions of the nervous system from the point of view of audiometric diagnosis. Prerequisite: admission to the Au.D. Program. This course is approved for offering in a distance learning format.
CDO 721 Audiological Aspects of Pharmacology and Microbiology 3(3-0)
Principles of microbiology and bacterial pathogenesis important to audiology, and the effects of ear infections, common adverse effects, antibiotic resistance, and strategies that minimize pathogen transmission. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.
CDO 744 Occupational and Environmental Hearing Conservation 3(3-0)
Effects of noise as a health hazard, especially related to hearing. Government regulations regarding noise levels in vocational environments. Prerequisites: admission to the Au.D. Program. This course is approved for offering in a distance learning format.
CDO 754 Pediatric Audiology 3(3-0)
Study and evaluation of auditory function of neonates, infants, and young children. Prerequisite: admission to the Au.D. Program. This course is approved for offering in a distance learning format.
CDO 756 Early Identification and Management of Hearing Loss 3(3-0)
Principles underlying early hearing detection and intervention programs including universal newborn screening, assessment and management of hearing loss. Prerequisites: admission to the Au.D. program and CDO 754. This course is approved for offering in a distance learning format.
CDO 764 Audiolingual Rehabilitation for Adults 3(3-0)
Focuses on the audiological management of hearing loss in adults. Assessment of communication function and implementation of appropriate remediation strategies are emphasized. Prerequisites: admission to the Au.D. program and CDO 763. This course is approved for offering in a distance learning format.
CDO 772 Advanced Technology & Practice Aspects of Amplification 3(3-0)
Examination of current and future technologies that relate to amplification and their potential for impact on both clinical and research domains. Prerequisites: admission to the Au.D. program. CDO 762, CDO 763. This course is approved for offering in a distance learning format.
CDO 782 Evaluation and Management of Vestibular Disorders 3(3-0)
Review of the anatomy, physiology of balance, differential diagnostic procedures such as videonystagmography, posturography and rotational testing, and the rehabilitation of the balance disorderd patient. Prerequisites: admission to the Au.D. program. This course may be offered in an online or hybrid format.
CDO 853 Psychosocial Aspects of Hearing Loss 3(3-0)
Issues of a professional nature which impact on the practice of audiology. Topics include accreditation/certification, quality assurance, reimbursement, establishing a private practice, and professional liability. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.
CDO 863 Professional Issues in the Practice of Audiology 3(3-0)
Study of advanced electrophysiological and vestibular techniques in audiology such as ECochG, AMLR, ALR, P300, ENOG, CCEM, oVEMP, oVEMP, SVV, VRT and high frequency vestibul functional. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.
CDO 898 Doctoral Project 1-12(Spec)
Doctoral project. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Au.D. program, CDO 700.
CDO 995 Clinical Externship 5-23(Spec)
Full-time clinical experience with an approved preceptor in a hospital, private practice or other appropriate setting. CR/NC only. Prerequisites: Admission to the Au.D. program, CDO 849, CDO 898.

CED - Counselor Education and Personal Development
CED 502 Student Development in Higher Education 3(3-1)
The college student personal 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.
CED 503 Introduction to Community Agency Counseling 3(3-0)
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.
CED 504 Introduction to School Counseling 3(3-0)
History and philosophy of school counselor programs. Role and function of school counselors. Prerequisites: Minimum of 56 credit hours completed or graduate status.
CED 505 Orientation to the Counseling Profession 1-1(0)
Orient students to the profession by examining history, identity, and process of becoming a professional counselor in a diverse society. This course is approved for offering in a distance learning format. Prerequisites: Senior standing or graduate status.
CED 515 Basic Group Participation I(Spec)
Facilitated group counseling where students experience being in the role of client/group participant. CR/NC only. Prerequisite: Junior standing or graduate status.
CED 520 Personal Growth and Development 2(Spec)
Personal growth group to help participants increase awareness and acceptance of self and others. Prerequisites: Junior standing or graduate status.

CED 540 Counseling for Addictions 3(3-0)
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.

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 580 Seminar: Professional Topics 1-12(Spec)
Special topics that are germane to the field of counseling. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

CED 583 Counseling Aspects of Sexuality 3(3-0)
An introduction to the dynamics of human sexual dysfunctions and the counseling appropriate for therapeutic intervention. Prerequisites: Junior standing or graduate status.

CED 608 Understanding and Working with Couples and Families 3(3-0)
Introduction to theories and skills for working with couples and families and understanding how relationships influence individual behavior. This course is approved for offering in a distance learning format. Prerequisites: 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 Concurrent: CED 600 or equivalent.

CED 612 Work and Career in a Global Society 3(3-0)
Orient students to work and career in a global society by examining past, present and future issues in the workplace. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

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 621 Orientation to a Culturally Diverse Society 3(3-0)
Orient students to the process of developing competence to live and relate in a culturally diverse society. Prerequisites: Graduate status.

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, functions, 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 668 Theory and Process of Family Therapy 3(3-0)
Introduction to the specific theories of marriage and family counseling and examination of the processes involved with each.

CED 670 Independent Study 1-12(Spec)
Study and/or investigation of a special problem with the guidance of a staff member. Prerequisites: 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 meet the students' development of a personal counseling theory as a guide to practice.

CED 680 Seminar: Professional Topics 1-12(Spec)
Special topics that are germane to the field of counseling. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

CED 684 Grief, Loss and Trauma 3(3-0)
An examination of grief, loss and trauma, the impact they have on individuals and systems, and how helping professionals can mitigate their effects. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

CED 685 Counseling Aspects of Grief and Loss 3(3-0)
An introduction to the dynamics of grief and loss and the counseling procedures appropriate for therapeutic intervention. This course may be offered in an online or hybrid format.

CED 690 Counseling Practicum 3(1-3)
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 C in CED 690.

CED 691 Internship in Counseling 1-6(Spec)
Internship with selected professionals. Opportunity to confirm professional effectiveness in helping professions. Prerequisite: Successful completion of CED 693 or graduate research methods course.

CED 693 Research for Counseling and Special Education 3(3-0)
Presentation and application of design and procedures pertinent to conducting research in human services. Includes writing a research proposal and manuscript, implementing mini-research project. Individual to SPE 695. Credit may 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 693 or graduate research methods course.

CED 698 Thesis 1-6(Spec)
CR/NC only. For Master's degree candidates. Prerequisites: CED 695.

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 issues. This course is approved for offering in a distance learning format. Prerequisites: Admission to Counseling program; CED 677.

CED 780 Seminar: Professional Topics 1-12(Spec)
Special topics that are germane to the field of counseling. This course is approved for offering in a distance learning format. Prerequisite: Graduate status.

CED 790 Advanced Counseling Practicum 3(1-3)
Continuation of CED 690. Application to register for this course must be filed by the posted deadline prior to registration for approval. Prerequisite: CED 690.

CED 791 Advanced Internship in Counseling 3(Spec)
Internship with selected professionals. Opportunity to confirm professional effectiveness in helping professions. Note: Application to register must be filed and approved during the semester prior to registration. CR/NC only. Prerequisites: Grade of CR in CED 690; permission of instructor.

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 Group II, 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 Sociology Laboratory 1(0-3)
Elementary laboratory experiments which parallel CHM 111 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. (University Program Group II-B: Quantitative and Mathematical Science)
Course Descriptions

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. Cannot be counted on a Chemistry/Biochemistry major or Chemistry minor. This course may be offered in an online or hybrid format. (University Program II-B: Quantitative and Mathematical Science)

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 II laboratory requirement. Prerequisite: CHM 120. (University Program Program II-B: Quantitative and Mathematical Science)

CHM 131 General Chemistry I 4(3-3)
Fundamental concepts of chemistry including stoichiometry, gas laws, thermodynamics, and molecular structure. CHM 131 is a first course for science majors. Satisfies University Program II laboratory requirement. Recommended: High school algebra or MTH 107; high school chemistry or CHM 120. (University Program Program II-B: Quantitative and Mathematical Science)

CHM 132 General Chemistry II 4(3-3)
Continuation of CHM 131 including solutions, kinetics, equilibrium, weak acids and bases, thermodynamics, and electrochemistry. Prerequisite: CHM 131. Recommended: a grade of C or better in CHM 131.

CHM 161 Principles of Chemistry 5(4-4)
Intensive introduction to chemical principles for the well-prepared, motivated student. Satisfies University Program II laboratory requirement. Recommended: High school Algebra II or MTH 107 (preferably with a B or better); high school chemistry or CHM 120.

CHM 211QR Quantitative Analysis 4(3-5)
Analysis and interpretation of quantitative chemical information from volumetric, electrochemical, spectroscopic, and chromatographic techniques. This course may be offered in an online/hybrid format. Prerequisite: CHM 132 or 161. Recommended: MTH 107. Quantitative Reasoning.

CHM 421 Survey of Biochemistry 3(3-0)
Introductory one-semester Biochemistry course. Intended for students in allied health fields, dietetics, and some biology programs. No credit toward Chemistry/Biochemistry major, Biology/Biomedical Sciences major or Chemistry minor. Prerequisites: CHM 342 or 346.

CHM 509 Environmental Chemistry for Science Teachers 4(3-3)
For science teachers and prospective teachers of grades 4-12. Emphasis on environmental chemistry concepts and laboratory/hand activity development for use in middle or high school. This course may be offered in an online or hybrid format. Prerequisites: 8 credit hours of college level Chemistry; 6 credit hours of education coursework; Senior or Graduate standing; admission to Teacher Education Program or valid teaching certificate. Recommended: College level Organic Chemistry and a Teaching Methods course.

CHM 521 Fundamentals of Biochemistry 3(3-0)
Structure, function, and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Prerequisites: CHM 346.

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.

CHN - Chinese

CHN 101 Elementary Chinese I 4(3-4-0)
Designed for students who have had no Chinese. Basic Mandarin Chinese language skills and introduction to the cultures of China. Students who have had one year of Chinese study may not enroll without permission of Instructor. (University Program Group IV-B: Studies in Global Cultures)

CHN 102 Elementary Chinese II 4(4-0)
Continuation of CHN 101. Basic Mandarin Chinese language skills and introduction to the cultures of China. Recommended: CHN 101. (University Program Group IV-B: Studies in Global Cultures)

COM - Communication

COM 100 Communication and Society 1(1-0)
This course introduces students to a variety of communication concepts and career possibilities in addition to the role communication plays in contemporary society.

COM 101 Introduction to Communication 3(3-0)
General education approach to theory and process of human communication with practicum opportunities. Does not count toward a major or minor in Communication and Performing Arts.

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 is approved for offering in a distance learning format.

COM 225 Introduction to Communication in Virtual Environments 3(3-0)
This course addresses the implications of communicating in virtual worlds. Concepts to be addressed include: identity construction, online relationships, collaborative work environments, and ethics.

COM 251 Foundations of Communication Theory 3(3-0)
Basic theories pertaining to spoken symbolic interaction, focusing mainly on the psychological and sociological aspects of interpersonal communication and public address.

COM 264 Organizational Communication 3(3-0)
Current communication theories and practices in the modern formal organization. Especialy recommended for students on preprofessional curricula.

COM 267 Introduction to Debate 3(3-0)
Prepares students without experience to gain understanding of theory and practice of debate. Recommended for prelaw, prebusiness, urban government students, and teachers.

COM 269 Practicum in Debate/Forensics 2-8(Spec)
Opportunities for intensive research on topics in debate and various forms of forensics for students in the University forensics program. Prerequisite: permission of instructor.

COM 301 Survey of Research in Communication 3(3-0)
An introduction to the research and its methodologies in speech communication. Students will read and write about primary research in the discipline. May be offered as Writing Intensive. Prerequisite: a grade of C (2.0) or better in COM 251.

COM 353 Small Group Communication 3(3-0)
Theories and application of the methods surrounding small-group interaction processes.

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 365 Persuasion and Social Influence 3(3-0)
Application of theories and principles underlying attitude change. This course is approved for offering in a distance learning format.

COM 367 Nonverbal Communication 3(3-0)
Examines the non-language dimensions of communication in several social settings: dyadic, small group, crosscultural, and subcultural.

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.

COM 464 Communication Internship 1-6(Spec)
Designed to apply a variety of classroom concepts and skills within a supervised organizational setting. Prerequisite: prior written approval of COM internship coordinator. Limited to junior and senior COM majors and minors.

COM 490 Independent Study Each 1-4(Spec)
Student-initiated study guided by faculty member or faculty committee. Undergraduate prerequisites: an overall B average; permission of advisor and instructor (completion of form).

COM 495 Communication Facilitation 2-6(Spec)
Guided experience as a teaching assistant in a communication class. Students will have the opportunity to develop interpersonal, small group, public speaking, and supervisory communication skills in an applied setting. Prerequisite: permission of instructor.

COM 560 Communication and Social/Organizational Change 3(3-0)
Research and methods of communicating changes into existing social systems. This course is approved for offering in a distance learning format. Prerequisites: grades of C (2.0) or better in COM 251, COM 301.

COM 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. Prerequisites: COM251, 301 with grades of C or better.

COM 562 Family Communication 3(3-0)
The study of verbal and nonverbal communication processes, patterns, and problems in the family. The uniqueness of the family system as a communication context is emphasized. Prerequisites: COM 251, 301 with grades of C or better.

COM 569 Communication in the Classroom 3(3-0)
Guided research from several fields describing communication patterns among students and teacher-to-student within school settings. Designed for students interested in teaching or administration. Prerequisites: completion of 56 hours of undergraduate credit.

COM 664 Seminar in Organizational Communication 3(3-0)
Includes a rigorous examination of the principles governing organizational communication and how these principles may be applied in practice and research. Prerequisites: COM 600.
COM 665 Seminar in Communication and Negotiation in Employee Relations 3(3-0)
The course examines 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.

COM 667 Seminar in Intercultural Communication 3(3-0)
This course examines the theory, practice, and research related to the process of communication between people from different cultural backgrounds. This course is approved for offering in a distance learning format. Prerequisites: COM 600.

CPS - Computer Science

CPS 100 Computers and Society 3(3-0)
Fundamental concepts and applications of computers. Impact of the computer on human events and social institutions. Countertrends, predictions, and implications of future computer developments. Identical to BIS 104. Credit may not be earned in more than one of these courses. Does not count on CPS major or minor. This course is approved for offering in a distance learning format.

CPS 105 Word Processing Concepts 1(1-0)
Introduction to word processing and desktop publishing concepts. Features common to most word processing software. Evaluation of software packages. Identical to BIS 105. Credit may not be earned in more than one of these courses. Recommended: BIS 112.

CPS 106 Spreadsheet Concepts 1(1-0)
Introduction to spreadsheets and report generation. Features common to most spreadsheets. Evaluation of software packages. Recommended: Familiarity with personal computer use. This course is approved for offering in a distance learning format.

CPS 107 Database Concepts 1(1-0)
Introduction to database and report generation. Features common to most database products. Evaluation of software packages. Identical to BIS 107. Credit may not be earned in more than one of these courses. Recommended: Familiarity with microcomputer use.

CPS 110 Information Technology Programming I 3(3-0)
Introduction to operating a computer and writing computer programs. First programming course in the information technology major/minor. Language used is Visual Basic.

CPS 150 FORTRAN Programming 3(3-0)
Algorithms, programs, and computers. Introduction to several numerical and non-numerical problems. Does not count toward a major or minor in CPS. Prerequisites: One of: MTH 106, 107, 130, 132.

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 II-B: 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 210 Assembly Language and Computer Organization 3(3-0)
Topics in assembly language concepts, introduction to computer organization, machine representation of information, models of computer architecture and instruction and addressing fundamentals, control structures. Pre/Co-Requisite: CPS 181. Recommended: One of: MTH 132 or MTH 216.

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 ITC 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 340 Advanced Data Structures and Algorithms 3(3-0)
Theory and advanced techniques for representation of information; lists, trees, graphs; analysis of algorithms; sorting, searching and hashing techniques. Prerequisites: CPS 181, CPS 210 or EGR 396; MTH 223 or 232.

CPS 360 Computer Design and Architecture 3(3-0)
Design and analysis of digital circuits, processor datapath, instruction set architecture, cache memory, pipelined instruction execution, virtual memory. Prerequisite: CPS 210.

CPS 370 File Manipulation Techniques 3(3-0)
Creation and manipulation of programs and data files, scientific and industrial applications of file-oriented systems, prominent computer languages having file processing capabilities. Prerequisite: CPS 181.

CPS 380 Microcomputer Architecture 3(3-0)
Concepts and operation of microprocessors and microcomputers to include input/output, mass storage, memory, and small read-only memory operating systems. Prerequisites: CPS 210, CPS 360.

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 ITC 291; permission of department chairperson.

CPS 410 Software Engineering 3(3-0)
Software specification, design methods, programming and testing techniques and CASE tools. Developing large software systems in a group environment using modern software engineering techniques. Prerequisites: CPS 340.

CPS 420 Web Application Development - Web Services SOA 3(3-0)
Web-based applications focusing on server-side processing, data persistence, use of web services, Service Oriented Architecture, remote procedure calls, asynchronous messaging, transactions and security considerations. Prerequisite: CPS 340 or ITC 320. Recommended: ITC 341.

CPS 450 Programming Language Concepts 3(3-0)
Formal definition of programming languages including specification of syntax and semantics. Prerequisite: CPS 340.

CPS 468 Systems Programming and Software 3(3-0)
Systems concepts--file system, shell, system calls; software such as assemblers, linkers, loaders; systems programming in a modern programming environment such as UNIX. Prerequisites: CPS 340.

CPS 482 Advanced Multimedia Design 3(3-0)
Interactive multimedia projects will be designed using advanced authoring tools. Issues concerning representation, storage, compression, transmission, and manipulation of multimedia components will be discussed. Prerequisites: CPS 282.

CPS 497 Independent Study 1-6(Spec)
Open to students with permission of instructor. May be taken for credit more than once, total credit not to exceed 6 hours.

CPS 501 Survey of Computer Science 3(3-0)
Survey of 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 530 Simulation of Discrete Event Systems 3(3-0)
Development of computer models for discrete systems using computer simulation languages. Performance evaluation of computer, industrial and engineering systems. Prerequisite: CPS 181; STA 282 or STA 382.

CPS 541 Databases 3(3-0)
Physical and logical organizations of databases, database management systems, project involving a student-designed database. Prerequisites: CPS 340 and CPS 370; or ITC 441 and permission of instructor.

CPS 560 Digital Computer Design 3(3-0)
Design of basic components of a general purpose computer such as CPU, memory, I/O systems. Instruction set design. CISC versus RISC debate. Parallel Architectures. Prerequisites: CPS 181. Recommended: CPS 340.

CPS 565 Computer Networks I 3(3-0)

CPS 575 Computer Graphics 3(3-0)
Representation of line drawings, handwritings, and three-dimensional surfaces in computers. A plotter and graphics terminal are used. Prerequisites: CPS 181 or MTH 223.

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 611 Software Verification and Validation 3(3-0)
Software verification and validation techniques are introduced and their applicability discussed. In-depth study of verification and validation area. Does not count for the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.

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 613 Specification of Software Systems 3(3-0)
Formal models and representations. Specification techniques and tools that support them. Assessment of specification for attributes such as completeness and correctness. Does not count on the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.
CPS 614 Principles and Applications of Software 3(3-0)
Covers several different methods and languages for expressing designs. The process of assessment is also covered. Does not count for the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.

CPS 615 Software Generation and Maintenance 3(3-0)
Techniques for performing software generation and maintenance Alternatives to coding, language concepts, the role of standards and style, the role of tools, performance analysis, regression analysis, other maintenance-specific subjects. Does not count for the MS in Computer Science. Prerequisites: CPS 510.

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 1(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 application cases, 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. This course is approved for offering in a distance learning format.

DHA 709 Seminar in Health Dynamics: Current Issues, Trends and Change 1(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 1(1-0)
This seminar will examine research activity and reporting in the areas of healthcare 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 715 Health Systems Evaluation 3(3-0)
This course 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 1(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. This course is approved for offering in a distance learning format.

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 Health Informatics 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 Design, Implementation, Defense and Reporting 1-12(Spec)
A description of the capstone research event, the design, implementation, defense and reporting of a doctoral dissertation is outlined. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration Program; successful completion of the Doctoral Program Comprehensive Examination.

ECO - Economics

ECO 110 Economics and Society 3(3-0)
An examination of the development of economic thought and institutions with emphasis on the application of this knowledge to the understanding of the economic world. Credit on the economics major will not be given if this course is taken after ECO 201 or ECO 202 or ECO 203.

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 Core Curriculum Program requirements if a student is pursuing 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 222QR Behavioral Economics 3(3-0)
Examines the roles of self-interest, altruism, expectations and information in individual and group decision-making. In-class experiments simulate market behavior and test theoretical predictions. Quantitative Reasoning. (University Program Group III-A: Behavioral Sciences)

ECO 230 Women in the Economy 3(3-0)
A study of the past and present role of women in the economy, as workers, both inside and outside the labor market. Identical to WST 230. Credit may not be earned in more than one of these courses.

ECO 280 Economics of the World 3(3-0)
Overview of economies, with emphasis on comparison of their economic performance, the system used for production and distribution, and economic agreements among nations.

ECO 281 Economic Development of the Pacific Rim 3(3-0)
Rapid development of Pacific Rim economies and its impact on our economy is studied. The roles of history and culture in economic policy are studied. (University Program Group IV-B: Studies in Global Cultures)

ECO 301 Environmental Economics 3(3-0)
Basic economic understanding of environmental/ecological problems arising from a free enterprise system. Economists’ solutions presented without advanced economic theory or mathematical computation. Recommended: ECO 202 or 203.

ECO 306 Money and Banking 3(3-0)
The nature of money and credit; history, structure, and functions of banking institutions, with emphasis upon Federal Reserve System and questions of appropriate public policy. Prerequisites: ECO 201 or 204; ECO 202 or 203.

ECO 360 Public Economics 3(3-0)
Appropriate and actual roles of government in market economies, and how government influences the use of resources and distribution of income. Prerequisites: ECO 202 or ECO 203.

ECO 375 Economics of Cities and Regions 3(3-0)
Elementary theories of regional economic analysis used in solving specific problems such as pollution, housing, segregation, and conservation. Emphasizes urban regions. Prerequisites: ECO 201 or ECO 202 or ECO 203.

ECO 410 Government and Business 3(3-0)
Relations of industry, especially corporations, to government, antitrust laws and their enforcement; public policy toward business; problems of unfair competition; patents and trademarks. Prerequisites: ECO 202 or ECO 203.

ECO 414 Labor Economics 3(3-0)
Labor market operations and wage determination; human capital investment; labor market discrimination; wage differentials; impact of unionization on wages; collective bargaining. Prerequisite: ECO 202 or 203.

ECO 425 The Economics of Industrial Organization 3(3-0)
Concepts, theory and evidence which relate industry structure to behavior and performance of firms. Provides a basis for evaluating public policy. Prerequisites: ECO 202 or ECO 203. Recommended: ECO 201 or ECO 204.

ECO 440 Managerial Economics 3(3-0)
Application of microeconomic theory to a variety of management decisions such as internal resource allocation, pricing, market entry and the boundaries of the firm. Prerequisite: ECO 202 or ECO 203.

ECO 503 Seminar in Urban Economics 3(3-0)
Economic aspects of urban regions; their growth; household location; pollution; poverty. Solutions-oriented discussion of urban problems. Complements ECO 504. Recommended: ECO 375.

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.

ECO 532 Economic Forecasting 3(3-0)
Nature and causes of economic fluctuations. Methods of predicting price levels and economic activity. Prerequisites: ECO 201 or ECO 204; ECO 202 or ECO 203.

ECO 600 Introduction to Advanced Economic Analysis 3(3-0)
Provides the analytical tools necessary for graduate study in economics; competition and monopoly; resource markets. Credit may not be earned in more than one of these courses.

ECO 625 Firm Behavior and Game Theory 3(3-0)
Advanced studies of the theory of the firm and modeling strategic behavior. Topics may include transactions costs, collusion, mergers, advertising, brand names, and asymmetric information. Prerequisites: Graduate standing in Economics.

ECO 655 Seminar in International Economics 3(3-0)
Recent developments in trade theories and problems in trade policy; foreign exchange market; national income and balance of payments; and international financial policies.

ECO 660 Public Finance and Fiscal Policy 3(3-0)
Analyzes fiscal policy and theory of taxation affecting economic welfare and delivery of public goods and services. Includes economic stabilization and fiscal policy considerations. Prerequisites: Graduate admission in Economics or permission of the Graduate Coordinator is required of students who enroll in courses at the 600 or 700 level.

EDL - Educational Leadership

EDL 592 Professional Development in Educational Leadership 1-9(Spec)
Identification and study of emerging problems 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 609 Administration of Volunteer Programs 3(3-0)
Develops skills necessary to organize a volunteer program or agency. Content includes recruitment, training, supervision, evaluation of volunteers and the development of community partnership programs. This course may be offered in an online or hybrid format.

EDL 610 Grants and Fund Procurement 3(3-0)
Grantsmanship 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, philosophy, skills and practical applications regarding technology for administrators. This course may be offered in an online or hybrid format.

EDL 619 Continuing Registration for Final Research Project 1(1-0)
A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

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 legal issues in higher education institutions. 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)
Investigation and in-depth study of new knowledge or current problem areas. This course may be offered in an online or hybrid format.

EDL 651 Program Review and Evaluation 3(3-0)
An introduction to program evaluation theory, design, development, and implementation 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 656 Public School Law 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 658 Teacher Leadership 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 660 Principles of 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 661 School and Community Relations 3(3-0)  
Public relations responsibilities of school board and staff members. This course may be offered in an online or hybrid format.

EDL 662 School Business Administration & Facilities Management 3(3-0)  
An exploration of school business administration and facilities management concepts, with emphasis on school-site administration. This course may be offered in an online or hybrid format.

EDL 663 Human Resources Administration 3(3-0)  
The determination of need, satisfaction of need, and means of securing efficient human resource service. Emphasis on environmental factors essential to efficiency. This course is approved for offering in a distance learning format. Prerequisites: See Course Search and Registration.

EDL 667 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 670 School-Site Administration 3(3-0)  
Current theories, principles, and practices relative to the organization, administration, and operation of schools. This course may be offered in an online or hybrid format.

EDL 675 Administration of Special Education 3(3-0)  
Organization and administration of education programs for exceptional children. Identical with SPE 640. Credit may not be earned in more than one of these courses.

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-learning assessment. This course may be offered in an online or hybrid format.

EDL 681 Teaching with Technology in Higher Education Settings 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 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 689 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 710 Action Research 3(3-0)  
The practical application of action research inquiry is examined to promote empirical decision-making in a variety of educational settings. This course may be offered in an online or hybrid format.

EDL 711 Strategic Planning 3(3-0)  
Identification of planning processes to set goals, establish implementation procedures, and evaluate processes and results. This course may be offered in an online or hybrid format.

EDL 745 Administration of the School District 3(3-0)  
Study of the functions of school district management with special emphasis on the role of the superintendent and other administrators with district-wide responsibilities.

EDL 750 Professional Studies: Special Topics 1-6(Spec)  
In-depth study of emerging knowledge or current problem areas. 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 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 764 Financing of Higher Education 3(3-0)  
An analysis of the funding of higher education and the complex relationship between finance and other aspects of higher education administration.

EDL 765 Organizational Change in Educational Institutions 3(3-0)  
Fundamental concepts, processes, and procedures concerning the change process. Focus will be on leadership, change and sustaining change in educational organizations. This course may be offered in an online or hybrid format.

EDL 766 Advanced Educational Law 3(3-0)  
In-depth study of current legal problems affecting education. This course may be offered in an online or hybrid format. Prerequisite: EDL 656.

EDL 767 Public School Finance 3(3-0)  
A short history and consideration of problems relating to taxation, the budget, local millage, school building bond issues and state aid.

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 770 Advanced Elementary School Leadership 3(3-0)  
Investigation and in-depth study of advanced leadership of elementary educational organizations. This course may be offered in an online or hybrid format. Prerequisites: EDL 670.
EDL 830 Educational Foundations of Philosophy 3(3-0)
Study of current management skills and procedures necessary for operating a secondary school. This course may be offered in an online or hybrid format. Prerequisites: EDL 670 and admission to the Specialist in Education program.

EDL 833 Instructional Supervision and Leadership 3(3-0)
Study of the 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 740 Women in Education 3(3-0)
Study of women’s roles as students, faculty, and administrators in educational settings. The course may be offered in an online or hybrid format.

EDL 775 Educational Policy Analysis 3(3-0)
Analysis 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 776 Administration of Higher Education 3(3-0)
Study of the organization and management of colleges and universities. This course may be offered in an online or hybrid format.

EDL 777 Student Affairs Administration 3(3-0)
Study of the organization, structure, management, programs, and functions of student affairs administration in post-secondary 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 790 Critical Issues: Elementary School Leadership 3(3-0)
Study of elementary school leadership issues. This course may be offered in an online or hybrid format.

EDL 792 Critical Issues: Administration of Secondary Schools 3(3-0)
Study of current problems, regulations, laws, and pressures confronting the secondary school principal. Course stresses conflict management and crisis intervention techniques. This course may be offered in an online or hybrid format. Prerequisites: EDL 670 or EDL 772 and admission to the Specialist in Education program.

EDL 797 Field Study 1-6(Spec)
An extensive study of a specific leadership practice, and a report of appropriate recommendations. Students cannot enroll for both EDL 790 and 797 to fulfill the requirements of a single degree. This course may be offered in an online or hybrid format. CR/NC only. Prerequisite: EDL 600 or 700.

EDL 800 Quantitative 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. CR/NC only. Prerequisite: EDL 600 or 700.

EDU 107 Introduction to Teaching 3(3-1)
An introductory course 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 adolescence. Includes application to educational settings. Prerequisite: EDU 107. Recommended: Sophomore standing.

EDU 290 Technology in Education 3(1-4)
Students will learn to operate educational technology-based equipment; select and assess instructional media materials, courseware, and software; and integrate technology and media into K-12 instruction. Requires C+ or higher.

EDU 310 Psychological Foundations of Education 3(3-0)
Principles of learning, adolescent development and behavior, mental health; emphasis on application to teaching. Prerequisite: admission to Teacher Education program.

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 HFD 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 162.

EDU 325 Middle Level and High School Teaching Methods 3(3-0)
Prepares future secondary teachers to plan and deliver effective, learner-centered, developmentally-appropriate, and culturally-responsive instruction that promotes a safe and caring classroom climate for all students. Requires C+ or higher. Prerequisite: Admission to Teacher Education Program. Pre/Co-Requisites: EDU 310.
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; 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 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 361 Pre-Student Teaching Practicum 2(1-4)
Pre-service Teachers will gain practical experience through observing, interacting, collaborating, and teaching in a pre-K-12 classroom setting. 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, 345.

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 cognitive impairment" are required to have SPE 126 and PSY 220); EDU 290, 393; Co-requisites: EDU 320, 431.

EDU 363 Science and Social Studies Practicum 1(0-2)
Pre-service teachers will gain practical experience through observation, interaction, collaboration, preparation, and delivery of science and social studies instruction in a pre-K-8 classroom setting. Identical to MLE 363. 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, 320, 330, 393, 431; EDU/MLE 362. 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; 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, 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 student teaching and be enrolled in EDU 458 Student Teaching as a component of the Elementary or Secondary certification requirements for the Pre-K-12 General Education, Special Education, and Music Education teacher education programs. Co-requisites: EDU 458.

EDU 450 Content Area Literacy 3(3-0)
Study and development of teaching strategies to improve literacy (reading, writing, thinking and learning) in all disciplines. Prerequisites: admission to Teacher Education; EDU 310; Pre/Co-requisite: EDU 325 or a music pedagogy course appropriate to the program for students seeking the Bachelor of Music Education degree.

EDU 458 Student Teaching 10(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: specific certification requirements are the same for Elementary: - A CMU overall GPA of 2.70 or higher. - Department 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). Secondary: - A CMU overall GPA of 2.70 or higher - Department 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 290 [except for music majors]; EDU 310; EDU 325 [except for music majors]; EDU 450, 495; 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 493 Learning and Evaluation in Elementary Education 3(3-0)
Principles, purposes, materials, and problems associated with teaching and the measurement and evaluation of learning. Includes a unit on mental health. Prerequisites: EDU 280 (students with a major in "teachers of students with emotional impairment" or major in "teachers of students with cognitive impairment" are required to have SPE 126 and PSY 220); and at least one of the following: EDU 320, 330. Requires admission to Teacher Education Program.

EDU 495 Foundations of Education 3(3-0)
Examines historical events and social bases of American education. Major emphasis 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, 320, 330, 343, 345, 393; EDU/MLE 361. Co-requisite: EDU 431 (elementary students) or EDU 450 (secondary students).

EDU 505 Diagnostic Literacy Assessments & Instruction: K-3 3(3-0)
Diagnostic literacy assessments will be introduced including appropriate administration, data analysis, and related instructional practices. State literacy assessment certification: MLPP K-3. Prerequisites: EDU 330 or graduate status.

EDU 506 Principles and Techniques for Individualizing Instruction 3(3-0)
Examination of individualized instruction and its classroom implications. Prerequisite: EDU 330 or EDU 340.

EDU 508 Education Workshop 1-6(Spec)
Identification and study of educational theory, topics and/or issues in contemporary education. Prerequisites: Senior Standing or Graduate Status.

EDU 525 Early Childhood Education 3(3-0)
Content, methods, materials, and curriculum planning for teaching pre-kindergarten through primary grades. Prerequisites: Junior Standing or Graduate Status.

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 in the Content Areas 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.

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 MLE 613. 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 595 Telecommunication in Education 3(2-2)
The study and laboratory exploration of telecommunication as used in schools and classrooms: e-mail, educational and general networks, collaborative lessons. This course is approved for offering in a distance learning format. Prerequisites: EDU 590.

EDU 602 Strategies and Techniques for Teaching 3(3-0)
Theories of learning and application to instruction. This course is approved for offering in a distance learning format. Prerequisites: EDU 590.

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 605 History and Trends in Elementary School Curriculum Development 3(3-0)
History and trends in elementary school curriculum development. This course may be offered in a distance learning 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 609 History of Education 3(3-0)
Development of modern education in Western civilization.

EDU 613 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)
Exploration of current 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 620 Problems of Teaching Mathematics in the Elementary School 3(3-0)
Exploring cognitive issues, history, research, problem solving, technology, innovative programs, basic skills, and state and national standards in mathematics education. Prerequisite: Teaching Certificate.

EDU 628 Secondary School Programs and Practices 3(3-0)
Organization, content and philosophies underlying the establishment and operation of secondary schools. This course is approved for offering in a distance learning format.

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, listing, 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 643.

EDU 651 Supervision of Students and Intern Teaching 3(3-0)
Development of knowledge and skills needed for supervising and mentoring in school settings. This course is approved for offering in a distance learning format. Prerequisite: two years of teaching experience.

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 658 Practicum in the Community College 3(Spec)
Opportunity to observe/teach, or work in library, counseling center or with community college administrators. Arrangements made at beginning of semester prior to course registration. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: EDU 655 or current employment at a community college.

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 682 Psychology of Child Development 3(3-0)
Factors and generalizations concerning the growth of children from birth to maturity. Identical to PSY 682. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

EDU 698 Thesis 1-4(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 practice 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 related 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 for 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 design, development of measurement devices, and interpretation of advanced statistical techniques. Prerequisite: EDU 660.
EDU 765 Seminar in Curriculum Problems 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 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: EDU 640; Successful completion of 21 hours of coursework on the MA in Education program.

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 640; 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 relevant 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 inquiry is carried out in the field of educational technology 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.

EDU 808 Blended and Online Learning 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.

EDU 810 Grant Writing 3(3-0)
This cognate course focuses on grant writing skills for funding educational technology projects. Topics include concept development, budgeting, assessment planning, proposal submission, and reviewer practices. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 811 Motivation in Online and Blended Learning 3(3-0)
Applications, evaluation and analysis of instructional strategies promoting student motivation and learning in online and blended learning environments. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 814 Differentiated Instruction in Online Learning 3(3-0)
Students examine the role of differentiated instruction in online/blended environments and address current efforts to meet the needs of all learners in technology-based environments. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 842 Mobile Learning 3(3-0)
Students will explore the potential mobile devices hold for learning and instruction and examine the impact of mobile learning from a national and international perspective. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 853 Evolving Internet Learning 3(3-0)
Application and implementation of evolving digital resources in educational settings. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 860 Data Driven Decision Making 3(3-0)
Learn to theoretically and methodologically understand the use of data and how it is used to guide practice. Techniques and statistical models used to analyze data. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

EDU 870 Higher Order Learning and New Literacies 3(3-0)
Students learn how new literacies, the skills and strategies needed to teach and learn successfully in a Web-mediated world, can promote higher order thinking. This course may be offered in an online or hybrid format. Prerequisite: EDU 800. Recommended: EDU 801, 802.

ENG 100 Basic Writing 3(3-0)
An introductory course in analytic writing and the conventions of Standard English designed as the first semester of a two-semester sequence of freshman composition.

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: 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 103 First Year Writing 3(3-0)
Development of skills in nonfiction prose writing. Small class sizes and substantial individualized support help students gain knowledge of composing processes, strategies, and conventions. With ENG 099, meets university requirements for first-year writing competency; alternative to ENG 101 and ENG 103. Co-requisite: ENG 099 must be taken simultaneously with ENG 103. Recommended: Students with a Writing Placement score of 58 or lower are encouraged to enroll in ENG 103 and ENG 099. Students with a Writing Placement score above 58 should enroll in ENG 101 and may add ENG 299 if they feel they might need 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. (University Program Group I-B: The Arts)

ENG 175 The Nature of Language 3(3-0)
Introduction to the study of language and social systems. Topics include linguistic structures, acquisition, varieties, and change. May be offered as Writing Intensive. (University Program Group III-B: Studies in Social Structures)

ENG 201 Intermediate Composition 3(3-0)
An intensive writing course intended to prepare students for writing in their 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 235 English Literature: Beginning to Romantic Period 3(3-0)
Beginning to Romantic Period. Primarily for sophomores; open to freshmen. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

ENG 236 British Literature 3(3-0)
Examines British literature from the Romantic period to present day in light of literary, historical, and cultural influences. Primarily for sophomores; open to freshmen. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

ENG 251 American Literature: Colonial Through the Romantic Period 3(3-0)
Survey of major American writers and literary trends. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)
ENG 252 American Literature: Realistic Period to the Present, 3(3-0)
Emphasis on major writers and trends. Primarily a sophomore course but open to freshmen.

ENG 261 Masterpieces of Ancient Literature 3(3-0)
Major world literature to the medieval period, including Greek and Roman works. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

ENG 262 European literatures 3(3-0)
Survey of significant European literature from the medieval through modern periods. May be offered as Writing Intensive. (University Program Group IV-B: Studies in Global Cultures)

ENG 294 Introduction to Creative Writing 3(3-0)
The basic methods and techniques in creative writing, including, but not limited to, poetry and fiction. May be offered as Writing Intensive. Recommended: ENG 101 or ENG 103/099 or ELI 198 with a grade of C or better.

ENG 299 Writing Workshop I 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-Requirement: Enrollment in at least one other CMU course.

ENG 301 Nonfiction Writing 3(3-0)
Development of nonfiction writing skills through individual projects in diverse genres. May be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisites: ENG 201 with a grade of "C" or better.

ENG 303 Technical Writing 3(3-0)
Writing technical documents common in business, industry, government agencies, and non-profit organizations, e.g., reports, proposals, and instructional manuals. Emphasis on readability, accessibility, suitability, and usability. This course is approved for offering in a distance learning format. Prerequisites: ENG 101 or 103/099 or ELI 198 with a grade of C or better; completion of 56 semester credit hours.

ENG 315 Teaching Writing in Elementary and Middle Schools 4(3-1)
Introduction to theories and pedagogies on writing in elementary and middle schools. Students teaching field experience. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisites: ENG 201 with a grade of C or better; Admission to the Teacher Education program.

ENG 323 Fantasy and Science Fiction 3(3-0)
History, meaning, and influence of fantasy and science fiction. Emphasis on 19th-21st century literature and film. May be offered in an online or hybrid format. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

ENG 325 Folklore 3(3-0)
Discussion and comparison of folktales, songs, superstitions and customs preserved in both oral and literary traditions. Prerequisites: 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 326 The Literary Dimensions of Film 3(2-2)
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 329 African American Literature 3(3-0)
Examinations of the literary and cultural contributions of African Americans from colonial times to present through written and oral forms of expression. Prerequisites: ENG 201 with a grade of C or better; (University Program Group IV-C: Studies in Racism and Cultural Diversity)

ENG 330 Mythological Backgrounds of Western Literature 3(3-0)
The origins and development of mythic patterns with major emphasis on the evolution of the interpretation of classical and Northern myths to literary usage. (University Program Group I-A: Human Events and Ideas)

ENG 334 Literary and Cultural Theory 3(3-0)
Study of historical and contemporary theories of literature and culture with attention to theoretical issues as well as application to literary, cultural, and other theoretical texts. Prerequisites: Grade of "C" or better in ENG 101, ENG 103/099 or ELI 198.

ENG 336 Early Modern English Literature 3(3-0)
Major literary works of the late sixteenth through early seventeenth centuries in England (excluding Shakespeare), with special emphasis on social, political, religious, economic and political backgrounds. Prerequisites: 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 362 Literature of the Medieval World 3(3-0)
The study of epic tradition during the medieval period and the rise of the romance. Prerequisites: ENG 201 with a grade of C or better. Recommended: ENG 134 or ENG 234.

ENG 375 Introduction to Linguistics 3(3-0)
A survey of the field of linguistics, including discussion of sounds, word structure, sentence structure, meaning, acquisition, social use and historical change of language. Prerequisites: 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 381 Children's Literature 3(3-0)
An analysis of the growth and poetry suitable for children grades K through nine. Prerequisite: ENG 201 with a grade of C or better. Recommended: ENG 134 or 234.

ENG 395 Special Topics 1-6(Spec)
Consideration of subjects not listed in the regular department offerings. May be repeated when content is not a duplication of a previous special topic offering. English majors and minors, see general statement. This course may be offered in an online or hybrid format. Prerequisite: ENG 201 with a grade of C or better.

ENG 402 Argumentation and Expository Writing 3(3-0)
Study of and practice using modern theories and techniques of argumentation and persuasive writing in contemporary civic, disciplinary, and professional discourse, contexts, and media. May be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisites: ENG 201 with a grade of C or better; senior standing. Recommended: ENG 301 or 303 or COM 352.

ENG 481 International Literature for Children and Young Adults 3(3-0)
Exploration of the literary and cultural heritages of children’s literature. May be offered in an online or hybrid format. Prerequisites: ENG 201 with a grade of C or better; ENG 234 or 381.

ENG 493 Creative Nonfiction 3-6(3-0)
Concentration upon individual projects in creative nonfiction. Course may be offered up to six hours. May be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisites: ENG 201 with a grade of C or better; ENG 294 or 301.

ENG 503 Document Design 3(3-0)
Theories and applications of design information and visual rhetoric for print and electronic documents. This course may be offered in an online or hybrid format. Prerequisites: Graduate standing or ENG 201 with a grade of C or better. Recommended: ENG 303.

ENG 504 Technical Editing 3(3-0)
Methods and technologies used in editing and publishing technical documents in print and electronic media; publication management and production. This course may be offered in an online or hybrid format. Prerequisites: Graduate standing or ENG 101 or 103/099 or ELI 198 with a grade of C or better; Admission to the Teacher Education program.

ENG 517 Reading and the English Classroom 3(3-0)
The relationship of reading to the teaching of English through an introduction to the reading process, the needs of reluctant readers, and K-12 and ESL literacy issues.

ENG 539 Seminar in Major Nonfiction Writers 3-9(Spec)
Creative and critical approaches to the study of representative works by selected major nonfiction writers. May be repeated to a maximum of nine hours. May be offered in a hybrid or online format. May be offered as Writing Intensive. Prerequisites: ENG 201 with a grade of C or better; ENG 134 or 234; or graduate standing.

ENG 561 European Romanticism 3(3-0)
Comparative exploration of the Romantic movement in literature and philosophy with special attention to Germany and France. Prerequisite: Graduate status or ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better; either ENG 134 or ENG 234. Recommended: 6 hrs of literature courses.

ENG 573 Linguistics and Reading 3(3-0)
The relationship of reading, the effects of language on reading, and 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 stimulating reading; subject groupings 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)
Major trends in the history of children's literature as they emerged under certain philosophical, educational, and social influences in England, America, and Europe. Emphasis on literary analysis. Prerequisites: ENG 201 with a grade of C or better, One of: ENG 134 or ENG 234 or ENG 381; or graduate status.

ENG 582 Cultural Pluralism in Young Adult and Children's Literature 3(3-0)
An exploration of the literature and heritage of diverse American cultures, primarily through folk literature, fiction, and biography. Prerequisite: Graduate 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.

ENG 583 The Heroic Tradition in Children's Literature 3(3-0)
The study of the hero in epic, myth, folklore, and legend; including modern examples. Prerequisites: Graduate 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 ENG 234 or ENG 381.

ENG 601 Graduate Composition 3(3-0)
For graduate students seeking to develop advanced nonfiction writing skills in various academic and non-academic genres. This course may be offered in an online or hybrid format.

ENG 603 Seminar in Technical & Professional Communication 3-6(Spec)
Advanced study of the theory and practice of professional and technical communication. May be repeated to a maximum of six hours. This course may be offered in an online or hybrid format. Recommended: ENG 303, 503, and/or 504 or previous work-related experience with a professional/technical communication focus.
**Course Descriptions**

**ENG 635  Seminar in English Literature 3-9(Spec)**
A study of English literature from one of four historical periods: prior to 1650, from 1650-1800, from 1800-1900, or from 1900 to the present. Prerequisite: Admission to the graduate program. Recommended: Six hours of English Literature. May be repeated to a maximum of 9 hours.

**ENG 636  Seminar in Critical Problems 3(3-0)**
A study of the major theories and theorists in contemporary literary studies and selected critical problems generated by them. Recommended: 6 hours of literature.

**ENG 638  Seminar in Textual Analysis and Editing 3(3-0)**
A course designed to prepare students for editing responsibilities found in a variety of fields, including education and scholarly publications.

**ENG 656  Seminar in American Literature 3-9(Spec)**
The tracing of ideas through World Literatures from one of the following periods: A. Classical literature; B. Medieval and Renaissance literature; C. 18th and 19th Century literature; D. Modern literature. Recommended: 6 hours of world literature. May be repeated to a maximum of 9 hours.

**ENG 665  Seminar in World Literature 3-9(Spec)**
The tracing of ideas through World Literatures from one of the following periods: A. Classical literature; B. Medieval and Renaissance literature; C. 18th and 19th Century literature; D. Modern literature. Recommended: 6 hours of world literature. May be repeated to a maximum of 9 hours.

**ENG 680  Chippewa River Writing Project Institute 3(3-0)**
Writing workshop, composition pedagogy, educational technology, and classroom research. This course may be offered in an online or hybrid format. Prerequisites: Admission by application for the institution as outlined by requirements from the Chippewa River Writing Project.

**ENG 681  Seminar in Children's Literature 3-9(Spec)**
Current issues in Children's Literature Studies. This 3 credit course may be taken up to three times.

**ENG 693  Seminar in Writing Creative Nonfiction 3-6(Spec)**
Workshop in contemporary approaches to writing literary nonfiction. Course may be repeated up to six hours. May be offered in an online or hybrid format.

**ENT - Entrepreneurship**

**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)**
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)**
General marketing principles applied to the entrepreneurial venture including daily activities, long-term branding/position strategy, inexpensive ways to conduct research, and utilizing networks to identify/reach customers. Identical to MKT 221. Credit may not be earned in more than one of these courses. This course may be offered in an online or hybrid format. Recommended: ENT 101, ENT/MGT 201.

**ENT 420  Legal Aspects of New Ventures 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 257  Risk Management 3(3-0)**
A survey course of insurance and risk management, with emphasis on the corporate handling of risks. Prerequisites: 26 semester hours completed.

**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.

**FIN 315  Principles of Investments 3(3-0)**
Provides students with basic knowledge about different investments and sources of information to enable them to make wiser investments and prepare to build portfolios. Prerequisites: 56 hours completed; admission to Professional Business Studies or listed on a signed major or minor.

**FIN 332  Managerial Finance 3(3-0)**
A survey of the principles involved in and techniques of the acquisition, management, and distribution of financial resources. Credit may not be earned in both FIN 302 and FIN 332. Prerequisites: ACC 201 or ACC 250, ACC 202 or ACC 255; 56 semester hours completed. This course is approved for offering in a distance learning format.

**FIN 335  Real Estate Principles 3(3-0)**
An introduction to real estate practice, institutions and participants with a focus on investment decision making, valuation, and debt financing. Prerequisite: ECO 202 or 203.

**FIN 573  International Finance 3(3-0)**
Role of financial manager for international corporations. Environmental problems of foreign exchange. Techniques for making investment decisions, financing operations, long-term capital structure and flow of funds. Prerequisites: FIN 302 or FIN 332; 56 semester hours completed and admission to Professional Business Studies or listed on signed major or minor.

**FNS - Foods & Nutrition**

**FNS 160  Introduction to Foods 3(2-2)**
Basic principles and fundamental processes underlying food preparation. Prerequisite(s): Listed on a signed major or minor or less than 56 semester hours completed.

**FNS 271  Food and Culture in the United States 3(3-0)**
Characteristics and effects of food choices among culturally diverse groups within the United States.

**FNS 361  Experimental Foods 3(2-2)**
Experimental approach to the study of food: physical and chemical properties, food product development, sensory evaluation, food analyses, food engineering, and food biotechnology. Prerequisites: FNS 160; CHM 342; STA 282 or HSC 544; senior standing in Dietetics.

**FNS 365  Quantity Food Production 3(2-2)**
The principles of production: standardized recipes; schedules; forecasting; quality and hazard analysis; yields; principles of cookery in quantity; kitchen decentralization; production, distribution and service systems. Successful completion of the Michigan Occupational Competency Assessment Center’s exam in food management results in credit for this course. Prerequisite: FNS 160.

**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 371 Nutrition & Women's Health 3(3-0)**
Study of women's health concerns and nutritional needs. This course focuses on the basics of healthy living in common major conditions that affect women's health. Prerequisite: FNS 370.

**FNS 373 Contemporary Nutritional Issues 3(3-0)**
Contemporary nutritional issues, fads and myths reviewed under current research. The course focuses on current issues in nutrition research and promotes healthy behavioral lifestyle strategies. Prerequisite: FNS 370.

**FNS 374 Nutrition in the Life Cycle 4(4-0)**
Nutritional needs across the life span. Introduction to nutritional assessment methods, the physiological basis for nutritional recommendations, and evaluation of nutrition-related research. Prerequisite: FNS 370.

**FNS 375 Nutrition and Performance 3(3-0)**
Focus is upon sports nutrition for athletes and individuals in recreation. Analysis of the interaction among energy expenditure, fuel needs and utilization, and all nutrients. Prerequisites: FNS 370.

**FNS 377 Nutrition in Disabilities and Disease 3(3-0)**
Principles of nutrition as related to individuals with developmental disabilities or disease. Prerequisite: FNS 370.

**FNS 378 Maternal and Infant Nutrition 3(3-0)**
This course covers the latest research related to women's nutritional requirements throughout their reproductive years including pre-conceptual, antenatal and postnatal period, and infant nutritional requirements. Prerequisite: FNS 370.
FNS 463 Menu Planning: Design and Service 3(3-0)

Concepts of menu design: copy, layout, types, design, nutrition, construction, pricing techniques and consistency of concept. Service styles and front-of-the-house management presented. Prerequisite: FNS 370.

FNS 465 Foodservice Facilities Design 3(3-0)

Creating a foodservice facility design including: concept development, market analysis, menu, equipment, building size and space, and marketing the operation to the target market. Prerequisites: FNS 365, 463.

FNS 469 Foodservice Systems Administration 3(3-0)

Study of institutional foodservice systems including purchasing, storage controls, cost containment, personnel selection and development, organizing, leadership, decision making, and facilities control. Prerequisites: FNS 160, 364, admission into the professional phase of the Dietetics Program.

FNS 470 Applied Nutrition 3(3-0)

A detailed examination of human nutritional needs and how nutritional science can be applied to meet those needs in health and disease. Prerequisites: FNS 370.

FNS 475 Nutritional and Herbal Supplements 3(3-0)

The potential impact of non-nutrient components in food, nutritional supplements, and herbs in the prevention and treatment of disease via integrative and alternative medical approaches. Prerequisite: FNS 370.

FNS 477 Assessing Nutritional Status 2(1-2)

Introduces dietary, anthropometric, biochemical, and clinical approaches to assessing nutritional status. Prerequisite: FNS 370.

FNS 490 Independent Study in Foods and Nutrition 1-6(Spec)

A student-initiated learning activity focusing on a faculty approved topic in Dietetics or Foodservice Administration. Prerequisite: Permission of instructor.

FNS 512 Food and Nutrition in Developing Countries and in Emergencies 3(3-0)

Nutritional issues of developing countries and in emergencies explored in depth, including assessment, prevention, and relief. This course may be offered in a hybrid or online format. Prerequisites: FNS 370, junior, senior or graduate status. Recommended: FNS 271.

FNS 570 Nutritional Education 4(4-0)

Teaching strategies, advising techniques, resources, and motivational techniques as specifically applied to patients/clients in nutrition programs and patient/clients receiving nutrition services. Pre-Co-Requisite: FNS 471.

FNS 575 Geriatric Nutrition 3(3-0)

An in-depth study of nutritional characteristics of the elderly, including special nutritional considerations, food selection patterns, nutritional status and strategies for disease prevention. Identical to GRN 575. Credit may not be earned in more than one of these courses. Recommended: FNS 370.

FNS 577 Advanced Topics in Nutrition: Eating Disorders 3(3-0)

Analysis of factors involved in etiology, assessment, prevention, and treatment of eating disorders. Recommended: FNS 370. This course is approved for offering in a distance learning format.

FNS 597 Special Topics in Foods and Nutrition 1-15(Spec)

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. This course is approved for offering in a distance learning format. Prerequisites: FNS 678.

FNS 622 Micronutrients 3(3-0)

Advanced study of 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: FNS 370. This course is approved for offering in a distance learning format. Prerequisites: FNS 160, 364, 469, 490.

FNS 662 Macronutrients 3(3-0)

Advanced study of 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: FNS 678. This course is approved for offering in a distance learning format. Prerequisites: FNS 677, 678, 697.

FNS 673 Advanced Nutritional Assessment 3(3-0)

Presents techniques for nutritional assessment of individuals and groups: evaluation of dietary intake, anthropometry, nutritional analysis software, and biochemical, and clinical indices. 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)

Application of dietary principles to human pathophysiologic status through counseling and counseling individuals, assessing, educating groups, and planning in an acute care environment. Prerequisites: registration is restricted to students accepted into the Central Michigan University Dietetic Internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the dietetic internship experience.

FNS 675 Dietetic Internship: Foodservice Administration Experience 5(Spec)

Application of administrative principles (budget decisions, cost containment, personnel management, leadership) involved in the production, distribution, and service of food in hospitals and schools. Prerequisites: Registration is restricted to students accepted into the Central Michigan University Dietetic Internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the dietetic internship experience.

FNS 676 Dietetic Internship: Summary Experience 2(Spec)

Integration and application of clinical, foodservice, and community nutrition principles and their implementation in acute care settings. Prerequisites: FNS 575, FNS 675; registration is restricted to students accepted into the Central Michigan University Dietetic Internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the dietetic internship experience.

FNS 677 Nutritional Epidemiology 3(3-0)

Presents concepts of nutritional epidemiology. Enables students to evaluate current research investigating the role of nutrition in disease causation and health promotion. 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 678 Research Methods in Nutrition 3(3-0)

Students will review research methods, read and analyze related literature and develop a proposal for an orientation research. 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 679 Advanced Topics in Nutrition: Obesity 3(3-0)

Current theories and analysis of factors contributing to overweight and obesity throughout the lifespan; intervention and weight management options presented. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 679 Special Topics in Dietetics 1-15(Spec)

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. This course is approved for offering in a distance learning format.

FNS 700 Independent Study in Dietetics 2-6(Spec)

Student-initiated study in an area not covered in regular courses guided by faculty or faculty committee. Prerequisites: FNS 678.

FNS 790 Thesis in Dietetics 1-6(Spec)

Individual research or creative endeavor culminating in a written thesis and/or exhibition of work. CR/NC only. Prerequisites: FNS 678.

FRN - French

FRN 101 Elementary French I 4(4-0)

Designed for students who have had no French. Basic language skills. Introduction to the culture of the French-speaking countries. Students who have had previous preparation in French are required to take a placement test. Students who have had two years of high school French may not enroll without permission of instructor. (University Program Group IV-B: Studies in Global Cultures)

FRN 102 Elementary French II 4(4-0)

Basic language skills. Continuation of FRN 101. Recommended: FRN 101. (University Program Group IV-B: Studies in Global Cultures)

FRN 201 Intermediate French I 4(4-0)

Review of grammar and further development of all language skills. Recommended: FRN 102. (University Program Group IV-B: Studies in Global Cultures)

FRN 202 Intermediate French II 4(4-0)

Review of grammar and further development of all language skills. Recommended: FRN 201. (University Program Group IV-B: Studies in Global Cultures)

FRN 210 Study Abroad 1-18(Spec)

Intended for intermediate students studying abroad. Prerequisites: FRN 102.
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)
Georeferentials 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-B: Quantitative and Mathematical Sciences)

GEO 205 Oceanography 3(3-0)
Introduction to the properties and movements of ocean waters; marine life, the ocean floors, and the effects of the oceans on humans. This course may be offered in an online or hybrid format. Identical to GEL 205, credit may not be earned in both courses. (University Program Group II-A: Descriptive Sciences)

GEO 210 Landforms 3(2-2)
Study of geomorphic processes including mass wastage, streams, and glacial affecting the evolution and distribution of landforms in the physical landscape. Prerequisites: GEO 105 or GEO 101.

GEO 303 Geographic Information Systems 3(2-2)
Concepts and applications of geographic information systems (GIS). Capturing, storing, querying, and displaying geographically referenced data. Primary emphasis is on vector-based GIS. Prerequisite: GEO 203.

GEO 305 Remote Sensing of the Environment 3(2-2)
Characteristics and principles of remote sensing of the environment. The processes of remote sensing imagery acquisition, analysis, and information extraction. Prerequisites: GEO 203. Recommended: Six hours of geography or other environmental science.

GEO 312 Geography of Contemporary Global Issues 3(3-0)
Geographical analysis of contemporary global issues, including trans-border migrations, regional impact of climate change, resource disputes, regional economic imbalances, and ethno-territorial conflicts. Prerequisites: GEO 120 or 121.

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 317 Economic Geography 3(3-0)
Principles and theories of economic geography, the global interrelationships of regional and local economic activities, and the effects of technology on spatial economic structures. Recommended: GEO 121, junior standing, or at least 3 credits in BUS, FIN, ECO, or MKT. (University Program Group III-B: Studies in Social Structures)

GEO 320 Population Geography 3(3-0)
Spatial patterns of fertility, mortality, and migration, and the processes underlying those patterns, Population growth, distribution, problems and policies. Recommended: One of the following: GEO 120, 121, junior standing.

GEO 325 Geography of Growth and Change 3(2-1)
Inferential history of the growth of human activity and the resulting spatial expression. Impact of growth on environment. Prerequisite: GEO 120.

GEO 330 Resource Perception and Utilization 3(3-0)
Influence of physical, economic, political, and social factors on the total resource system.

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 345 Political Geography 3(3-0)
Areal characteristics and territorial problems of states, including internal regional relations, border disputes, and colonial areas. Selected world problems. Recommended: GEO 121.

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 interregional relationships of United States and Canada. Recommended: One of: GEO 105, 120, 121, junior standing. CR/NC option available.

GEO 365 Europe 3(3-0)
Geographic characteristics of the continent, its regions, and economic and political systems since WWII. National characteristics of culture, human/land relationships and international involvements. Identical to EUR 301. Credit may not be earned in more than one of these courses.
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 Global Cultures)

GEO 385 China: Environment and People 3(3-0)
Discussion of China’s physical environment and the geographic patterns of social, political, and economic processes. China’s dynamic roles in world geopolitics and global economy. Prerequisite: GEO 121 or junior standing.

GEO 395 Michigan 3(3-0)
Physical environment, resources, settlement, population, and economic activities studied sequentially and regionally. Prerequisite: junior standing.

GER 500 Advanced Cartography 3(2-2)
Advanced methods and theories concerning the field of cartography including: cartographic communication and visualization, digital map compilation and multivariate data representation. Prerequisites: GEO 303.

GER 501 Principles and Applications of Geographic Information System 3(2-2)
Fundamentals of GIS and its applications in environmental, social and economic analysis (for non-geography majors only). This course is approved for offering in a distance learning format. Prerequisites: GEO 203 or senior standing or graduate standing.

GER 503 Geographic Information Systems 3(2-2)
The techniques of computer-assisted analysis and display of spatially ordered geographic data. Students will use vector and raster GIS. Prerequisites: GEO 303; GEO 305.

GER 511 International Geographic Experience 3-6(Spec)
Experience in field research techniques and knowledge of regions outside the United States. International travel is required. May be repeated one time only. Prerequisites: 6 semester hours of 300 level or higher Geography course.

GER 575 Special Studies in Geography 1-6(Spec)
Various special topics offered at an advanced undergraduate and graduate level. Prerequisites: permission of instructor.

GER - German
GER 101 Elementary German I: Language and Culture 4(4-0)
Designed for students who have had no German. Basic language skills. Introduction to the culture of the German-speaking countries. Students who have had previous preparation in German are required to take a placement exam. Students who have had more than two years of high school German may enroll only with permission of instructor. (University Program Group IV-B: Studies in Global Cultures)

GER 102 Elementary German II: Language and Culture 4(4-0)
Continuation of GER 101. Basic language skills. Introduction to the culture of the German-speaking countries. Recommended: GER 101. (University Program Group IV-B: Studies in Global Cultures)

GER 201 Intermediate German I 4(4-0)
Further development of German language skills in reading, writing, listening and speaking. Review of German grammar, expansion of vocabulary and exploration of German cultural issues. Students who have had previous preparation in German are required to take a placement exam. Recommended: GER 102. (University Program Group IV-B: Studies in Global Cultures)

GER 202 Intermediate German II 4(4-0)
Further development of German language skills in reading, writing, listening and speaking. Review of German grammar, expansion of vocabulary and exploration of German cultural issues. Students who have had previous preparation in German are required to take a placement exam. Recommended: GER 201. (University Program Group IV-B: Studies in Global Cultures)

GER 210 German Language Study Abroad 1-8(Spec)
Intended for intermediate students studying abroad. Prerequisites: GER 102.

GRN - Gerontology
GRN 430 Women and Aging 3(3-0)
Multiple theoretical perspectives examine the status of older women, individual psychological, social and physical development, roles in family and society, and policy implications. Identical to WST 430. Credit may not be earned in more than one of these courses. Prerequisite: GRN 247 or PSY 325 or HSC 390.

GRN 575 Geriatric Nutrition 3(3-0)
Adetailed description of nutrition for the elderly, including special nutritional considerations, food selection patterns, nutritional status and strategies for disease prevention. Identical to FNS 575. Credit may not be earned in more than one of these courses. Prerequisites: FNS 370.

GRN 590 Independent Study 1-4(Spec)
Student-initiated study (reading, research, and/or project development) on a topic not normally covered in existing courses. Prerequisite: permission of instructor.

GRN 597 Special Topics 1-4(Spec)
Selected topics/problems of interest that are not normally included in existing courses. May include conferences, workshops, and seminars sponsored by the Interdisciplinary Gerontology Program. Prerequisite: permission of instructor.

GRN 631 Gerontology: Theory and Practice 3(3-0)
Course examines multidisciplinary gerontological theory and practice. Spans early disease models, successful aging, postmodern paradigms and implications for practice. Emphasizes relationship between theory and practice. Prerequisite: graduate standing or with permission of instructor.

GRN 632 Public Policy and Aging 3(3-0)
Course addresses the development of social policy in the context of population aging. Emphasizes analysis of current and long-term implications on policy decisions. Prerequisite: graduate status.

HDF - Human Development & Family Studies
HDF 100 Lifespan Development 3(3-0)
Study of the basic principles of human development and their relation to family interactions throughout the lifespan. Recommended: Students who have taken EDU 280 or PSY 220 should seek departmental advice prior to enrollment. (University Program Group III-A: Behavioral Sciences)

HDF 110 Oppression: Roots and Impact on Human Development in the United States 3(3-0)
A study of the roots and impact of different forms of oppression on the development of individuals within the family context. 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)

HDF 211 Marriage and Close Relationships 3(3-0)
This course examines the cultural and historical factors and processes that affect the development of marital, familial, and other close relationships across the life course.

HDF 212 Families in Cultural Perspective 3(3-0)
The varieties of family forms and resulting patterns of interpersonal relations to be found throughout Western history and in selected Western and non-Western cultures. (University Program Group III-B: Studies in Social Structures)

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 214QR Consumer Economics 3(3-0)
This course introduces financial and resource management skills using quantitative reasoning and mathematical calculations to enhance family financial well-being. Quantitative Reasoning.

HDF 247 Introduction to Gerontology 3(3-0)
Introduction to individual aging in the context of families, societies, social policies, services and resources, demography, and historical times. (University Program Group III-A: Behavioral Sciences)

HDF 248 Service Learning in Gerontology 3(Spec)
A structured and supervised service learning experience in professional service settings specifically addressing the needs of older adults. Prerequisites: concurrent registration in or completion of GRN 247 or PSY 325.

HDF 302 Infant and Toddler Development 4(3-2)
Pregnancy, prenatal development, childbirth, and the development of infants and toddlers (to 3 years) within the family and the larger social system. Supervised observation experience. Prerequisites: HDF 100 or EDU 280 or PSY 220.

HDF 303 Early Childhood Development 4(3-2)
Principles for growth and development of preschool and early elementary children (ages 3-8) from diverse backgrounds and observation of children in early education settings. Prerequisite: HDF 100 or EDU 280 or PSY 220.

HDF 306 Adolescent Development 3(3-0)
Study of adolescence and issues relating to the family of a teenager. Prerequisite: HDF 100 or EDU 280 or PSY 220.

HDF 307 Parent-Child Relations 3(3-0)
The study of the parent-child relationship, and the impact of that relationship on the development of both children and parents. Prerequisite: one of: HDF 100, EDU 280, or PSY 220.

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: HFD 200.

HDF 315 Family Management Theory 3(3-0)
Integrated nature of family management; values, goals as reflected in decision-making regarding family resources.

HDF 320 HDFS International Service Learning 3(6-Spec)
An international cultural immersion experience working on a service learning project under the supervision of a faculty member. Depending on the service project approved, prerequisites may include language credit or ability, completion of specialized courses, or demonstration of appropriate skills for the project. Prerequisites: Permission of Instructor.
Course Descriptions

HDF 381 Education for Family Life and Human Sexuality 3(3-0)
Course designed to familiarize human development and family studies students with the methods and materials necessary to teach and work as a family-helping professional. Prerequisites: HDF 100 or EDU 280 or PSY 220; HDF/SOC 213 or HSC 222; HDF 211; 3 other credits in the Family Studies major or Family Life and Human Sexuality minor.

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.

HDF 402 Guidance for Young Children 4(Spec)
Methods and theories of guidance for working with children in early childhood settings. Supervised laboratory experiences. Prerequisites: HDF 200; HDF 302, 303 with a grade of C+ or better. Senior Status. Recommended: HDF 403.

HDF 411 Families in Social, Legal, & Political Contexts 3(3-0)
This course examines how factors from social, legal, and political contexts influence family development and functioning over the life course. Prerequisites: HDF 211; Senior standing.

HDF 413 Facilitating Discussion in Human Sexuality Groups 3(3-0)
The purpose, rationale, professional issues, planning, techniques and methods, learning objectives, evaluation, and guided experience in facilitating discussion in human sexuality groups. Prerequisites: permission of instructor; HDF 213 or SOC 213 or WST 213.

HDF 418 Family Development in Late Life 3(3-0)
This course examines individual development and aging. Grieving within the context of the family: marriage, singleness and widowhood; intergenerational relations and grandparenthood: sibling relations and friendships.

HDF 510 Child Development Seminar: Promoting Resilience 3(3-0)
Through integration of theory, research, and practice, this course focuses on encouraging positive developmental outcomes and resilience in children and adolescents facing stressful life circumstances. Prerequisites: Two of: HDF 302, 303, 306, 308; or Human Development and Family Studies graduate standing.

HDF 511 Seminar in Human Sexuality 3(3-0)
Survey of professional literature pertaining to human sexuality. Prerequisites: HDF 213 or HSC 222.

HDF 513 Readings in the Family 3(3-0)
Survey of professional literature related to the family. Prerequisites: HDF 211 or HFD 411 or SOC 411.

HDF 517 Readings in Marital Counseling and Divorce 3(3-0)
Analysis of changing philosophical conceptualizations of marriage and family, as reflected by emerging issues in marriage counseling and divorce. Prerequisites: HDF 211.

HON - Honors

HON 110 Speaking and Writing with Critical Awareness 6(6-0)
Oral competency and freshman level written competency primarily for Centralis Scholars, other students admitted with permission of instructor. Prerequisites: receipt of a Centralis Scholar Award.

HON 120 The Individual and Community in Modern Society 6(6-0)
A comprehensive overview of behavioral and social science analyses of individual, social structural, and institutional relations. Emphasizes past and present social dimensions of human life. Prerequisite: receipt of a Centralis Scholarship Award.

HON 130 Western Cultural and Intellectual Traditions 3(3-0)
A comprehensive overview of the origins, development, and expression of the cultural and intellectual traditions that characterize “Western” Civilization. Prerequisites: Honors standing.

HON 140 Symmetry in Science: From Microscopic to Macroscopic Systems 6(5-3)
An introduction to the principles, methods, nature and theories associated with the natural sciences and mathematics. Uses a theme of symmetry. Prerequisites: receipt of a Centralis Scholarship Award.

HON 310 Honors Academic Service Learning 1-4(Spec)
This course offers an opportunity for honors students to perform targeted academic-based service work under the supervision of a CMU faculty member. This course may be repeated when offered with a different focus of study. This course may be offered in an online or hybrid format. Prerequisites: HON 100; good standing in Honors.

HPS - Health Professions

HPS 582 Special Topics 1-3(Spec)
Exploration of special topics in the field of Athletic Training/Sports Medicine and other health related areas. May be repeated to a maximum of 3 hours. Identical to ATR 582. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: ATR 430 and permission of instructor.

HSA - Hospitality Services Administration

HSA 240 Introduction to Hospitality Services Administration 3(3-0)
Lectures and travel giving a broad introduction to the services industry in the United States and the world. Additional fee required.

HSA 341 Services Marketing 3(3-0)
Planning and implementation of marketing strategy and application of the marketing mix to services including hospitality, banking and health services. Identical to MKT 341. Credit may not be earned in more than one of these courses. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

HSA 343 Tourism 3(3-0)
An examination of where and why the hospitality services industry client travels at home and abroad and the economic impact of tourism expenditures. Identical to RPL 343. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

HSA 344 Legal Aspects of Hospitality Services 3(3-0)
An analysis of the legal and labor environments of the hospitality services industry. Prerequisites: BLR 202; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

HSC - Health Sciences

HSC 106QR Healthy Lifestyles 3(2-1)
Focus on individual health and wellness concepts using quantitative reasoning. Designed to assist the individual in striving for lifelong learning about healthier lifestyles. Quantitative Reasoning.

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 203 Leadership for the Health Professions 3(3-0)
This course provides students entering health professions with concepts, processes and techniques to equip them to assume more responsibility, to serve in leadership roles, and to maintain professional/personal balance.

HSC 205 Responding to Emergencies 2(1-2)
Includes CPR and first aid care. American Red Cross certification for first aid and CPR can be earned.

HSC 211 Human Anatomy and Physiology 3(3-0)
Introductory course in structure and function of the human body.

HSC 212 Applied Physiology and Kinesiology 3(2-2)
Emphasizes functional aspects of human performance and their application. Identical to PES 212. Credit may not be earned in more than one of these courses. Prerequisite: HSC 211.

HSC 214 Human Anatomy 4(3-3)
A comprehensive course in the structure of the human body organized by systems. Laboratory work includes identification of fundamental anatomical structures on models and cadavers. Prerequisites: HSC 211 or college level natural science course.

HSC 215 Human Physiology 4(3-2)
A comprehensive course that studies the function of the organ systems of the human body. Laboratory work in fundamental physiological principles is included. Pre/Co-Requisite: HSC 214.

HSC 222 Sexuality In Health Education 3(3-0)
Emphasis on understanding and human values as related to programming sex education in health education classes. Not open to students with credit in HSC 527.

HSC 235 Psychopharmacology Drugs 3(3-0)
The study of psychoactive drugs: 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 319 Methods and Materials in Community Health Education 3(3-0)
Skills and techniques in writing, developing printed materials, public speaking, and group dynamics as they relate to community health education programs.

HSC 343 Health Education in the Elementary School 3(3-0)
A study of health education programs and practices for teachers at the elementary school level. Prerequisites: admission to teacher education or teacher certificate.
HSC 350 Community Service in the Health Educators 2(2-0)
A service-learning experience where the student is engaged in a hands-on service project. Academic coverage includes the philosophy, objectives, and methods of community service. Prerequisite: HSC 317.

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(1-0)
A study of age-related changes of the body, health concerns, healthy lifestyles and health care for older adults.

HSC 411 Pathophysiology 3(3-0)
Study of body's physiological responses to disease states. Emphasis is placed on the interactions among body systems and the alterations in homeostatic mechanisms. Prerequisite: HSC 211 or HSC 215 or BIO 392.

HSC 503 Health Implications of Obesity 3(3-0)
Obesity and overweight will be studied with special emphasis on diet, nutrition, and exercise. Modes of prevention and treatment will also be discussed.

HSC 504 International Health Education 3(3-0)
Examines major issues in international health education, exploring the health education opportunities and challenges of addressing specific health problems of countries throughout the world. This course is approved for offering in a distance learning format. Prerequisites: Admission to the College of Graduate Studies, or Junior or Senior undergraduate standing.

HSC 506 Health and Physical Development in Late Life 3(3-0)
This course examines in depth the processes of normal aging as well as important issues affecting the health of older adults. Prerequisites: BIO 101.

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 interorganizational arrangements, health policies, and future solutions.

HSC 510 Independent Reading Experience 1-4(Spec)
Individual reading-an experience designed for professional enrichment. 4-hour maximum. CR/NC only. Prerequisite: Permission of instructor.

HSC 512 Special Topics in Health Education 1-12(Spec)
In-depth consideration of relevant, pertinent health issues.

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 517 Drugs and the Elderly 2(2-0)
An introduction to medication practices and problems among the elderly, and study of selected drugs and their effects on the aging individual. Prerequisites: HSC 390.

HSC 519 Death Education and Suicide Prevention 3(3-0)
A holistic study of the cultural, spiritual, legal, ethical, psychological and controversial aspects of death. Emphasis will also be placed on suicide prevention. Prerequisites: must have completed a minimum of 60 semester hours of coursework.

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 522 Consumer Health Education 2(2-0)
Issues of consumer health related to the individual, the community, and society.

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 524 Workshop on Health Fitness 2(Spec)
Guidelines for fitness appraisals and exercise prescription for healthy and high risk adults.

HSC 525 Sexually Transmitted Disease Workshop 1(Spec)
Concentrated study of sexually transmitted diseases, modes of transmission, and role of public health agencies and schools in coping with the problem.

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 527 Sex Education Workshop 1(Spec)
Concentrated study of sex education and roles of home, school, and community. Not open to students with credit in HSC 222.

HSC 528 Smoking and Health Education Workshop 1(Spec)
Concentrated study of physiological, psychological, sociological, and educational aspects of smoking. Not open to students with credit in HSC 235.

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 use and abuse 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 532 Diversity Issues in the Health Professions 3(3-0)
Developing an understanding of diversity issues in order to become a more effective multicultural competent health practitioner. Prerequisites: HSC 106 or HSC 317 or graduate standing.

HSC 534 Workshop in Principles of Cardiovascular Health and Disease 1(Spec)
Concentrated study of the physiological aspects of the cardiovascular system and its adaptation to stress.

HSC 537 Stress Reduction Workshop 1(Spec)
Systematic evaluation of stress and methods used to effectively reduce stress so that a healthier life style is possible.

HSC 538 Development of Proposals and Reports in Health Administration 3(3-0)
Emphasize format, content, and writing skills necessary for administration of health programs to prepare proposals, reports, and publications.

HSC 544 Biostatistics 3(2-1)
Computation of vital statistics rates and other statistical methods applicable to problems in public health.

HSC 545 Health Planning 3(3-0)
Study of strategic and operational planning methodologies employed by administrators, educators, planners in health care facilities, community health agencies and health programs. Recommended: Junior standing.

HSC 546 Microcomputer Applications to the Health Sciences 3(3-0)
Microcomputer applications in school and community health, health services administration, health promotion and exercise science, application of current software utilized by the health fields. Prerequisite: CPS 100 or BIOS 104.

HSC 547 Health Risk Identification and Management 3(3-0)
Health risk factors associated with cardiovascular and other chronic diseases will be identified and studied. Management, and risk to morbidity and mortality will be emphasized. This course is approved for offering in a distance learning format. Prerequisite: A signed major in one of the following: Health Fitness in Preventive and Rehabilitative Programs Major, Community Health Education Major, or Exercise Science Major (Clinical Exercise Science, Health Fitness, or Kinesiology Option).
HSL - Health Systems Leadership

HSL 611 Healthcare Administration and Ethical Compliance 3(3-0)
This course emphasizes administrative, organizational and ethical theory, principles, and concepts as they relate to healthcare leadership decision-making and accountability. This course may be offered in the classroom, online or hybrid.

HSL 621 Healthcare Operations and Structures 3(3-0)
Examination of organizational and structural issues in healthcare organizations, concentrating on Managed Care operations and Accountable Care Organizations. This course may be offered in the classroom, online or hybrid.

HSL 631 Healthcare Law, Compliance and Risk Management 3(3-0)
This course emphasizes legal, compliance and risk management theory, principles, and concepts as they relate to healthcare organizational decision-making and accountability. This course may be offered in the classroom, online or hybrid.

HSL 641 Health Economics and Policy Implication 3(3-0)
This course emphasizes the interrelationship between health economics and the development of health care policy in the United States and globally. This course may be offered in the classroom, online or hybrid. Recommended: A course in Economics such as ECO 201, 202, or 203; or a graduate course in Economics.

HSL 651 Fundamentals of Healthcare Finance 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.

HSL 661 Healthcare Planning & Marketing 3(3-0)
This course emphasizes models and methods for effectively planning for the delivery of healthcare services and the marketing of those services. This course may be offered in the classroom, online or hybrid.

HST - History

HST 101 The Development of Western Civilization: From Ancient Times to 1700 A.D. 3(3-0)
The origins, empires, and ideas that forged the history of Europe and the Western world, from the first cities to the Scientific Revolution. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

HST 102 The Development of Western Civilization: From 1700 to the Present 3(3-0)
The modern world was made in Europe between 1700 and 1950. Find out how and why in this survey of events, personalities, and ideas. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

HST 105 Twentieth Century: Western World Issues 3(3-0)
Examines the nature of contemporary importance in the Western world, such as world wars, women’s rights, the rise of dictatorships, and the threat of nuclear war. May be offered as Writing Intensive. (University Program Group I-B: Studies in Social Structures)

HST 110 The American Experience 3(3-0)
Thematic survey of American history. Possible topics include: changing concepts of American democracy, the role of the frontier, immigration, labor and business in America. May be offered as Writing Intensive. (University Program Group I-B: Studies in Social Structures)

HST 111 The Quest for Liberty: The United States 1865 3(3-0)
Explores the U.S.’s emergence from Imperial colonies into a nation “dedicated to the proposition that all men are created equal;” and antebellum struggles toward nationhood. May be offered as Writing Intensive. (University Program Group I-B: Studies in Social Structures)

HST 112 United States 1865 to the Present 3(3-0)
A broad and interpretative study of the United States since the Civil War. May be offered as Writing Intensive. (University Program Group I-B: Studies in Social Structures)

HST 163 The Latin American Experience 3(3-0)
Latino American history and cultures from the Inca and Aztec empires to the Columbian and Mexican Drug Wars. May be offered as Writing Intensive. (University Program Group I-B: Studies in Social Structures)

HST 168 Modern East Asia 3(3-0)
Explores the history of China, Japan, and Korea from the age of the samurai to the Beijing Olympics (1600-present). May be offered as Writing Intensive. (University Program Group IV-B: Studies in Global Cultures)

HST 176 The African Experience 3(3-0)
Explores the history of the human race from prehistoric hominids to the Arab Spring of North Africa. May be offered as Writing Intensive. (University Program Group IV-B: Studies in Global Cultures)

HST 200 Medieval Civilization 3(3-0)
May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

HST 221 Growing Up in America 3(3-0)
Learn how childrearing, family life, education, and the transition to adulthood have changed from colonial times to the present. May be offered as Writing Intensive. (University Program Group III-B: Studies in Social Structures)

HST 228 American Business: A History 3(3-0)
History of American business with emphasis on the role of individuals and the evolution of institutions-partnerships, corporations, and conglomerates.

HST 236 Babylon and Beyond: Ancient Civilizations of the Near/Middle East 3(3-0)
The origins and florescence of the earliest civilizations of the Near/Middle East from the Neolithic to the death of Alexander the Great (323 BCE). May be offered as Writing Intensive. (University Program Group IV-B: Studies in Global Cultures)

HST 237 Baghdad and Beyond: The Middle East from 600 C.E. 3(3-0)
An examination of the history and cultures of the Middle East from the origins and expansion of Islam until modern times. May be offered as Writing Intensive. (University Program Group IV-B: Studies in Global Cultures)

HST 238 The Ancient Greece and Rome 3(3-0)
Political, social, intellectual, and cultural developments in the history of ancient Greece and Rome to AD 565. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

HST 261 Indigenous Peoples of Latin America: Precontact to 1821 3(3-0)
This course explores continuity and change in the culture and society of the indigenous peoples of Latin America from the precontact period to 1821. Recommended: Any Latin American and/or Native American history course.

HST 312 American Military Experience 3(3-0)
A history of American armed forces in peace and war. As social institutions the armed forces reflect political, social, and economic developments of the time. This course is approved for offering in a distance learning format.

HST 315 The Vietnam War 3(3-0)
The impact of territorial expansion in the United States upon economics, culture, and politics.

HST 320 United States Social History to 1865 3(3-0)
Examines social structures in early America-including family life, religion, and slavery - and analyzes the nineteenth-century origins of modern socioeconomic institutions. This course may be offered in an online or hybrid format. May be offered as Writing Intensive.

HST 321 United States Social History since 1865 3(3-0)
Examines the experiences of different class, age, gender and ethnic groups in the United States. Stresses the historical roots of current social problems. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. (University Program Group I-B: Studies in Social Structures)

HST 322 Westward Movement in America 3(3-0)
A thematic exploration of the westward movement of the United States from the eighteenth century to the late nineteenth century.

HST 323 History of Native Americans 3(3-0)
The study of native peoples of North America before Columbus, and the interrelationships between the native peoples and European immigrants after Columbus. May be offered as Writing Intensive. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

HST 324 African American History to 1877 3(3-0)
Explores African American social, cultural, and political life from the origins of the transatlantic slave trade to the late nineteenth century. May be offered as Writing Intensive. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

HST 325 African American History, 1877-Present 3(3-0)
Explores African American social, cultural, and political life from the late nineteenth century to the present, including the modern civil rights movement. May be offered as Writing Intensive. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

HST 326 Women in America 3(3-0)
Study of the traditional position of women in American society as documented in historical, literary, and biographical sources. Identical to WST 326. Credit may not be earned in more than one of these courses. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

HST 333 History of Michigan 3(3-0)
A study of the development of Michigan from earliest settlement by Native Americans to the present, focusing on economic, social, and political history.
HST 340 The High Middle Ages 3(3-0)
Investigates intellectual, cultural, political, and social developments of the High Middle Ages (ca. 1000-ca.1300), focusing on interactions among Classical, Germanic, Jewish, Christian, and Islamic cultures. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

HST 341 Renaissance and Reformation 3(3-0)
Social, cultural, intellectual, and political history of the Renaissance and Reformation movements in Europe from ca. 1350 to ca. 1650. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

HST 342 The Culture of Renaissance Italy (Study Abroad) 3(Spec)
Renaissance Italy (4 weeks on site) as it survives in texts, churches and museums of the five major Renaissance cultural centers: Milan, Venice, Florence, Rome and Naples.

HST 344 Modern Europe, 1815-1918 3(3-0)
The economic, political, social, cultural, and diplomatic developments in Europe from the close of the Napoleonic era to the end of World War I.

HST 347 The French Revolution and Napoleonic Period 3(3-0)
Origin and development of the French Revolution and the role of Napoleon in European history, 1787-1815.

HST 379 Race, Class and Power: South Africa in the 20th Century 3(3-0)
The course explores the challenges to Afrikaner nationalism and its apartheid policies by traditional liberalism, Black African nationalism, revolutionary Marxist, and ethnic mobilization. Credit may not be earned in more than one of these courses. Recommended: HST 176 or PSC 340.

HST 525 The Industrialization of America 3(3-0)
This course analyzes how industrialization transformed America and how it affected 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.

HST 597 Special Studies 1-6(Spec)
Study of a selected historical topic at a level suitable for advanced undergraduates or graduate students. Recommended: 12 hours of HST.

HST 602 Colloquium in U.S. History to 1865 3-6(3-0)
An investigation of historical interpretations and methodologies dealing with major themes in American history from 1607 to 1865. Recommended: Admission to graduate program in history. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

HST 603 Colloquium in U.S. History Since 1865 3-6(3-0)
An investigation of historical interpretation and methodologies dealing with major topics and themes in American history from 1865 to the present. Recommended: Admission to graduate program in history. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

HST 690 Advanced Readings 1-9(Spec)
Prerequisites: 12 hours of junior, senior, or graduate-level history and permission of the department chairperson and the instructor.

HST 715 Seminar in the Civil War and Reconstruction 3(3-0)
Primarily devoted to research training and writing techniques, this seminar will focus on a particular phase of the Civil War era. Recommended: HST 111 and HST 112, and a 500-level course in nineteenth-century American history.

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 301 Medieval Synthesis: Love in the Middle Ages 3(3-0)
An integrative, interdisciplinary seminar (employing history and literary criticism) examining love in its many medieval guises, e.g., love of God, of family, erotic love, and illicit love. Pre/Co-Requisites: ENG 362; HST 200 or HST 340.

HUM 302 Law and Society: Great Trials 3(3-0)
Interdisciplinary study of law, from the classical world to modern times, focusing on ethical, jurisprudential, political and legal components of trials of major historical figures.

HUM 340 Race, Class and Power: South Africa in the Twentieth Century 3(3-0)
The course explores the challenges of Afrikaner nationalism and its apartheid policies by traditional liberalism, Black African nationalism, revolutionary Marxism and ethnic mobilization. Identical to HST 379. Credit may not be earned in more than one of these courses. Prerequisites: HST 176 or PSC 340.

HUM 370 The Age of Augustus 3(3-0)
Literature, history, art, and culture of the Roman world under its first emperor.

HUM 597 Special Studies in Humanities 1-12(Spec)
Prerequisite: permission of instructor.

HUM 610 Seminar in American Individualism 3(3-0)
Analysis of the varieties and values of American individualism through literary, historical and sociological sources. Prerequisite: Admission to M.A. in Humanities program.

HUM 619 Continuing Registration for Final Research Project 1(1-0)
A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

HUM 797 Special Topics in Humanities 1-12(Spec)
Interdisciplinary study of selected topics in the humanities. Prerequisite: Permission of instructor, will vary by topic offered.

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 116 General Drafting 3(2-2)
An introduction to the language of industry; includes lettering, sketching, pictorials, multiview projection, dimensioning, auxiliaries, sections, developments, and computer-assisted drafting. Requires no previous experience.

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 143 Introduction to Graphic Arts 3(2-2)
Letterpress, gravure, screen printing, bookbinding, and basic principles and processes of graphic reproduction.

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 160 Wood Technology 3(1-4)
Design, development, and construction of wood prototypes, utilizing appropriate wood materials and supplies, involving efficient and safe use of tools, machines, and industrial processes.

IET 170 Manufacturing Processes 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 225 Manufacturing Process Planning 3(3-0)
Study of the responsibilities and activities normally associated with process planning and its relationship to other manufacturing functions. Prerequisites: IET 170.

IET 226 Parametric Design and Modeling 3(2-2)
Development and production of engineering and technical models with a market-driven computer-aided design system. An introduction to parametric design and modeling. Prerequisite: IET 154.

IET 227 Principles of Accident Prevention 3(3-0)
A survey of accident prevention including the home, consumer, fire, water, motor vehicle, work, school, and sports.

IET 232 Technology for Problem Solving 3(2-2)
Apply creative thinking and problem solving skills to develop learning activities co-related with core curriculum concepts, utilizing materials, tools, and processes in cooperative learning environments.

IET 279 Applied Statics 3(3-0)
The course will cover force systems, resultant, equilibrium, trusses, frames, beams, and shears and moments in beams. Prerequisites: IET 154; MTH 130; PHY 130 or 145; PHY 170 or 175.

IET 284 Fluid Power Technology 3(2-2)
A study of hydraulic and pneumatic technologies related to the generation, transmission, and control of fluid power in fluid power systems. Prerequisites: MTH 130 or IET 180. Recommended: IET 120 or MTH 105.

IET 291 Applied Circuits 3(2-2)
A study of circuit analysis and circuit design. May be offered as Writing Intensive. Prerequisite: IET 120 or MTH 105.

IET 298 Power Electronics 3(2-2)
A study of power electronics with an emphasis on power electronics as applied to energy conversion and transmission. Prerequisites: IET 120; IET 291.

IET 299 Electrical and Electronic Measurements 3(2-2)
An introduction to electrical and electronic measurement systems. Prerequisites: IET 120; IET 291.

IET 595 Seminar in Engineering Fundamentals 3(3-0)
Primarily devoted to research training and writing techniques, this seminar will focus on a particular phase of the engineering field. Recommended: Admission to graduate program in engineering. A student may take this course twice, for 3 credit hours each time, but must choose a second instructor for the second 3 hours.

IET 610 Seminar in American Individualism 3(3-0)
Analysis of the varieties and values of American individualism through literary, historical and sociological sources. Prerequisite: Admission to M.A. in Humanities program.

IET 619 Continuing Registration for Final Research Project 1(1-0)
A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

IET 797 Special Topics in Humanities 1-12(Spec)
Interdisciplinary study of selected topics in the humanities. Prerequisite: Permission of instructor, will vary by topic offered.

IET 799 Thesis 1-6(Spec)
CR/NC only. Prerequisites: 15 hours of graduate work in the humanities and written permission of advisor.
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 358 Light Commercial Architectural Graphics 3(2-2)
Development of the architectural drawing techniques, basic construction methods and materials, details, and planning for light commercial building. Recommended: IET 357.

IET 361 Construction Technology 3(1-4)
Laboratory and classroom experience designed to develop skills and knowledge relating to noncommercial construction. Field experiences are used when applicable.

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 the 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.

IET 375 Robotics 3(2-2)
Introduction to industrial robotics including robot classifications, components and functions, programming, and applications. Prerequisite: CPS 180; IET 291 or EGR 290; MTH 132 or MTH 217.

IET 377 Computer Numerical Control Programming 3(2-2)
Programming and operation of CNC machines, including CNC vertical milling center and turning center. Emphasis on manual programming, CAM design, and machine setup and operation. Prerequisites: IET 154, 170.

IET 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 EGR 279; MTH 132.

IET 385 Automotive Engines 3(1-4)
Design, construction, operation, and service procedures involved in both reciprocating and rotary engines.

IET 397 Special Studies 1-6(Spec)
Individual investigation and research to increase one's technical Competency.

IET 425 Industrial Internship 2-8(Spec)
Supervised work experiences in industry. CR/NC only. Prerequisite: departmental permission.

IET 426 Plant Layout and Materials Handling 3(3-0)
Study of plant layout through the development of overall layout including location, planning, detailing, diagrams, and design of manufacturing and service facilities for efficient flow. Prerequisite: IET 326.

IET 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.

IET 428 Manufacturing Quality 3(3-0)
Study of specific quality techniques used by production departments to monitor processes, products, and reliability so quality can be improved. Prerequisites: STA 282 or 382; junior standing.

IET 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.

IET 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.

IET 454 Machine Design 3(2-2)
Theory and application of machine element fundamentals in design and analysis of mechanical systems for safe operation. Prerequisites: IET 350; IET 365; IET 379 or EGR 255.

IET 455 Tool Design 3(2-2)
Covers the process of planning and developing tools, fixtures, and devices for efficient and economical manufacture of a product. Prerequisites: IET 170, IET 226.

IET 457 Computer-Aided Design 3(2-2)
Development and production of computer-generated graphical images for solid-based models and basic system assemblies utilizing mass properties and boolean operations. Recommended: IET 226.

IET 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.

IET 459 Computer-Aided Design Engineering Analysis 3(2-2)
Development and production of computer-generated graphical images for advanced finite element models, setting of load and thermal constraints; introduction to mechanism analysis. Recommended: IET 458.

IET 477 Advanced Computer Numerical Control Programming 3(2-2)
Advanced CNC programming techniques including advanced G-code, 3D surface machining, and multi-axis programming in CNC vertical milling center and turning center. Prerequisites: IET 226, 377.

IET 488 Computer Aided Product Design Capstone 3(1-4)
Integration of design processes, techniques, systems, and technologies toward the solving of a product design problem. Prerequisite: IET 324. Pre/co-requisites: IET 458 and Senior Standing.

IET 497 Special Studies 1-6(Spec)
Individual investigation and research to increase one's technical Competency.

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 502 Computer Applications in Industry 3(3-0)
General/special purpose, digital/analog computer applications in industry and automation with emphasis on input/output devices and process control. Prerequisite: 12 IET credit hours.

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 527 Industrial Safety Management 3(3-0)
A comprehensive study of safety management systems and their implication related to accident cost analysis and to programs which comply with state and federal standards. Prerequisite: IET 327.

IET 532 Careers and Technology for Children 3(2-2)
Developing interdisciplinary instructional units, manipulatives, and pedagogy to provide K-12 students with meaningful career awareness, exploration, and preparation experiences utilizing industrial materials, tools, and processes. Prerequisite: Junior, senior or graduate status in teacher education.

IET 561 Light Frame Construction Workshop 3(0-6)

IET 590 Green Building and Sustainability 3(3-0)
A 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, 365, and 365 or graduate standing.

IET 620 Advanced Materials 3(2-2)
This course covers advanced topics in industrial materials. Topics include material properties, material selection, material testing and nanotechnology. This course may be offered in an online or hybrid format. Prerequisite: IET 501 or IET 550.

IET 650 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. Prerequisite: IET 501 or Graduate Status.

IET 670 Lean Manufacturing & Six Sigma Quality 3(3-0)
Lean manufacturing and six sigma quality related to product, process, and manufacturing operations. This course may be offered in an online or hybrid format. Prerequisites: IET 500; STA 580.
IET 680 Sustainability and Green Technology 3(3-0)
Concepts of engineering and technology utilizing the framework of sustain-
ability related to green energy technology. This course may be offered in an
online or hybrid format. Prerequisite: IET 524.

IND - Interior Design
IND 155 Introduction to Textiles 3(2-2)
Study of fiber, yarn and fabric properties intended for commercial and interior
usage; impact of various processes on use and serviceability; includes textile
laboratory analysis. Credit may not be earned in both IND 155 and AMD 155.
IND 332 Human Shelter and Environment 3(3-0)
Perspectives for the relationship between human beings and the built,
cultural and natural environments including: behavioral, social, ecological and
psychological effects. (University Program Group III-A: Behavioral Sciences)
IND 334 Computer Aided Design for Interiors 3(2-2)
Fundamental concepts and applications of graphic software programs.
Current and potential applications of digital computers and CAD software in
design. Prerequisites: IND 131, IND 138, IND 139; Pre/Co-Requisite: IND 337.

IPS - International Program Studies
IPS 597 International Program Studies 1-3(Spec)
Courses taken abroad under auspices of Central Michigan University. Primar-
ily for seniors and graduate students. Prerequisite: permission of the Director
of Study Abroad.

ITC - Information Technology
ITC 111 Information Technology Programming II 3(3-0)
Programming for Information Technology. User interfaces, databases, compo-
ponent software. Language used is Visual Basic. Prerequisite: CPS 110.
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, con-
figuration 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. Introduc-
tion 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 applica-
tions using database management systems. Prerequisites: CPS 181 or ITC 111.
ITC 365 Introduction to Data Communications and Computer Networks 3(3-0)
Introduction to data communications and computer networks concepts with
hands-on projects and implementations. PC and workstation-based computer
networks are designed and implemented. Recommended: ITC 290.
ITC 383 Computer Game Design 3(3-0)
Introduction to design and development of computer video games. Hands-
on creation and testing of games. Prerequisites: CPS 110 or 180; CPS 282.
ITC 441 Database and Virtual Data Server Administration 3(3-0)
Database management systems: security, users, recovery, audit, software
installation and configuration. Database server management: virtual machines
and hosting, file management, permissions, network configuration and script-
 ing. Prerequisites: ITC 265, 341. Recommended: STA 282 or 382.
ITC 465 Network Administration and Security 3(3-0)
Local area network and Internet; Unix networks; Windows NT networks;
administration and security issues of computer networks; Integration of Unix
and Windows NT networks. Prerequisites: ITC 365. Recommended: STA 282
or STA 382.
ITC 466 System Administration and Automation 3(3-0)
Study the concept, theory, tools and procedures around major functional areas
(configuration, performance, accounting, fault and security) of network
management and system administration. Prerequisite: ITC 465.
ITC 495 Senior Internship 1-3(Spec)
Supervised work experience in information technology. Up to 3 hours taken
to count toward the IT major requirement. CR/NC only. Prerequisites: senior
standing in information technology; written permission of department
chairperson.

JPN - Japanese
JPN 101 Elementary Japanese I 4(4-0)
Designed for students who have had no Japanese. Basic language skills.
Introduction to the culture of Japan. Students who have completed more than
one year of Japanese in secondary school will not receive credit. (University
Program Group IV-B: Studies in Global Cultures)
JPN 102 Elementary Japanese II 4(4-0)
Basic language skills and culture. Continuation of JPN 101. Recommended:
JPN 101. (University Program Group IV-B: Studies in Global Cultures)
JPN 201 Intermediate Japanese I 4(4-0)
Further development of all language and reading skills; a review of gram-
mar, and exploration of Japanese culture. Recommended: JPN 102. (University
Program Group IV-B: Studies in Global Cultures)
JPN 202 Intermediate Japanese II 4(4-0)
Designed to develop further fluency in Japanese language and culture. Recom-
mended: JPN 201. (University Program Group IV-B: Studies in Global Cultures)

JRN - Journalism
JRN 101 Mass Communications in Contemporary Society 3(3-0)
The influence and understanding of mass communications with emphasis on
the print media.
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 202 Writing for the Mass Media 3(3-0)
Gathering, processing and writing information and opinion on current matters
using professional standards in formats in news, public relations and advertis-
ing. May be offered as Writing Intensive. Prerequisites: ENG 101 (C or better).
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 theories of public relations as a management function as
practiced by corporations, non-profits and other organizations. Role of the
practitioner stressed. This course is approved for offering in a distance learn-
ing format.
JRN 360 Advertising Principles 3(3-0)
Organization of today's advertising industry; role of advertising in promo-
tion; examination of types of advertising and media vehicles. This course is
approved for offering in an online or hybrid format.
JRN 365 Advertising Media 3(3-0)
Evaluation of media in relationship to marketing objectives. Selection of
media space/time and decision-making in development of media schedules.
Prerequisite: JRN 360.
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 372 International and Cross-cultural Mass Communication 3(3-0)
Analysis of indigenous and international media systems and their relationship
to social, economic and political institutions.
JRN 380 Racial and Cultural Diversity: Mass Media's Role 3(3-0)
Critical, historical and contemporary examination of African, Hispanic, Asian,
Native Americans and gender stereotypes in mass media. Self-portrayals by
these groups using mass media. (University Program Group IV-C: Studies in
Racism and Cultural Diversity in the United States)
JRN 450 Public Relations Writing 3(3-0)
Creating and editing written materials for a variety of public relations
purposes and a variety of media. Prerequisites: JRN 202, JRN 350.
JRN 460 Social Media Practicum, Portfolio and Plan 3(3-0)
A supervised, eight-week practicum for integrating social media into an
organization's communications. This course is offered in an online format
only. Prerequisites: JRN 370 with a C or better. Written authorization (CMU
approved forms) is required from the faculty advisor and on-site practicum
supervisor prior to the start of the course.
JRN 465 Advertising Copy and Design 3(3-0)
Techniques used to interpret advertising strategies and create advertising
concepts, copy, layout, and presentations in print, broadcast and digital media.
Prerequisites: JRN 302, 361, 363.
JRN 551 Case Studies in Public Relations 3(3-0)
Examination of historic and contemporary public relations problems and
programs with emphasis on research, planning and problem-solving skills in
public relations practices. Prerequisites: JRN 350.
JRN 556 Public Relations Seminar 3(3-0)
Emphasis on interaction of public relations with society, with individual case
studies. Prerequisites: JRN 350.
JRN 559 Public Relations Internship 1-4(Spec)
Experience in public relations under professional and faculty supervision. May be applied toward journalism major and minor only with permission of faculty advisor. Prerequisites: junior standing; permission of instructor.

JRN 670 Public Relations Management 3-3
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.

LAR - Liberal Arts
LAR 145 Racism and Discrimination in America through Dialogue 3(3-0)
Interdisciplinary course examines (through lecture and dialogue) the historical and economic causes of racism and ways of achieving a just society. (University Program Group IV-C Studies in Racism and Cultural Diversity in the United States)

LAT - Latin
LAT 101 Elementary Latin I 4(4-0)
Introduction to Latin through the study of grammar, vocabulary, and readings in Roman history, literature, and culture. (University Program Group IV-B: Studies in Global Cultures)

LDR - Leadership Studies
LDR 100 Introduction to Leadership Education and Development 1(1-0)
Designed to provide students with the foundation to develop and enhance their leadership potential and expose them to opportunities in the university environment in order for them to fulfill their scholarship protocol. CR/NC only. Prerequisites: Only open to Leader Advancement Scholarship (LAS) recipients.
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.
LDR 320 Leadership and Service in Nonprofits 3(3-0)
Students will experience and apply leadership models specific to nonprofits. This course will emphasize social change leadership and service-based projects. This course may be offered in an online or hybrid delivery format. Prerequisite: LDR 200.
LDR 402 Applications of Leadership 3-6(Spec)
Designed to apply a variety of leadership theories and practices within a supervised organizational setting through an internship involving work, volunteer/community service, or project management. Prerequisites: LDR 200; COM 461; PHL 118 OR PHL 218 OR PHL 318; Junior or Senior standing; a signed Leadership minor; prior written approval by the Leadership Minor advisor.

MBA - Master of Business Administration
MBA 503 Professional Business Communications 2(2-0)
Developing professional business communications skills within a team environment. Emphasis on oral and written communications utilizing current technologies. Prerequisites: admission to the MBA program, or permission 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, buyers, marketing organization, 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 correlation 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, admissibility 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 the central role accounting systems play in the planning, 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 organization 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 optimization, 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 504, MBA 510, 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)
Examines challenges of globalization of product and factor-markets, managing subsidiaries and influencing affiliates in diverse cultures, in industrialized and emerging economics. 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 and MBA 510.
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.
Course Descriptions

MBA 670 Financial Analysis and Risk Management 3(3-0)
This 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 2(2-0)
Application of economics and statistics 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 605. 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 the close relationship between management and the environment, with an emphasis on 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.

MET - Meteorology

MET 240QR Meteorology 3(2-2)
Structure of the atmosphere; radiation and global warming; forces causing the wind; moisture, stability, and clouds; thunderstorms and tornadoes; hurricanes and extratropical cyclones. Satisfies University Program Group II-B: Quantitative and Mathematical Sciences

MGT - Management

MGT 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 ENT 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 BUS 100A.

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; BUS 101; BLR 235; ECO 203, 204; MTH 217 or MTH 132 or STA 282 or STA 382; General GPA of 2.50 or higher.

MGT 310 Small Business Management 3(3-0)
The course covers concepts, processes, and techniques for starting and managing a small business. It focuses on management processes that are unique to small businesses. Prerequisites: 56 semester hours completed.

MGT 312 Introduction to Management 3(3-0)
Introduction to 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 333 Purchasing Management 3(3-0)
Introduction to concepts, models, and techniques in Purchasing Management, with special emphases on vendor management, materials management, and purchasing strategy. This course is approved for offering in a distance learning format. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 335 Introduction to Management Science 3(3-0)
Basic concepts and applications of quantitative methods in management decisions. This course may be offered in an online or hybrid format. Prerequisites: 56 semester hours completed; admission to Professional Business Studies.

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.

MGT 355 Communications: Managerial Applications 3(3-0)
An applications-oriented class exposing students to many of the common communication-related situations, which they will soon face as managers in business and industry. Prerequisites: MGT 258 or MGT 312; 348 is recommended; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 365 International Business 3(3-0)
Introduction to the concepts, processes, and techniques for starting and managing businesses in foreign markets. Identical to ENT 201. Credit may not be earned in more than one of these courses. 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 445 Compensation Administration 3(3-0)
Theories, procedures, and methodology for designing and administering compensation systems. Covers job evaluation methods, wage and salary structures, development, merit, incentive pay systems, and benefits administration. Prerequisites: MGT 258 or MGT 312, MGT 320; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 446 Industrial Relations 3(3-0)
Comparison of the history, structure, institutional arrangements, and philosophy of labor relations systems of several countries in advanced stages of industrialization. Prerequisites: MGT 320; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 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.

MGT 500 Comparative Labor Relations Systems 3(3-0)
Comparative analysis of the history, structure, institutional arrangements, and philosophy of the labor relations systems of several countries in advanced stages of industrialization. Prerequisites: MGT 320; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 516 Management and Women 3(3-0)
 Enables both male and female students to understand the opportunities, challenges, and problems confronting women in their pursuit of careers in management, and to manage more effectively. Prerequisites: MGT 312; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 533 Purchasing Strategy 3(3-0)
Strategic analysis and planning of purchasing and supplier-base development for both domestic and global competitive environments. Prerequisites: MGT 333 and admission to Professional Business Studies or listed on signed major or minor or permission of the MBA director.

MGT 542 Inventory and Materials Management 3(3-0)
The study of the concepts, models and systems for material management and production planning. Prerequisites: MGT 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.

MGT 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: MGT 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 545 Operations Strategy 3(3-0)
The treatment of strategic planning and competitive issues in operations management in a domestic and global environment. Prerequisites: MKT 303/ MKT 330 or MGT 340; 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.

MKT 645 Personnel Compensation Practice and Process 3(3-0)
Procedures and methods for developing and delivering employee compensation programs. Credit cannot be earned in both MKT 635 and MKT 645. This course is approved for offering in a distance learning format. Prerequisites: MKT 643, or 633; STA 282 or 382 or statistics competency; admission to graduate program.

MKT 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 MKT 636 and MKT 646. Prerequisite: MKT 320, admission to graduate program.

MKT 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 MKT 647 and MKT 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)
The processes, tools and techniques of organization 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 MBA or permission of MBA director.

MKT 667 International Business 3(3-0)
This course deals with operating subsidiaries and affiliates in different countries and cultural contexts. Credit cannot be earned in both MKT 667 and MKT 657. Prerequisites: admission to graduate program.

MKT - Marketing

MKT 221 Marketing Strategies for Entrepreneurs 3(3-0)
General marketing principles applied to the entrepreneurial venture including daily activities, long-term branding/position strategy, inexpensive ways to conduct research, and utilizing networks to identify/reach customers. Identical to ENT 221. Credit may not be earned in more than one of these courses. This course may be offered in an online or hybrid format. Recommended: ENT 101, ENT/MKT 201.

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 304; cannot be counted on any BSBA major including Marketing, Logistics Management, or Hospitality Services Administration. Prerequisite: 56 semester hours completed.

MKT 305 Buyer Behavior 3(0)
Characteristics of consumers affecting the decision process in buying and the marketing implications. Prerequisites: MKT 300 or MKT 304, 56 semester hours completed, admission to Professional Business Studies or listed on signed major or minor.

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 320 Retail Management 3(3-0)
Functions of a retail establishment are examined. Significant developments taking place in the major environments of retailers—social, economic, technological, and legal. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor; or with approval from the Office of Undergraduate Business Studies.

MKT 330 Marketing Channels 3(3-0)
Institutions, physical flows, behavioral and economic relationships comprising channel systems in the marketing environment. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 350 Marketing Analysis 3(3-0)
Analysis of marketing data: marketing research, statistics, marketing cost/revenue analysis and sales and market forecasting. Credit cannot be earned in MKT 300 or MKT 304; STA 282; ACC 202 or ACC 255; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 410 Advertising Management 3(3-0)
Provides an understanding and evaluation of the advertising function within the modern business environment. Management decision-making is stressed in advertising as a vital communication tool. Prerequisites: MKT 300 or MKT 304, MKT 310 or JRN 360; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 435 Transportation 3(3-0)
The role of transportation systems in an economy, transport system pricing, and the management of transportation operations. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 440 Sales Management 3(3-0)
The organization, planning, operation and control of a field sales force from the perspective of the sales manager. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 450 Marketing Research 3(3-0)
Methodology used in gathering, recording, and analyzing marketing data to aid executives in making marketing decisions. Prerequisites: MKT 300 or MKT 304; STA 282; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor; senior standing.

MKT 465 Supply Chain Management 3(3-0)
Integration of competencies in logistics related areas. Logistical policy and decision-making for solving complex logistical problems that involve global and international dimensions. This course may be offered in an online or hybrid format. Prerequisites: MKT 431, 432; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 555 Market and Sales Forecasting 3(3-0)
A focus on current issues in middle level education. Students will help select and analyze daily activities, long-term branding/position strategy, inexpensive ways to conduct research, and utilizing networks to identify/reach customers. Identical to ENT 221. Credit may not be earned in more than one of these courses. This course may be offered in an online or hybrid format. Recommended: ENT 101, ENT/MKT 201.

MKT 560 International Marketing 3(3-0)
Integration of competencies in logistics related areas. Logistical policy and decision-making for solving complex logistical problems that involve global and international dimensions. This course may be offered in an online or hybrid format. 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 may be offered in an online or hybrid format. Prerequisites: Admission to the MBA program or permission of the 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.

MLE 613 Current Educational Issues 3(3-0)
Identification and analysis of significant, persistent issues in education in the United States and the related student achievement and teacher effectiveness. Identical to EDU 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.

MLE 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 EDU 780. Credit may not be earned in more than one of these courses.
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 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 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.

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 analysis, planning, and control techniques/ methods for analyzing 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 and conduct of research and the application of products from research. This course may be offered in an online or hybrid format.

MSA 615 Sponsored Project Administration 3(3-0)
Examination of core aspects of sponsored project administration: institutional compliance, proposal creation, review and submission, contract negotiations, sub-award review, and post award financial administration. This course may be offered in an online or hybrid format.

MSA 616 The Practice of Research Administration 3(3-0)
An examination of the theory and foundations of research administration in the context of departmental administration, tools for successful department administration, and the role of Research Administrator. 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 619 Continuing Registration for Final Research Project 1(1-0)
A credit course intended for students who have completed all program credits but still need to use university resources to complete their hybrid degree requirements.

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 non-profit 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 645 Strategic Philanthropy: Corporations, Foundations, Individuals and Bequests 3(3-0)
Introduces the philanthropic road map, allowing donors to identify motivations, goals, strategies, grantees, and benchmarks to solve problems. Provides tools to effectively manage philanthropic programs. 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 661 Diversity and Multiculturalism in the Workplace 3(3-0)
An examination of the skills needed to successfully administer an environment that facilitates workplace diversity and multiculturalism within the contexts of domestic and global organizations.

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 681 Administrative Practicum 1-3(Spec)
Provide students with an introductory professional experience of an administrative/supervisory nature in an administrative setting. For students with limited or no administrative experience. Prerequisite: Permission of MSADirector.
Course Descriptions

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 workday world, 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 690 Internship 1-3(Spec)
Provides a supervised, practical, in-depth administrative experience in an organization related to the MSA student’s concentration area. Prerequisites: 18 hours completed in the MSA program and permission of the MSA Director.

MSA 691 Independent Study 1-2(Spec)
Directed reading or research on an approved topic in administration. Prerequisite: permission of instructor and director of MSA program.

MSA 696 Special Topics 3(3-0)
Selected topics of interest to students which are not included in existing courses. Specific topic will be listed on the student’s transcript. This course may be offered in an online or hybrid format.

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 634 or 635; MSA 603 or 640 all with a grade of C or better; 24 hours of graduate credit.

MSL - Military Science

MSL 101 Basic Leadership 2(Spec)
Introduction to military leadership, briefings, writing, interpersonal communications, problem-solving, decision-making, critical thinking, goal setting, assertiveness, counseling, and nutrition; explores Army opportunities and benefits.

MSL 201 Individual Leadership Studies 3(Spec)
Studies in personal well-being, self-development, problem solving, and decision-making; group dynamics, communication and values and ethics; introduces team-building, leading and assessing group actions. Prerequisites: MSL 101.

MSL 202 Leadership and Teamwork 3(Spec)
Continuing studies in self-development and team-building. Introduces group problem solving, planning group actions, risk management, diversity, persuasion, and the profession of arms. Recommended: MSL 201.

MSL 301 Adaptive Team Leadership 4(Spec)

MSL 402 Leadership in a Complex World 4(Spec)
MSLcapstone. Planning, leading, assessing large unit actions. Advanced studies in officership, campaign analysis, ethical climate, task organization, Army missions, resource management, and leadership vision. Prerequisite: MSL 401.

MTH - Mathematics

MTH 055 Elementary Algebra 3(3-0)
The real number system, basic number theory, variables and algebraic expressions, exponents, the Cartesian coordinate system, linear equations, percent, operations with polynomials, reading charts and graphs. Word problems and calculator use are emphasized. Credit in this course does not count toward the total number of hours required for graduation. It does count in determining whether one is a full-time student. CR/NC only.

MTH 105 Intermediate Algebra 3(3-0)
Algebraic expressions, functions, factoring, graphing, linear and quadratic equations, linear inequalities, systems of linear equations, rational expressions, radicals, negative and rational exponents. Successful completion of this course satisfies the University Mathematics Competency requirement. Recommended: Two years of high school mathematics or successful completion of MTH 055. This course is approved for offering in a distance learning format.

MTH 106 Plane Trigonometry 3(3-0)
Solutions of triangles, trigonometric equations, and identities. No credit in MTH 106 after credit earned in MTH 130. Course does not count toward a major in mathematics except for students pursuing a B.S. in Ed., Elementary Emphasis. Recommended: One and one-half years of high school algebra; or successful completion of MTH 105 and one year of high school geometry. This course is approved for offering in a distance learning format.

MTH 107 College Algebra 3(3-0)
Complex numbers, introduction to functions, zeros, graphing, linear functions, quadratic functions, introduction of graphs, interpreting graphs, inequalities, polynomial and rational functions, algebra of functions. Course does not count toward a major in mathematics except for students pursuing a B.S. in Ed., Elementary Education. Recommended: Successful completion of MTH 105.

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 106, 107.

MTH 132 Calculus I 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 106, 107, or MTH 130. (University Program Group II-B: Quantitative and Mathematical Sciences)

MTH 133 Calculus II 4(4-0)
Techniques of integration, applications of definite integrals, improper integrals, elementary differential equations, infinite series, Taylor series, and polar coordinates. Prerequisite: MTH 132.

MTH 151 Mathematics for Elementary Teachers I 3(3-0)
Mathematical background for elementary teachers. Sets, number 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, 106, 107, 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, 106, 107, 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 217 Business Calculus 4(4-0)
Differentiation and integration of algebraic, exponential, and logarithmic functions, applications of differentiation and integration, partial derivatives. Does not count toward a major or minor in mathematics. Recommended: MTH 107.

MTH 223 Linear Algebra and Matrix Theory 3(3-0)
Systems of linear equations, matrices, determinants, vectors, vector spaces, eigenvalues, linear transformations, applications and numerical methods. Prerequisite: MTH 132.

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 not to exceed 6 hours. Specific topics and pre/co-requisites will be announced in Course Search and Registration. May not be counted toward a major 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)
Introduction to self-expression through the art of music. An intercultural and interdisciplinary exploration of the elements of music. Not open to music majors. This course is approved for offering in a distance learning format.

MUS 114 Listening Experience 3(3-0)
Objectives are to experience a variety of musical events, to develop musical awareness, to sharpen perception, and increase musical discrimination. Not open to music majors. May be offered as Writing Intensive. (University Program Group I-B: The Arts)

MUS 206 Understanding Musical Composition 3(3-0)
Develop basic theory skills in notation, sight-singing, listening, composition, and the aesthetic appreciation of music in Western culture. Not open to music majors.

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 313 Musics of the World 3(3-0)
A survey of major non-Western cultures and folk and traditional music of Western continents. May be offered as Writing Intensive. (University Program Group I-B: The Arts)

MUS 330 Music for Elementary Classroom Teachers 3(3-0)
Fundamentals and methods of teaching music for elementary classroom teachers. Prerequisite: Admission to Teacher Education.

MUS 597 Special Topics 1-6(Spec)
This course is repeatable. Prerequisite: Admission to Music Candidacy or admission to the graduate music program.
MUS 713 Early Jazz and American Culture through 1945 3(3-0)
A jazz course taught with emphasis on early jazz chronology as it relates to American culture. Prerequisite: admission to graduate program.

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).

MUS 797 Special Topics 1-6(Spec)
This course is repeatable. Prerequisite: Admission to the graduate music program.

OJB - Ojibwe
OJB 101 Elementary Ojibwe I 3(3-0)
Designed for students who have had no Ojibwe language instruction. Basic language skills. Introduction to Ojibwe culture via the language.

PED - Sports Instructional Program (Activity)
Note: a limitation of 6 hours of PED and/or RLA courses may be applied toward the requirements for graduation.

PES - Physical Education and Professional
PES 143 Sexual Assault and Harassment/Awareness and Avoidance 2(2-0)
A class designed to provide students with appropriate knowledge and skills to deal appropriately with sexual assault and sexual harassment.

PES 208 Wilderness Experience for Leadership Development 3(2-2)
A course on leadership skills with applications for traditional and alternative learning environments which is taught in the context of a seven-day wilderness expedition.

PES 310 Physical Education for the Classroom Teacher 3(Spec)
An introduction to elementary physical education programming. This course integrates the concepts of total human physical development: basic motor development, physical fitness and human wellness. Prerequisite: EDU 107.

PES 550 Sport Fundraising 3(3-0)
Practical 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 560 Principles and Foundations of Coaching 3(3-0)
Practical and relevant information that is appropriate for interscholastic coaches. Includes eligibility for Coaches Advancement Program (C.A.P.) certification. Prerequisites: 56 hours of course credit.

PES 570 Advanced Coaching in Basketball 2(2-0)
Study of most recent basketball trends and new techniques, methods, and philosophies in the coaching of basketball.

PES 572 Advanced Coaching in Baseball 2(2-0)
Coaching philosophy, new techniques and drills, practice organization, coaching duties, and strategy. Prerequisite: PES 372.

PES 574 Advanced Coaching of Football 2(2-0)
Study of recent changes and new trends in coaching of football.

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 606 Motor Learning and Human Performance 3(3-0)
Factors that make for successful motor performance, including learning theory, distribution and type of practice, developmental factors, and psychological factors. Prerequisite: PES 610. Identical to PSY 226. Credit may not be earned in more than one of these courses.

PES 610 Philosophy of Physical Education and Sport 3(3-0)
Philosophical foundations underlying physical education and sport with emphasis upon the development of a consistent and rational professional philosophy. This course may be offered in an online or hybrid format.

PES 611 Psychology of Sport 3(3-0)
The psychological dimension in sport as it pertains to the athlete, the coach, and the spectator; the latest psychological findings dealing with the relationship between individuals and sport.

PES 620 Sport - An Interdisciplinary Study 3(3-0)
An interdisciplinary study in sport in America through an examination of the historical, sociological, and philosophical principles of play, sport, games, and athletics.

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 literature and essential to teaching and research. This course may be offered in online or hybrid format.

PES 690 Practicum 1-4(Spec)
To give the student professional experience of a supervisory or administrative nature in a public school, educational institution, or community agency. Prerequisite: Master's degree candidates only. CR/NC only.

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 691/692; 3.0 overall G.P.A. 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 100 Introduction to Philosophy 3(3-0)
Study of the basic issues and methods of philosophy. Depending on instructor, it may have either a problem or a historical orientation. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

PHL 118 Moral Problems 3(3-0)
Study of basic moral problems and proposed solutions to problems associated with violence, oppression, prejudice, and sex. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

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 204 Existentialism 3(3-0)
A study of the existential approach to ethics, including the conceptions of human nature and the nature of moral reasoning. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

PHL 225 Foundations of Cognitive Science 3(3-0)
Introduction to cognitive science, the problems it addresses, its evolving models of the mind, its interdisciplinary nature, and its broader ramifications. Identical to PSY 225. Credit may not be earned in more than one of these courses.

PHL 230 Philosophy of Religion 3(3-0)
The philosophical study of the meaning and justification of religious claims, including those about the nature and existence of God and human immortality. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

PHL 305 Chinese Philosophy 3(3-0)
An overview of Chinese philosophy from the earliest times to the modern period, with emphasis on major traditional schools.

PHL 318 Business Ethics 3(3-0)
Application of ethical principles to such business issues as fair competition, employee obligations, and business’s 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.)
PFL 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 111, HST 112, LAR 145, PHY 100, PHY 105, PHY 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.

PHL 525 Philosophical Problems of the Self 3(3-0)
Advanced study of central philosophical questions about persons, such as mind-body problem, the nature of personal identity, and the freedom of the will. Prerequisites: PHL 100.

PFL 591 Special Topics in Philosophy 1-12(Spec)
Study of an area in philosophy not included in courses currently listed in catalog. Prerequisite: permission of instructor.

PHS - Physical Science

PHS 101 Survey of Physical Science 3(3-0)
Introduction to the nature of the physical universe, the concepts and methods of physical science, and the history of scientific ideas. Developed through lectures and demonstrations. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHS 151 Introductory Physical Science I 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 II 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/laboratory approach. Structured to give additional depth in subject matter used in middle school: motion, matter, energy, astronomy, electricity, nuclear energy. Prerequisites: PHS 131; CHM 132.

PHY - Physics

PHY 100 Conceptual Physics 3(3-0)
An exploration of conceptual models; 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 110 Physics of Sports 3(3-0)
For students interested in physics of motion, covers velocity, acceleration, force and momentum, as related to physical activity. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHY 127 Table Top Physics 1(0-2)
Laboratory experience for students in PHY 100, PHY 110, or PHS 101. Hands-on group laboratory to investigate basic concepts in introductory physics. Satisfies University Program Group II laboratory requirement. Pre/Co-requisite: PHY 100 or PHS 101. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHY 130QR College Physics I 4(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 physical science. 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)
Experimental techniques of physics introduced by studying quantitative situations through error analysis, graphical analysis, small computer calculations, and fitting data to model functions. Laboratory experience for PHY 170. Satisfies University Program Group II laboratory requirement. Pre/Co-requisite: PHY 130. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHY 171 College Physics Laboratory II 1(0-2)
Laboratory experience for PHY 171. Introductory experimental techniques and instrumentation for electrical, optical, and nuclear phenomena. Prerequisite: PHY 170. Pre/Co-Requisite: PHY 131.

PHY 175 University Physics Laboratory I 1(0-2)
Laboratory experience for PHY 145. Introduction to experimental techniques and the treatment of experimental data. Satisfies University Program Group II laboratory requirement. Pre/Co-requisite: PHY 145. (University Program Group II-B: Quantitative and Mathematical Sciences)

PHY 176 University Physics Laboratory II 1(0-2)
Laboratory experience for PHY 146. Introduction to electrical measurements and instrumentation. Introduction to techniques of optical measurements. Prerequisite: PHY 175. Pre/Co-Requisite: PHY 146.

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 101 Political Behavior 3(3-0)
Focus is on the elements of individual political behavior. Includes socialization; political involvement, commitment and participation; voting behavior; and political opinion and personality.

PSC 105 Introduction to American Government and Politics 3(3-0)
Focuses both on the formal institutions of government and how politics actually works in the United States. Recommended prior to taking any other political science courses in American Political Institutions. This course is approved for offering in a distance learning format.

PSC 125 African-American Politics 3(3-0)
Examines issues of political economy, political participation, political efficacy and alienation, Black Nationalism and Pan-Africanism.

PSC 150 World Politics 3(3-0)
Introduction to basic theoretical tools used in the field of international politics: international peace and conflict; international organizations; international political economy; globalization; North-South relations. This course may be offered in an online or hybrid format. (University Program Group III-B: Studies in Social Structures)

PSC 151 The U.S. and the World 3(3-0)
Prepares the student to confront the issues to be faced as a citizen of the US and as a member of the global society. (University Program Group III-B: Studies in Social Structures)

PSC 180QR Introduction to Quantitative Reasoning in Politics and Public 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 role, structure, and functions of public agencies and how they operate. Prerequisite: PSC 100 or PSC 105. This course is approved for offering in a distance learning format.

PSC 242 Introduction to Comparative Politics 3(3-0)
An examination of relevant theories, concepts, and methods of comparative political analysis and application of these in the study of selected political systems. (University Program Group III-B: Studies in Social Structure)

PSC 261 State and Local Government 3(3-0)
Structure and functions of state, county, and city governments, with emphasis on policy issues. Michigan governments are used for illustrations and examples. (University Program Group III-B: Studies in Social Structures)

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. Includes Plato, Aristotle, Machiavelli, Marx. This course may be offered in an online or hybrid format. (University Program Group I-A: Human Events and Ideas.)

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.
Course Descriptions

PSC 300 Michigan Politics and Elections 3(3-0)
Analysis of Michigan's election campaigns with focus on organization, strategies and tactics. Emphasis on election consequences for state's policy leaders, opinion, interests and government. Prerequisite: PSC 105 or PSC 261.

PSC 301 Law and Policy in Michigan State Government 3(3-0)
Analysis of Michigan's legislative process, policy issues, and state government politics. Emphasis on origination, shaping, negotiating, and content of state policy. Prerequisite: PSC 105 or PSC 261.

PSC 313 Budgetary Processes in the United States 3(3-0)
Study of the origination and execution of fiscal policies in public agencies with special attention to preparation, authorization, and execution of government budgets.

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 322 Judicial Process and Politics 3(3-0)
Focuses on the American judicial process, including federal and state courts, roles of judges and other actors, civil and criminal justice processes, and judicial policymaking. Recommended: PSC 100 or PSC 105.

PSC 323 American Parties and Politics 3(3-0)
Study of American political parties as instruments of democratic government. Their structures, functions, and organizations, with emphasis on nomination, campaigns, and elections.

PSC 325 The Civil Rights Movement 3(3-0)
Examines the civil rights movement from 1954 to 1980s; based on PBS series: Eyes on the Prize. Emphasis on the Legislative, Judicial, Religious, and Social movements. Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, HST 145, PSC 100, PSC 105, PSC 125, REL 140, SOC 101. (University Program Group IV-C: Studies in Race and Ethnicity in the United States)

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 126. Credit may not be earned in more than one of these courses.

PSC 327 Lobbying and Interest Group Behavior 3(3-0)
The reasons for, and the methods of, lobbying government officials in the United States, with an emphasis on implications for democracy. Recommended: PSC 105.

PSC 328 Campaigns and Elections 3(3-0)
Study of campaigns and elections in the United States, including candidate emergence and nominations, campaign organization and strategy, election results, and electoral reforms.

PSC 340 African Political Systems and Processes 3(3-0)
Comparative survey of selected African political systems with focus upon Sub-Saharan Africa.

PSC 341 Comparative Politics: Eastern Europe 3(3-0)
Comparative analysis of selected Eastern European states, including Poland, Czech Republic, Hungary, former Yugoslavia, Romania, Bulgaria. Identical to EUR 303. Credit may not be earned in more than one of these classes.

PSC 343 Southeast Asian Political Systems and Processes 3(3-0)
The impact of culture on politics in several countries of Southeast Asia, including Vietnam, Laos, Cambodia, Thailand, Burma, Malaysia, Indonesia, Singapore, Brunei and Philippines.

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 Global Cultures)

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 347 Comparative Politics: Western Europe 3(3-0)
Comparative analysis of selected European states, including Great Britain, France, Italy and Germany.

PSC 348 Latin American Political Systems 3(3-0)
A comparative analysis of politics in contemporary Latin America with focus on the impact of authoritarianism, International Intervention, economic underdevelopment, and democratization. (University Program Group IV-B: Studies in Global Cultures)

PSC 351 International Relations 3(3-0)
Classical and contemporary theories of international relations. War, terrorism, and genocide. International law and organizations. Global economics and world poverty. Ethics in international relations.

PSC 352 US - Latin American Relations 3(3-0)
An examination of the political, military, and economic relations between Latin America and the United States.

PSC 353 Model United Nations 3(3-0)
Introduces students to the activities of the United Nations and the protocol and required procedures of diplomacy in order to participate in United Nations simulations. Prerequisite: 26 credits completed.

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. (University Program Group I-A: Human Events and Ideas.)

PSC 372 American Radical Thought 3(3-0)
Study and analysis of the main social revolutionary ideologies of the left during the past 100 years in the United States.

PSC 375 Socialism, Fascism, and Liberalism 3(3-0)
Political and psychological analyses of socialist, fascist, and liberal ideologies.

PSC 378 Modern Democratic Theory 3(3-0)
Exploration of modern arguments for and against liberal democracy and discussion of the future of liberal democracy in the U.S. and elsewhere. (University Program Group I-A: Human Events and Ideas.)

PSC 381 Ancient Political Theory 3(3-0)
This course examines the key concepts and authors of Greek and Roman political theory. Focus is on Plato and Aristotle. Recommended: PSC 275. (University Program Group I-A: Human Events and Ideas.)

PSC 382 Modern Political Theory 3(3-0)
This course examines the key concepts and authors of modern political theory. Focus is on the social contract theorists: Hobbes, Locke, and Rousseau. Recommended: PSC 275. (University Program Group I-A: Human Events and Ideas.)

PSC 383 Contemporary Political Theory 3(3-0)
Examines some key authors and concepts of twentieth- and twenty-first century political theory. The course may include Nietzsche, Lenin, Freud, Rawls, or Nozick, among others. Recommended: PSC 275.

PSC 390 Independent Study 1-4(3-0)
Directed reading or research on an approved topic. Prerequisite: Open to students not on academic probation and who shall have completed 12 semester hours in political science, with the permission of the instructor.

PSC 395 Internship in Government and Politics 1-12(3-0)
An integrative learning experience where students apply textbook knowledge to governmental and public affairs work experience. CR/NC only. Prerequisite: permission of instructor.

PSC 405 Methods for Teaching Political Science 3(3-0)
Lesson plans, objectives evaluations, organization and methods of teaching government and politics. Three weeks of mid-tier experiences. Prerequisites: completion of at least 15 hours of political science course work; at least junior status.

PSC 411 Public Sector Human Resources and Organization Theory 3(3-0)
Seminar on human resource management (personnel administration) and organizational theory in public agencies including hiring, developing, and rewarding employees; and structuring and designing organizations. Prerequisites: PSC 105 or PSC 210; 12 semester hours completed. This course is approved for offering in a distance learning format.

PSC 421 Constitutional Law: Powers of Government 3(3-0)
Examines major U.S. Supreme Court decisions concerning judicial review, separation of powers, federalism, fiscal and commerce powers, and economic liberties.

PSC 422 Constitutional Law: Civil Rights and Liberties 3(3-0)
Examines major U.S. Supreme Court decisions regarding the First Amendment, criminal procedure, racial and gender equality, and the right to privacy.

PSC 426 Feminist Theory 3(3-0)
Examines the way women have been described by the Western philosophical tradition from its beginnings to the present and offers alternative analyses to this tradition. Identical to WST 426 and PHL 426. Credit may not be earned in more than one of these courses. Prerequisites: permission of instructor, or at least junior standing and either one course in philosophy or one of the following courses: PSC 275, PSC 326, PSC 371, PSC 373, or PSC 378.

PSC 453 American Foreign Policy 3(3-0)
Examines the external interests of the United States and how they are pursued.

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.

PSC 516 Environmental Politics and Policy 3(3-0)
Analysis of relationships between politics and public policy in the environmental arena. Emphasis upon policy making process, political strategies, and alternative decision modes. Prerequisites: complete minimum of 56 credit hours of university course work.
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: Ac 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 225 Foundations of Cognitive Science 3(3-0)
Introduction to cognitive science, the problems it addresses, its evolving models of the mind, its interdisciplinary nature, and its broader ramifications. Identical to PHIL 225. Credit may not be earned in more than one of these courses.

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. Prerequisites: PSY 220 or HFD 100 or EDU 280.

PSY 325 Psychology of Aging 3(3-0)
A systems 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 332 Evolutionary Psychology 3(3-0)
Examines human behavior from an evolutionary perspective. Topics include evolutionary theory, sex and mating, child rearing, social relationships, and evolutionary applications to health and work. Prerequisite: PSY 100 or AMT 171. Recommended: BIO 151.

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 337 Psychology of Advertising 3(3-0)
Psychological principles and concepts applied to advertising and selling, promotion, buyer attitudes, consumer behavior, psychological measurement, and prediction in advertising. Prerequisite: PSY 100.

PSY 340 Studies in Personality 3(3-0)
Survey of major theories and principles used to describe/explain the individual. Primary focus will be on evaluating and testing theories via research findings. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 350 Clinical Interviewing and Counseling 3(3-0)
Theoretical 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 382 Perception 3(3-0)
Perception as the result of psychological and physiological processes. Some of the topics covered are vision, audition, pain perception, illusions, pattern recognition and perceptual development. Prerequisites: PSY 100; a University Program Group I-A course; competency in written English and mathematics.

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, both experimental and non-experimental. Students design, execute, interpret, and report psychological research. This course is approved for offering in a distance learning format. Prerequisites: PSY 285 with a grade of C or better; ENG 201.

PSY 387 Behavioral Neuroscience 3(3-0)
Overview of the neurological processes underlying organic 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 400 Special Issues: Title to be listed 1-12(Spec)
Subjects of contemporary psychology not covered by regular curriculum. Prerequisite: See Course Search and Registration.

PSY 459 Stress 3(3-0)
Defines 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.

PSY 500 Special Issues 1-12(Spec)
Subjects of contemporary psychology not covered by regular curriculum. Prerequisites: See Course Search and Registration.

PSY 511 Statistics in Psychology 3(3-1)
An extension of topics introduced in PSY 211, with emphasis upon hypothesis testing and statistical inference. Prerequisite: PSY 211.

PSY 531 Group Dynamics 3(3-0)
Conceptual and empirical background in the dynamics of face-to-face groups and related interpersonal areas. Emphasis is cognitive-theoretical rather than experiential. Prerequisite: PSY 330.

PSY 533 Psychology of Racism 3(3-0)
This course explores racism from a cognitive-social psychological viewpoint. The processes involved in the development, maintenance and resolution of intergroup attitudes are considered. Prerequisites: junior or higher standing; PSY 330 or SOC 201; a social science methods class.

PSY 534 Psychology and the Courtroom 3(3-0)
The application of psychological principles and theories to the courtroom. Prerequisites: coursework in basic statistics (e.g., PSY 211) and research methods (e.g., PSY 285); or graduate standing.

PSY 535 Organizational Psychology 3(3-0)
The study of organizations as complex social systems with analyses of individual and group behavior in organizations and responses of organizations to their environment. Prerequisite: PSY 336 or graduate standing.

PSY 536 Personnel Psychology 3(3-0)
This course examines the identification, measurement, and development of individual differences, and job systems related to individual differences within organizations to improve job performance and satisfaction. Topics include job analysis, criterion development, personnel selection, training, and performance evaluation. Prerequisites: PSY 336, or graduate standing; Recommended: PSY 211.

PSY 537 Organizational Behavior Management 3(3-0)
Behavior analysis in business, industry, and human service settings. Applied research in organizations is emphasized. Empirical rather than theoretical approach. Prerequisites: PSY 336 or PSY 370 or PSY 384 or graduate standing.

PSY 538 Occupational Health Psychology 3(3-0)
The study of health and stress in organizations as a complex process, with analyses of resources, stressors, coping, stress responses, and consequences. Prerequisites: PSY 336 and 379, or graduate standing.

PSY 636 Organizational Applications of Personnel Psychology 3(3-0)
This course examines major ideas, assumptions, and technologies in personnel psychology, the implementation and utilization of personnel technologies, and selected current topics. Prerequisites: graduate standing and PSY 536.

PSY 682 Psychology of Child Development 3(3-0)
Identical to EDU 682. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

PSY 736 Strategies for Interventions in Social Systems 3(Spec)
Study of various social technologies of intervention, and the evaluation of a range of these methods. Prerequisite: matriculation in professional psychology doctoral program.

PSY 761 Advanced Seminar in Ethical-Legal Issues for School Psychologists 1(1-0)
New and emerging ethical-legal issues in school psychology. This course may be offered in an online or hybrid format. Recommended: Prior coursework in applied professional ethics.

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 120 Religion in America 3(3-0)
An introduction to the varieties of religious thought, practice, and expression in America; emphasis on the interactions between religious traditions and American culture and politics. (University Program Group I-A: Human Events and Ideas.)

REL 140 Religion, Race and Discrimination in America 3(3-0)
Introduction to the religious expressions of Americans who have experienced racial discrimination, with emphasis on Native American, African-American, and Hispanic-American communities. (University Program Group IV-C: Studies in Racism and Diversity in the United States)

REL 207 Women in Religion 3(3-0)
Roles and images of women in major religious traditions; emphasis on religious reform, creation of alternative institutions, new concepts of spirituality, identity to WST 207. Credit may not be earned in more than one of these courses. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

REL 220 Religious Traditions of China 3(3-0)
Study of the basic character of Chinese religious traditions. Examines Chinese Buddhism, Confucianism, Chinese folk religions, and Daoism. (University Program Group IV-B: Studies in Global Cultures)

REL 221 Religious Traditions of Japan 3(3-0)
Study of Japanese religious traditions including Japanese Buddhism, Shinto, Japanese folk religions, and the New Religions of Japan. (University Program Group IV-B: Studies in Global Cultures)

REL 222 Religious Traditions of India 3(3-0)
Major features of religious traditions arising from India, including Hindu, Jain, Buddhist, and Sikh traditions. Stresses the significance of religious practice in Indian society. (University Program Group IV-B: Studies in Global Cultures)
REL 235 Religion and Social Issues 3(3-0)
Introduction to religious and ethical thought in personal, social and institutional contexts. Topics such as violence, sexism/heterosexism, racism, ecology or poverty may be examined. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)

REL 240 African-American Religion 3(3-0)
Origins, development, and contemporary character of African-American religion, including Christianity, Islam, and new religious movements. (University Program Group IV-C: Studies in Racism and Diversity in the United States)

REL 250 Creation, Conquest, and Chaos: Introduction to the Old Testament 3(3-0)
The literature, history, and religion of ancient Israel in its Near Eastern context as disclosed through study of the Hebrew Bible in English translation. (University Program Group I-A: Human Events and Ideas.)

REL 260 From Gospel to Apocalypse: Introduction to the New Testament 3(3-0)
Intensive study of selected portions of New Testament literature, with an introduction to the Hellenistic-Roman age through study of selected background documents. (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: Orthodoxy, Roman Catholicism, and Protestantism. (University Program Group I-A: Human Events and Ideas.)

REL 314 Islam 3(3-0)
Muhammad and the Qur’an, the Sunni and Shi’a split; nine subcultures of the Muslim world: Sharī’ī; a women in Islam; jihād; terrorism; Islamism, and Sufism. (University Program Group IV-B: Studies in Global Cultures)

REL 315 Judaism 3(3-0)
Judaism as a multifaceted approach to identity and lifestyle, both personal and societal; religious expressions such as Torah, myth, ritual, festivals, holy days. (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 Global Cultures)

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.)

REL 342 From Spirituals to Gospel 3(3-0)
The development of African-American religion from 19th century to the present through an examination of the nature and function of religious song. No knowledge of music theory required.

REL 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 PHL 345, PSC 325, 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)

REL 347 African American Reflections on Racism 3(3-0)
Impact of and resistance to racism treated in theoretical works (theology, ethics, social sciences) and illustrated in the lives and creative works of African Americans.

REL 501 Seminar in the Study of Religion 3(3-0)
The study of religion as an academic discipline, including a selection of leading scholarly approaches to the investigation of religious phenomena. May be offered as Writing Intensive. Prerequisites: 9 credit hours in Religion.

REL 642 African-American Sacred Song 3(3-0)
Study of nature and function of African-American sacred singing from spirituals to contemporary gospel. Singing will be examined in historical context with varied theoretical approaches. Prerequisites: a Bachelor's degree from an accredited college. No prior knowledge of music theory required.

RPL 200 Special Topics in Recreation 1-6(Spec)
Concentrated study of a current recreation topic. RPL 205 Outdoor Leadership 3(2-2)
Introduction to outdoor leadership; study of leadership in outdoor and camp settings.

RPL 206 Recreation Activities Leadership 3(3-0)
Methods, techniques, leadership styles, and organization of recreational activities including sports, crafts, cultural arts, games, and teambuilding initiatives.

RPL 261 Introduction to Private and Commercial Recreation 3(3-0)
An introduction to the broad areas of, and career opportunities in, commercial recreation and facility management.

RPL 307 Management Skills in Leisure Services 3(3-0)
The development of conceptual and human relations skills necessary to the successful management of a leisure service agency. Prerequisites: RPL 118; One of the following: RPL 204 or 216 or 261.

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 345 Therapeutic Recreation: Gerontology 3(3-0)
Assessment, planning, and therapeutic recreation programming for individuals with age related disabilities. Pre/Co-requisite: RPL 210 or GRN 247.

RPL 346 Recreation for Senior Citizens 3(3-0)
Proposing, organizing, administering, and conducting recreation activities for older adults.

RPL 400 Special Issues in Leisure Services 1-6(Spec)
In-depth study of a special issue in leisure services. May be repeated up to six times for different topics. Prerequisites: One of the following: RPL 204, 261, 216 or 210; or a signed RPL minor; or a signed Event Management minor.

RPL 405 Administration of Community Leisure Services 3(3-0)
The organization and administration of community leisure services. Prerequisites: RPL 118; one of the following: RPL 204, 216, 261.

RPL 420 Planning and Facility Design for Leisure 3(3-0)
Basic concepts related to master planning for leisure services; planning and design of recreation areas and sites; planning, design, and construction of recreation facilities.

RPL 435 Leadership in Adventure Education Programming 3(3-0)
Leadership in trip-planning, risk management, and outdoor etiquette in adventure education. In-depth content in facilitation, processing, campcraft skills, and environmental ethics. Weekend trips required. Prerequisites: RPL 205.

RPL 500QR Budgeting & Funding for Leisure Service Agencies 3(3-0)
Budgetary and fund development procedures for leisure service agencies. Quantitative Reasoning. Prerequisites: RPL 204 or RPL 216 or RPL 261 or graduate status. Pre/Co-requirements: RPL 358 or RPL 430 or RPL 431.

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 is approved for offering in a distance learning format. Prerequisites: 6 credits in RPL or signed Event Management Minor of 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-requisites: 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 600 Advanced Issues in Recreation 1-6(Spec)
Advanced concentration study of a current recreation or park administration program or issue. Prerequisite: Admission to MA or MCA in Recreation & Park Administration program.

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.

RPL 636 Recreation Facility Operations and Management 3(3-0)
Administrative practices for the management and operations of areas and facilities for recreation and leisure services.
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.

RUS - Russian

RUS 101 Elementary Russian I 4(4-0)  
Designed for students who have had no Russian. Basic language skills. 
Introduction to the culture of the Russian-speaking countries. Students who 
have completed more than one year of Russian in secondary schools will not 
receive credit.

SCI - Sciences

SCI 490 Contemporary Issues in Earth Science 11(0)  
A capstone course for earth science education majors. Students will inves-
tigate connections and interrelationships between Earth system components 
and how these affect civilization and society. This course has been approved 
for offering in a distance learning format. Prerequisites: 36 credits of required 
and cognate courses on the earth science education major completed with a 
minimum average GPA of 2.7.

SOC - Sociology

SOC 100 Introductory Sociology 3(3-0)  
Systematic introduction to the field of sociology, its theories, concepts, and 
methods. Explores societal 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 200 Introduction to Social Research and Analysis 3(3-0)  
First in a two-part methods sequence with SOC 350. Basic research issues. 
Univariate, bivariate, multivariate analysis techniques in sociology and social 
work. Computer applications. Prerequisites: SOC 100; completion of math 
competency.

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-A: 
Behavioral Sciences)

SOC 210 Sociology of Science and Technology 3(3-0)  
Social aspects of science and technology including their organization, person-
nel, social effects, relationship to government and education, and policy 
implications. Prerequisites: SOC 100 or 201 or 221.

SOC 221 Social Problems 3(3-0)  
Examines the nature and extent of major social problems. Examines struc-
tural, institutional, constructionist and normative 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 314 Public Opinion and the Mass Media 3(3-0)  
The methods and findings of social research on public opinion, and the 
effects of the mass media on values and attitudes. Prerequisite: 6 hours of 
coursework in PSC, PSY, or SOC.

SOC 320 Sociology of Aging and Retirement 3(3-0)  
Aging as a social phenomenon; with focus on aging in industrial societies. 
Prerequisite: SOC 100 or SOC 201 or SOC 221.

SOC 322 Race and Ethnic Relations 3(3-0)  
Examines the civil rights movement from 1954 to 1980s; based on PBS 
series: Eyes on the Prize. Identical to PHL 345, PSC 325, REL 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 Race 
and Ethnicity in the United States)

SOC 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 PHL 345, PSC 325, REL 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 Race 
and Ethnicity in the United States)

SOC 402 Analysis of Social Change 3(3-0)  
Factors explaining large-scale change in the Western and non-Western worlds. 
Change in smaller units such as the family and community. Prerequisite: SOC 
100 or 201 or 221.

SOC 403 Political Sociology 3(3-0)  
Social bases of American politics. Sociological theories and research on politi-
cal behavior and distribution of power in the United States. Prerequisites: SOC 
200, 301, 350; or PSC 280 and at least one PSC course at the 300-level or above.

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 413 Work and Careers in America 3(3-0)  
Introduction to the sociology of work, occupations and professions. Prereq-
usites: SOC 300 or both SOC 200 and 350; SOC 301.

SOC 502 Theories of Race Relations in Sociology 3(3-0)  
Contributions to sociological theories of race and ethnic relations by major 
thinkers. This course may be offered in an online or hybrid delivery format. 
Prerequisites: SOC 301, 323, 350; or regular admission to the Sociology gradu-
ate program.

SOC 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 ANT 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.

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. Prerequi-
tes: SOC 300 or both SOC 200 and 350; SOC 301; or regular admission to the 
Sociology Graduate Program.

SOC 514 Sociology of Health and Illness 3(3-0)  
Social forces that affect the health of populations and individuals, as well 
as the operations of a major social institution, that of medical care. Prereq-
usites: Completion of a University Group III-B Course or regular admission to 
the Sociology Graduate Program.

SPE - Special Education

SPE 126 Introduction to Special Education 3(3-0)  
Education of students who deviate significantly from the norm intellectually, 
physically, emotionally, socially, or educationally.

SPE 500 Parent and Professional Relationships in Special Education 3(3-0)  
Establishing and maintaining collaborative relationships with parents and 
professionals. Study of effects of an exceptional child on the family and 
methods for meeting their needs. This course is approved for offering in a distance 
learning format. Prerequisite: Junior standing or graduate status.

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 510 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 EDU 590. Credit may not be earned in more than 
one of these courses. This course is approved for offering in a distance 
learning format. Prerequisite: EDU 290 or graduate status.

SPE 519 Students with Cognitive Impairment 3(3-0)  
Students with Cognitive Impairment 3(3-0)  
- Causes, diagnostic procedures, and research concerning individuals 
with cognitive impairment. Grade of C+ or better required to count toward 
degree. This course may be offered in an online or hybrid format. Prerequisites: 
SPE 126 with a grade of C or better; SPE 322 with grades of C+ or better; 
PSY 310; admission to Teacher Education. Graduate students may be admitted 
with permission of instructor.

SPE 521 Teaching Students with Cognitive Impairment 3(3-0)  
Special techniques and materials used in instruction of students who have 
cognitive disorders. Grade of C+ or better required to count toward degree. 
This course may be offered in an online or hybrid format. Prerequisites: SPE 
126 with grade of C or better; SPE 322, SPE 323 with grades of C+ or better; 
PSY 310; admission to Teacher Education. Graduate students may be admitted 
with permission of instructor.

SPE 529 The Gifted Student 3(3-0)  
Characteristics of individuals with superior abilities. Reviews special curricula 
and teaching procedures for improving the learning and adjustment of these 
students. Prerequisites: 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 instruc-
tion 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.

SCI 490 Contemporary Issues in Earth Science 11(0)  
A capstone course for earth science education majors. Students will inves-
tigate connections and interrelationships between Earth system components 
and how these affect civilization and society. This course has been approved 
for offering in a distance learning format. Prerequisites: 36 credits of required 
and cognate courses on the earth science education major completed with a 
minimum average GPA of 2.7.
Course Descriptions

SPE 545 Special Education Workshop 1-6(Spec)
Study of trends, alternative approaches, and innovative curricula in pro-
gramming for the exceptional student. This course is a variable credit topical
workshop. This course is approved for offering in a distance learning format.
Prerequisite: Junior standing or graduate status.

SPE 550 Teaching Culturally Diverse Students 3(3-0)
Survey of sociocultural influences on the performance of students from vary-
ing 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 570 Career Development and Transition 3(3-0)
Lifespan issues for persons with disabilities, stressing curriculum content
and instructional strategies that promote interdisciplinary career develop-
ment and transition education at all age levels. This course is approved for
offering in a distance learning format. Prerequisites: SPE 126 with a grade of
C or better; 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 578 Students with Emotional Impairment 3(3-0)
Diagnostic procedures, therapy, and research concerning children and youth
with emotional impairment. Grade of C+ or better required to count toward
degree. This course is approved for offering in a distance learning format.
Prerequisites: SPE 126, SPE 322, SPE 323, with grades of C+ or better; PSY 310; admission to Teacher Education.

SPE 579 Teaching Students with Emotional Impairment 3(3-0)
Special techniques and materials used in instruction of students who have
emotional and behavioral disorders. Grade of C+ or better required to count
ward toward degree. This course may be offered in an online or hybrid format.
Prerequisites: SPE 126 with a grade of C or better; SPE 322, SPE 323 with
grades of C+ or better; PSY 310; admission to Teacher Education. Graduate
students may be admitted with permission of Instructor.

SPE 585 Early Childhood Special Education 3(3-0)
Current issues in early childhood special education aligned with develop-
mentally appropriate practices, working with families, professionals, and
school districts. Intended for overseas study. May be offered in an online or
hybrid format. Prerequisites: CED 695; admission to Teacher Education.

SPE 588 Students with Cognitive Impairment 3(3-0)
Diagnostic procedures, therapy, and research concerning children and youth
with cognitive impairment. Grade of C+ or better required to count toward
degree. This course is approved for offering in a distance learning format.
Prerequisites: SPE 126 and with a grade of C+ or better; PSY 310; admission to Teacher Education. Graduate
students may be admitted with permission of Instructor.

SPE 600 Current Issues in Special Education 3(3-0)
Concentrated study of current special education problems with particular
attention to program implementation and development resulting from recent
legislation and research. This course may be offered in an online or hybrid
format. Prerequisite: admission to a master’s program in Special Education.

SPE 640 Administration of Special Education 3(3-0)
Organization and administration of educational programs for exceptional
children. Prerequisite: SPE 126. Identical to CED 675. Credit may not be earned
in more than one of these courses.

SPE 645 Special Education Workshop 1-6(Spec)
Study of trends, alternative approaches, and innovative curricula in plan-
ing for individuals with disabilities. Specifically for in-service training. This
course may be offered in an online or hybrid format. Prerequisite: permission
of instructor.

SPE 675 Teaching the Student with Learning Disabilities 3(3-0)
Methods and materials used in teaching students with specific learning
disabilities. This course may be offered in an online or hybrid format.
Prerequisite: SPE 577.

SPE 679 Behavioral and Curricular Interventions for Individuals with Mild
Disabilities 3(3-0)
The relationship between behaviors and curriculum in the education of
individuals with mild disabilities, focusing on the techniques and practices
of various interventions. This course may be offered in an online or hybrid format.
Prerequisites: SPE 600; admission to a master’s degree program.

SPE 689 Graduate Practicum in Special Education 3-6(Spec)
Provide students the opportunity to develop and demonstrate competencies
required for working with students with cognitive impairment or emotional
impairment or specific learning disabilities. This course may be offered in an
online or hybrid format. Prerequisites: Cognitive Impairment focus: SPE 519,
Specific Learning Disabilities focus: PSY 667, SPE 675, SPE 685. Permission
of instructor and application to register for this course must be filed during the
semester prior to registration for approval.

SPE 695 Research for Counseling and Special Education 3(3-0)
Presentation and design of designs and procedures to conduct
research in human services. Includes writing a research proposal and
manuscript, implementing mini-research project. Identical to CED 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
forward the M.A. in Counseling or Special Education.

SPE 720 Seminar: Teaching Students with Severe Cognitive Impairment 3(3-0)
Study and research of selected topics that reflect total education program-
ing for individuals with severe cognitive impairment. This course may be
offered in an online or hybrid format. Prerequisite: major in Teachers of
Students with Cognitive Impairment.

SPE 741 Seminar: Administration of Special Education 2(2-0)
Provides interaction among special educators to discuss current issues and
problems in implementing programs in accordance with special education
laws and guidelines. This course may be offered in an online or hybrid format.
Prerequisites: SPE 640 and background in research methods.

SPE 750 Consultant Skills for Special Educators and Counselors 3(3-0)
The skills, competencies, responsibilities, priorities, and evaluative processes
appropriate in a special education teacher/counselor/consultant role are analyzed.
This course may be offered in an online or hybrid format. Prereq-
usites: SPE 600, SPE 679, SPE 785; admission to a master’s degree program.

SPE 785 Assessment in Special Education 3(3-0)
Selection, evaluation, administration, and interpretation of tests used in
special education. This course may be offered in an online or hybrid format.
Prerequisites: SPE 600, SPE 679; admission to a master’s program in special
education.

SPE 790 Seminar: Investigations and Solutions in Special Education 3(3-0)
Completion of Plan B paper or project under the supervision of a faculty
advisor. This course may be offered in an online or hybrid format. Prerequisites:
SPE 600, SPE 679, SPE 785, SPE/CED 695; admission to a master’s program;
permission of instructor.

SPE 798 Thesis 1-6(Spec)
Design of a master’s thesis. CR/NC only. Prerequisite: Approval of Com-
ittee chairperson.

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. 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. (University Program Group IV-B: Studies in Global Cultures)

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/flls using the password chippewas1.
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 Global Cultures)

SPN 201 Intermediate Spanish I 4(4-0)
Further development of all language and reading skills, a review of gram-
mar, and exploration of Hispanic culture. Recommended: SPN 102. (University
Program Group IV-B: Studies in Global Cultures)

SPN 202 Intermediate Spanish II 4(4-0)
Designed to develop fluency in reading Spanish; cultural emphasis. Recom-
manded: SPN 201. (University Program Group IV-B: Studies in Global Cultures)

SPN 210 Study Abroad 1-12(Spec)
To develop proficiency in Spanish. Special topics may include language and/
or culture. Intended for overseas study. Prerequisite: SPN 102.

SPN 595 Theory and Practice of Translation 3(3-0)
Seminar on the historical, theoretical and practical aspects of translation.
The link between linguistic and cultural factors and their relationship to translation
will be emphasized. This course may be offered in an online or
hybrid format. Prerequisites: SPN 375; one SPN 400 level course; or graduate
standing in M.A. Spanish Program.

SPN 610 Studies in U.S. Latino Cultures 3-6(3-0)
Analysis of Latino culture in the United States in terms of a given topic/
gender. Works selected for each topic/gender will be evaluated in the light
of their historical, social, and economic context. This course is approved for
offering in a distance learning format. Prerequisites: admission to the M.A.
program in Spanish. This course may be offered twice, for 3 hours of credit
each time, but must choose a different topic/gender for the second 3 hours.

SPN 615 Themes in Latin American Cultural Studies 3-9(Spec)
Analysis of Latin American societies through concepts of nation, ethnic-
ity, social class, and gender. Topics may include cultural production, urban
poverty, and socioeconomics. A student may take this course up to three
times, for 3 credits each time, when content previously studied is not
duplicated. This course may be offered in an online or hybrid format.
Prerequisite: Admission to the M.A. program in Spanish.

SPN 620 Special Topics in Spanish-American Literature 3-9(Spec)
Examination of literature and culture in Spanish America through analysis
of literary and cultural texts. May be taken up to three times when themes
are different. May be offered in an online or hybrid format. Prerequisite:
Admission to the M.A. program in Spanish.
Course Descriptions

SPN 621 Colonial to 19th-Century Spanish American Literature 3(3-0)
Special topics seminar on Spanish-American literature from the 16th-19th centuries through analysis of representative texts and other media, with an overview of the historical context. This course may be offered in an online or hybrid format. Prerequisites: Admission to the M.A. program in Spanish.

SPN 622 20th and 21st-Century Spanish American Literature 3(3-0)
Analysis of Spanish American literary texts and their relationship with the changing social landscape of the 20th and 21st century. May be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

SPN 623 Critical Thinking through Hispanic Literature 3(3-0)
This course offers instruction in analytical and argumentative writing, critical thinking, research strategies, and proper documentation through the study of Hispanic literature. This course may be offered in an online or hybrid format. Prerequisites: Admission to the M.A. program in Spanish.

SPN 630 Themes in Spanish Peninsular Literature and Cultures 3-9(Spec)
Special topics seminar on main themes, authors and genres of prose, drama, and lyric production in Spain from the medieval period to the 21st century. May be taken up to three times if the themes are different. May be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

SPN 631 Medieval and Golden Age Spanish Literature 3(3-0)
Special topics seminar on main themes, authors and genres of prose, drama and lyric production in Spain from the medieval period to the 17th century. This course may be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

SPN 632 Eighteenth to Twenty-first Century Spanish Literature 3(3-0)
Special topics seminar on literature that reflects significant factors which shape Spanish society and culture from the eighteenth century to the present day. This course may be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

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 generating and creating reports. This course is approved for offering in a distance learning format. Prerequisites: STA 282 or STA 382; or graduate standing.

STA 580 Applied Statistical Methods I 3(3-0)
An introduction to statistical analysis. Topics include descriptive statistics, probability, sampling distributions, statistical inference, and regression. 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 582QR Elementary Statistical Analysis 3(3-0)
Descriptive statistics, probability, sampling distributions, statistical inference, and 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 generating and creating reports. This course is approved for offering in a distance learning format. Prerequisites: STA 282 or STA 382; or graduate standing.

STA 580 Applied Statistical Methods I 3(3-0)
An introduction to statistical analysis. Topics include descriptive statistics, probability, sampling distributions, statistical inference, and regression. 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.

SWK - Social Work

SWK 100 Introduction to Social Work 3(3-0)
Special topics seminar on 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 250 Social Welfare Policies and Services I 3(3-0)
History of social welfare and social action. Analysis of American social welfare systems. Links between social policy and needs and impacts on vulnerable groups. Prerequisite: SWK 100.

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 375 Social Work and Human Behavior II 3(3-0)
Theories explaining human behavior in groups, organizations, communities, and global systems. This course may be offered in an online or hybrid format. Prerequisites: Admitted to the Social Work Program; C or better in SWK 374. Co-requisites: SWK 345 OR completion of 86 hours in Bachelor of Science with an Option in Community Development.

SWK 470 Social Work Practicum I 4(Spec)
Supervised field experience in an agency. Includes 200 hours in field and 15 seminar hours. Must be taken within 2 years of SWK 321 and SWK 375. Prerequisites: Admitted to the Social Work Program; SOC 350; SWK 321, 375. Co-requisite: SWK 331.

SWK 490 Community Development: A Critical Approach 3(3-0)
In-depth, case study analysis of current social issues likely to be encountered in a community setting. Prerequisites: Admission to the M.A. program in Social Work; C or better in SWK 375. Co-requisite: SWK 331.

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 175 Appreciation of the Theatre 3(3-0)
A survey course that explores the development of theatre by looking at the art, craft, and business of the theatre. (University Program Group I-B: The Arts)

TAI 182 Acting I 3(3-0)
Introduction to emotional technique and characterization through exercises given to energy control and concentration.

TAI 282 Acting II 3(3-0)
Introduction to emotional technique and characterization through exercises given to energy control and concentration.

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 305 Studio: Acting/Performance I 4(3-Spec)
Major participation in faculty/staff-supervised university theatre or oral interpretation activities in the area of acting/performance. Prerequisite: written permission of instructor.

TAI 306 Studio: Directing I 4-Spec
Major participation in faculty/staff-supervised university theatre or oral interpretation activities in the area of directing. Prerequisite: written permission of instructor.

TAI 307 Studio: Movement I 4(3-Spec)
Major participation in faculty/staff-supervised university theatre or oral interpretation activities in the area of movement. Prerequisite: written permission of instructor.

TAI 313 Studio: Scenery Design 1-4(Spec)
Major participation in faculty/staff-supervised university theatre or oral interpretation activities in the area of scene design. Prerequisite: written permission of instructor.

TAI 315 Studio: Lighting Design 1-4(Spec)
Major participation in faculty/staff-supervised university theatre or oral interpretation activities in the area of lighting design. Prerequisite: written permission of instructor.

TAI 371 Readers Theatre 3(3-0)
Scripting and directing alternative texts for performance, including narrative fiction, lyric poetry, personal narratives, and non fictional prose. Prerequisite: TAI 170.

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 376 Interpretation of Drama 3(3-0)
Specialized study of dramatic literature with particular attention to analysis, performance, styles of drama, stage speech, and appropriate dialects. Prerequisite: TAI 170.

TAI 377 Costuming I 3(3-0)
Survey of costume history, Egyptian to the present; introduction to design and construction techniques.

TAI 380 Musical Theatre History 3(3-0)
Examination of American Musical Theatre history and forms from 1866 to the present.
TAE 382 Acting III (3-0)
Period movement patterns, pantomime techniques, and regional and cultural dialects, with individual scenes prepared for critical evaluation. Prerequisite: TAI 182, TAI 282.

TAE 460 BFA Capstone Project 3(0-6)
Major capstone project in theatre (including music theatre) and/or interpretation. Prerequisite: Must be approved by TAI or Music Theatre faculty/staff advisor(s) prior to registration. Must be completed in final year of study.

TAE 477 Scene Design 3(3-0)
Theory and application of basic principles used in designing scenery for the theatre. Prerequisite: TAI 177.

TAE 481 Directing 3(3-0)
Responsibilities, philosophies, and techniques of the stage director. Emphasis on preparation for, and interpretation of, a given script. Prerequisite: TAI 182.

TAE 490 Independent Study 1-4(Spec)
Student-initiated study guided by faculty member or faculty committee. Undergraduate prerequisites: an overall B average, permission of advisor and instructor (and completion of form).

TAE 569 History of American Theatre 3(3-0)
Development of drama and theater in America from colonial times to the present. Prerequisites: 6 hours of TAI coursework.

TAE 570 Oral Interpretation of Prose Fiction 3(3-0)
Specialized study of the short story and novel, in both individual and group performances. Prerequisites: one course in oral interpretation; one course in fictional literature.

TAE 571 Oral Interpretation of Poetry 3(3-0)
Specialized study of poetry. Prerequisites: one course in oral interpretation and one course in poetic literature.

TAE 572 Special Topics in Oral Interpretation 1-9(Spec)
Current topics for each semester listed in Course Search and Registration. Prerequisite: one course in oral interpretation and/or a major in English.

TAE 573 Seminar: Interpretative Reading 3(3-0)
History of the art of interpretative reading, its current theories and possible trends. Prerequisite: one course in interpretative reading.

TAE 574 History of Drama and Theatre I 3(3-0)
Development of drama and theater in Western Culture from ancient origins to 1700. Prerequisites: 6 hours of TAI coursework.

TAE 575 History of Drama and Theatre II 3(3-0)
Continuation of TAE 574, History of Drama and Theatre I. Development of drama and theatre in Western Culture from 1700 to 1945. Prerequisites: 6 hours of TAI coursework.

TAE 577 Special Topics in Technical Theatre 1-9(Spec)
Current topics for each semester listed in Course Search and Registration. Prerequisite: one of the following: TAI 177, TAI 278, TAI 377, TAI 477.

TAE 578 Special Topics in Technical Theatre 1-9(Spec)
Current topics for each semester listed in Course Search and Registration. Prerequisite: one course in theatrical production.

TAE 579 Costume Design and Construction 3(3-0)
Concentration in the problems of design, pattern drafting, and construction of costumes for the theatre. Prerequisites: TAI 377, AMD 140.

TAE 584 Field Course in Theatre 1-4(Spec)
A travel course to metropolitan theatrical productions and institutions. Required are a pre-travel reading program and final reaction/evaluation paper.

TAE 585 Creative Dramatics 3(2-2)
Techniques of guiding children through original dramatizations. Primarily for the classroom teacher.

TAE 586 Playwriting 3(3-0)
Theory and practice in writing original plays; discussion and critical evaluation of student plays. Prerequisites: ENG 201; ENG 294 or one course in history of drama and theatre.

TAE 588 Contemporary Theatre 3(3-0)
Development of drama and theater in Western Culture from 1945 to the present. Prerequisites: 6 hours of TAI coursework.

TAE 589 Theatre Workshop 2-6(Spec)
Theoretical and practical work in productions of the University Theatre. Prerequisite: minimum of one course in theatre.

TAE 590 Summer Repertory Theatre 3(3-0)
Intensive practical theatre experience in the repertory situation under professional direction and guidance. Prerequisite: applicant admitted to course only through audition.

TEC - Technology

TEC 222 Introduction to Computer-Aided Technology for Vehicle Design 3(2-2)
Introduction to computer-aided technology specific to designs of vehicles in a global market. Emphasis on part design as applied to surface and solid part modeling. Prerequisite: IET 154.
TEC 445 Vehicle Architecture Systems 3(3-0)
Packaging of occupants, seating and vision requirements, storage needs, bumper design requirements consistent with federal and international standards and regulations. Prerequisites: TEC 328.

TEC 446 Vehicle Body Systems Design 3(3-0)
Body design with an emphasis on structural strength, overall performance, together with occupant comfort and safety. Introduces chassis and suspension systems. Prerequisites: TEC 328.

TEC 447 Vehicle Interior Systems Design 3(3-0)
Interior trim and instrument panel design concepts related to component selection. Emphasis is on component location, relationships and the overall design integration process. Prerequisites: TEC 328.

TEC 448 Vehicle Chassis and Suspension Systems 3(3-0)
Control systems operation including steering, braking, and suspension as they relate to the design of vehicle chassis configurations and packaging. Prerequisites: TEC 328.

TEC 449 Vehicle Power Train Propulsion Systems 3(3-0)
Operational characteristics of reciprocating, rotary, electric, and hybrid systems. Various fuel types are introduced. Includes drive train assemblies and components packaging. Prerequisites: TEC 328.

TEC 450 Vehicle Electrical and Lighting Systems 3(3-0)
Electrical, lighting, and subsystem requirements to include wiring harness design, component packaging, exterior and interior lighting and signaling requirements, and component assemblies. Prerequisites: TEC 328.

TEC 451 Vehicle HVAC Systems 3(3-0)
Automotive HVAC systems and their subsystem requirements. Current OEM automotive systems, design criteria, components, occupant comfort, controls interface, duct design, manufacturing, environmental and regulatory requirements. Prerequisites: TEC 328.

TEC 452 Vehicle Body Structure Design 3(3-0)
Basic automobile body design from a structural perspective relative to strength, vehicle performance, passenger comfort, and safety. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 454 Vehicle Instrument Panel Design 3(3-0)
Instrument panel design emphasizing occupant placement and location relationships with instrument panel components, together with the design integration process. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 456 Vehicle Lighting Systems Design 3(3-0)
Design and engineering principles applied to exterior, interior, and signaling lighting systems. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 457 Vehicle Bumper System Design 3(3-0)
Design and packaging of automotive bumper systems, including energy management, federal and international regulations, molding of parts, and assembly of bumper systems. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 459 Vehicle Design Analysis and Integration 3(3-0)
A capstone course which requires a vehicle design project showing the interface with affected departments, time constraints, and manufacturing/assembly implementation. Prerequisites: ENG 303, TEC 324 and Permission of Director. Graduating seniors only.

TEC 497 Special Topics 1-6(Spec)
Variable credit, variable content courses with credit and specific topics identified in Course Search and Registration. Prerequisite: permission of instructor.

UNV - Prior Learning
UNV 297 Prior Learning 1-60(Spec)
UNV 497 Prior Learning 1-60(Spec)
UNV 697 Prior Learning 1-10(Spec)

WST - Women's Studies
WST 207 Women in Religion 3(3-0)
Roles and images of women in major religious traditions; emphasis on religious reform, creation of alternative institutions, new concepts of spirituality. Identical to REL 207. Credit may not be earned in more than one of these courses. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas)

WST 230 Women in the Economy 3(3-0)
A study of the past and present role of women in the economy, as workers, both inside and outside the labor market. Identical to ECO 230. Credit may not be earned in more than one of these courses.

WST 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 PSC 326. Credit may not be earned in more than one of these courses.

WST 328 Women in America 3(3-0)
Study of the traditional position of women in American society as documented in historical, literary, and biographical sources. Identical to HST 326. Credit may not be earned in more than one of these courses. May be offered as Writing Intensive. (University Program Group I-A: Human Events and Ideas.)
CODE OF STUDENT RIGHTS, RESPONSIBILITIES, AND DISCIPLINARY PROCEDURES

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 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 have 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 first to the faculty member or thesis, doctoral research project or dissertation committee chairperson. If not resolved, the student may take the issue to the department chairperson. If not resolved at this level, the student may take the complaint to the office of the dean of the academic college or the Dean of the College of Graduate Studies.
2.2 Relationships 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 of 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 Assistant 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 Assistant 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 people on property within the physical boundaries of Central Michigan University, on 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 other 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. Copies of the Policy on Academic Integrity may be accessed at www.oit.cmich.edu

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. 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 (continued)
A student shall not abuse 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/Sexual Assault. A student shall take no action that threatens or endangers the safety, health, or life, or impairs the freedom of any person, nor shall a student make any verbal threat of such action. This includes actions commonly understood to constitute assault, battery, or sexual assault.

Sexual assault includes, but is not limited to, inflicting sexual contact upon another person or sexually penetrating any person without that person's consent. Conduct will be considered without consent if no clear consent is given, or when the inflicted person is unconscious or otherwise without the physical or mental capacity to consent. Inflicting sexual contact on someone under the influence of alcohol or other drugs may also be considered without consent.

3.2.8 Self-Injurious Behavior/Attempted Suicide. A student shall take no action, which threatens or endangers his or her own safety, health, or life, nor shall a student make any verbal threat of such action. This includes such behaviors as suicide attempts, cutting, refusing treatment for life threatening illnesses or conditions (e.g., eating disorders).

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.

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.

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. 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. 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/Stalking. A student shall not bully, haze, harass or stalk any person or group of persons. Telephone harassment, texting, e-mail, computer or online social media harassment, stalking, racial and sexual harassment are included under this policy, as are all other forms of bullying and harassment not specifically mentioned here.

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 or 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, agree, or combine to violate, express or implied, to commit a violation of any of these regulations, is in violation of the regulation. 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.

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 and a hearing before a Hearing Officer will be held within three (3) business days. The hearing will be conducted according to procedures outlined in section 5.2.3 of this document.

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 Violence against persons that constitutes sexual assault.
4.4.6 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.
4.4.7 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.
4.4.8 Possession of a firearm or any other dangerous weapon as described in Section 3.2.14.
4.4.9 Participation in a riot or civil disorder as described in Section 3.2.20 or 3.2.22.
4.4.10 Urging other persons to commit unlawful acts during a riot or civil disorder, as described in 3.2.21.
4.4.11 Being present at a riot or civil disorder after an order has been given to disperse.
4.4.12 Violations of Sections 3.2.7 (Threat/Endangerment/Assault/Sexual Assault) or 3.2.9 (Property Damage) during a riot or civil disorder.
4.4.13 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.

5. Student Hearing Procedures for Charged Violation of Student Conduct Regulations

(continued)
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). Subjects 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).

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 e-mail, 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) days following the date the notice is posted at facilities of the United States Post Office or electronically sent via e-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) days from the date of receipt in which to respond to this notice. If the student has not responded by the end of this two-day period, the Conduct Proceedings Officer will set up a hearing, and cause to be delivered to the student a copy of this document.

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.

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, 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 referral to a process provided by the Behavior Evaluation Team. This option is available in situations where the alleged conduct of the student appears to be related to a mental disorder or emotional problem.

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 President or the President’s designee 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 selected by the President or the President’s designee in consultation with 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 Officer 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 Procedures at hearings will be communicated to the student charged 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 three (3) business days stating if a violation has been found, what facts support this finding, and the sanction to be imposed if a violation has been found.

5.2.3.7 A copy of a decision by the University Hearing Body or University Hearing Officer will be mailed to the student within two (2) business days from the date the decision is made. The Conduct Proceedings Officer will coordinate procedures for communicating the decision.

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 of 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 Assistant 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 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.

5.4.7 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.

(continued)
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 reheat 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:

5.4.11.1 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.

5.4.11.2 Order that a new hearing be held.

5.4.11.3 Change the sanction.

5.4.11.4 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.

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 of 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 of 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 of 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 of 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 of Enrollment and Student Services by the person making application for review.

If the Vice President of Enrollment and Student Services elects to review a decision of the Appeals Board, either in part or entirely, the Vice President of 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 University, 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 mail, 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) days following the date the notice is posted at facilities of the United States Post Office. 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 if received. The student will have two (2) days from the date of receipt
in which to respond to this notice. If the student has not responded at the end of this two-day period, the Conduct Proceedings Officer will set up a hearing, and cause to be delivered to the student a copy of this document.

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 issue a sanction.

6.1.6.2 The student charged or the person or group who first brought the charge 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 date and time 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 Procedures at hearings 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 stating if a violation has been found, what facts support this finding, and the sanction to be imposed if a violation has been found.

6.2.3.7 A copy of a decision by the Graduate Studies Hearing Officer or Graduate Studies Hearing Body will issue a written decision stating if a violation has been found, what facts support this finding, and the sanction to be imposed if a violation has been found.

6.3 Instructor’s Rights
Central Michigan University recognizes that instructors have rights that need to be protected as well as those of the person who is cited.

6.3.1 The instructor has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

6.3.2 The instructor has the right to remain present during the entire proceeding.

6.3.3 The instructor 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 instructor 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 instructor 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 Officer or a Graduate Studies Hearing Body 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.

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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 Conduct Proceedings Officer 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.

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 reheat 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:

6.4.11.1 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.

6.4.11.2 Order that a new hearing be held.

6.4.11.3 Change the sanction.

6.4.11.4 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 Vice President of Enrollment and Student Services. 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 of Enrollment and Student Services to review a decision made by the Appeals Board. The application must be received in the Office of the Vice President of 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 of 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 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 capacious, or the procedures followed to be fundamentally unfair.

e) A statement of the relief requested from the Vice President of Enrollment and Student Services by the person making application for review. If the Vice President of Enrollment and Student Services elects to review a decision of the Graduate Studies Appeals Board, either in part or entirely, the Vice President of Enrollment and Student Services may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review. The University reserves the right for the President or the President's designee to impose a different sanction after a different 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. Approved July 12, 2012
**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.
   2. Students may not normally submit the same or substantially the same work in two different classes 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.

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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 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 counterfeited 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 1. 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 e-mail), 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 any significant 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 (continued)
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 there was insufficient basis for a reasonable instructor to find that academic misconduct occurred, and/or that the instructor's selection of academic consequences for the misconduct was arbitrary, capricious, or grossly unjust (e.g., a clear departure from the instructor's announced policies). The appeals committee may:

- Uphold the instructor's decision.
- Find that the facts of the situation could not provide a reasonable instructor with sufficient basis for finding that academic 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 Science
Master of Science in Administration
Specialist in Education
Specialist in Psychological Services
Doctor of Audiology
Doctor of Education
Doctor of Health Administration
Doctor of Medicine
Doctor of Philosophy
Doctor of Physical Therapy

In addition, some departments offer graduate certificates, which signify satisfactory completion of certain prescribed course work not leading to an advanced degree.
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