



## 2018-2019 Global Campus Bulletin



**Volume 122**

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Global Campus Catalog

The purpose of this bulletin is to provide information about CMU's academic programs available in the 2018-19 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 is an AA/EO institution, providing equal opportunity to all persons, including minorities, females, veterans, and individuals with disabilities. (See [cmich.edu/ocrie](http://cmich.edu/ocrie))

**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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# Welcome

**Welcome to Central Michigan University.**

From the moment you became a CMU Chippewa, your success became our top priority. Our goal is to give you the knowledge, skills and tools necessary to succeed in life, both professionally and personally.

You have joined a diverse community of learners who believe in the power of education to transform lives and the world. No matter which academic programs you choose to pursue, you'll learn from faculty who are recognized as experts and leaders in their fields. You'll have access to educational support from centers like our online writing, math, career and student success programs.

We focus on critical thinking and problem solving, skills that make CMU graduates attractive to top employers. We have been recognized by employers such as Ford Motor Co., Quicken Loans and Fiat Chrysler as top recruiting universities. We emphasize real-world experience that you'll need to take the next steps on your journey.

When you complete your degree, you'll join a worldwide network of more than 225,000 proud alumni. We look forward to seeing how you will put your stamp on the world.

## Administration

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### Board of Trustees

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- Jonathan D. Webb (2016)** Associate Vice President/Facilities Management; B.S., The Ohio State University; M.A., Webster 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.*

# Accreditation, Assessment, and Faculty

## Accreditations

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

Central Michigan University was first accredited in 1915 by the North Central Association of Colleges and Schools (NCA) as Central State Teachers College and has been accredited since, with the exception of 1922-23. NCA accredited the first master's program in 1957 and approved the offering of doctoral programs in 1992. The last comprehensive evaluation took place in 2015-2016, at which time CMU was reaccredited for 10 years. The current accrediting body is now known as The Higher Learning Commission (HLC) and is located at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411; [www.hlcommission.org](http://www.hlcommission.org).

A number of CMU programs have been reviewed and accredited by one or more specialized accrediting organizations. The teacher education programs are accredited by the Council for Accreditation of Educator Preparation (CAEP). 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: National Association of Schools of Art and Design; Commission on Accreditation of Athletic Training Education; Council on Academic Accreditation in Audiology and Speech-Language Pathology; American Chemical Society; Engineering Accreditation Commission of Accreditation Board for Engineering & Technology (<http://www.abet.org>); National Environmental Health Science and Protection Accreditation Council; Committee on Accreditation for the Exercise Sciences; National Council on Family Relations; Association of University Programs in Health Administration; Council for Interior Design Accreditation; Accrediting Council of Education in Journalism and Mass Communication; Liaison Committee on Medical Education; National Association of Schools of Music; Accreditation Council for Education in Nutrition and Dietetics; Council on Accreditation of Parks, Recreation, Tourism, and Related Professions; Commission on Accreditation in Physical Therapy Education; Accreditation Review Commission on Education for the Physician Assistant, Inc.; American Psychological Association<sup>1</sup>; National Association of School Psychologists; Network of Schools of Public Policy, Affairs and Administration; Council on Social Work Education; Commission on Sport Management Accreditation; Association of Technology, Management and Applied Engineering. The National Association for the Education of Young Children accredits CMU's Human Growth and Development Pre-School lab.

<sup>1</sup>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](mailto:apaaccred@apa.org)  
Web: [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation)

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

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

## Student Learning Outcomes Assessment

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

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

## Faculty

While students are the heart and soul of Central Michigan University, our faculty and staff are the backbone. Central Michigan University ensures that all instructional faculty and faculty responsible for developing curriculum possess the academic preparation, training, and experience to teach in an academic setting, meet or exceed the minimum requirements of accrediting bodies, and accomplish the mission of the institution.

When determining qualifications of its teaching faculty, Central Michigan University considers, where appropriate, undergraduate and graduate degrees, related work experiences, professional licenses and certifications, or other demonstrated competencies and achievements that contribute to effective teaching.

**Global Campus 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, part-time faculty from other colleges and universities, public officials, practicing specialists, and leaders in business and industry.

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

Central Michigan University has over 700 approved part-time instructors, recruited to teach on a course-by-course basis.

# About Central Michigan University

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## A Brief History of CMU

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 opened its doors on September 13, 1892, as the Central Michigan Normal School and Business Institute, with classes in teaching, business and stenography. At that time, few of the state's teachers received any formal training in teaching, so school founders made teacher training their mission in founding the state's second normal school.

In 1895, the Michigan State Board of Education assumed control of the school, which had grown to 135 students, renaming it Central Michigan Normal School. By 1918, the campus consisted of twenty-five acres with five buildings.

Throughout this time, Central's educational offerings also were growing more comprehensive. The school was accredited by the North Central Association for the first time in 1915. In 1918, the Bachelor of Arts degree was first awarded, followed by the Bachelor of Science in 1927. Central's first graduate courses were offered in 1938.

Prior to World War II, the school's name changed again — first to Central State Teachers College, then to Central Michigan College of Education — while enrollment rose to more than 1,800 students.

In the post-war years of 1949-59, Central's first master's degree was accredited by the North Central Association. On June 1, 1959, Central was renamed Central Michigan University, a designation that reflected growth in the complexity of the school's academic offerings.

Through the 1960s, enrollment grew from 4,500 to more than 14,000 students. The number and variety of programs also grew. Programs in business and communications were developed and expanded. In 1971, the Institute for Personal and Career Development was established to provide academic programs for students with limited access to traditional forms of education.

The Specialist in Education degree marked CMU's entry into training beyond the master's degree level. In the early 1970s, CMU began offering doctoral programs in psychology. Today, CMU provides more than 50 master's degree programs, two specialist degrees and 14 doctoral programs.

The technological advances of the 1980s spurred further program expansion, especially throughout the sciences. CMU's Global Campus continued to grow as well, and the university offered its first online courses in 1994 to students around the world.

In 2012, CMU opened its College of Medicine Building, where the first class of medical students began taking courses in summer 2013. This first class graduated in May 2017.

Even though so much has changed over the last two centuries, CMU's values today do not stray from those inscribed upon its seal in 1892: *Sapientia, Virtus, Amicitia* – wisdom, virtue, friendship.

## CMU Today

Central Michigan University is among the nation's 100 largest public universities, with more than 18,000 students on its Mount Pleasant campus. CMU also has nearly 9,100 students enrolled online and at more than 35 locations across North America, including 16 centers and sites across the state of Michigan.

CMU offers academic programs at the undergraduate, master's, specialist and doctoral levels, including nationally recognized programs in entrepreneurship, journalism, music, audiology, teacher education, psychology and physician assistant medical and health sciences. CMU also established a College of Medicine in 2012, graduating its first class of medical doctors in May 2017.

With accomplished professors, there are countless opportunities for students to engage in applied research in world-class facilities. CMU is committed to providing students with a superior learning environment and global perspective to compete in an increasingly complex world.

CMU's impact and influence extend far beyond its main campus into the state, nation and world.

- CMU has been nationally recognized for its Sarah R. Opperman Leadership Institute and academic minor in leadership, the first offered by a Michigan university.
- CMU is classified by the Carnegie Foundation for the Advancement of Teaching as a doctoral research university and currently provides more than 70 graduate programs at the master's, specialist and doctoral levels. CMU also provides 10 accelerated master's degree programs, which allow undergraduate students at CMU to reduce the total number of credits required to complete their undergraduate and graduate degrees by applying up to 12 credit hours at the 500-600 level toward graduation requirements of both degree programs.
- CMU provides financial aid and tailors student services to ensure success. In fiscal year 2017, CMU awarded approximately 10,000 students more than \$72 million in university-funded financial aid, an increase of more than \$18 million since 2012.

## Cutting-edge Student Research

Students have conducted cutting-edge research in Parkinson's and Alzheimer's diseases, helped in the creation of biofuels and longer-lasting batteries, and developed improved methods of water purification. In addition, with the university's second \$10 million Environmental Protection Agency grant in six years, CMU researchers lead the way in efforts to protect and restore coastal wetlands vital to the overall health of the Great Lakes through CMU's Institute for Great Lakes Research. CMU also was the first public university in the Midwest with a MakerBot Innovation Center, a large-scale 3-D printing installation, and CMU's Biosciences Building is home to an electron microscope facility used for research in a variety of areas throughout the university.

## Culture, Community, Resources

CMU is located in Mount Pleasant, Michigan, a classic college town at the heart of central lower Michigan. Mount Pleasant is the seat of Isabella County and home to 26,000 of the county's more than 70,000 people and growing. Mount Pleasant offers a blend of natural features, family attractions and small-town life complemented by university culture. Friends, family members, siblings and visitors are always welcome to explore CMU's park-like campus and attend plays, concerts, speeches, athletic events, library exhibits, summer camps and much more.

**Charles V. Park Library.** Central Michigan University library houses more than one million print volumes on 33 miles' worth of electronically movable shelving, but it doesn't take a personal visit to access these resources. The Clarke Historical Library, located along the main corridor of the library, regularly displays items from its extensive historical holdings.

## Vision, Mission, Values, and Strategic Plan

### 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 Plan: Advancing Excellence

#### Imperative I: Nurturing Student Success

CMU provides a transformative education to prepare students for successful careers and fulfilling lives. Successful students complete their programs of study in a reasonable amount of time and are well prepared for careers and/or postgraduate study. Alumni perceive their CMU education as a sound investment.

#### Imperative II: Fostering Scholarly Activity

CMU encourages a scholarly environment that attracts and fosters talented and diverse students, faculty and staff. Scholarship is essential to the intellectual life of a university and its accreditation. We embrace a broad view of scholarship, recognizing the value of theoretical and applied research, field-specific and interdisciplinary research, creative efforts, artistic performances, and pedagogical inquiry.

#### Imperative III: Strengthening Partnerships in Michigan and Beyond

CMU values community partnerships. We will emphasize partnerships with alumni, communities, corporations, government agencies and nonprofit organizations that lead to mutual growth and enhancement, starting with those in Michigan and going beyond to our country and the world.

*Adopted by the Board of Trustees, June 29, 2017*

### The Enduring Philosophy

In its 125 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."

# Academic Overview of Central Michigan University

## Undergraduate Degrees

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

## Undergraduate Certificates:

African and African Diaspora Studies, American Indian Studies, Creative Writing, Citizenship Engagement\*, Critical Reasoning, Cultural Competency, Cybersecurity\*, Deafblind Intervener\*, East Asian Studies, European Studies, Fermentation Science, Global Governance and Advocacy, Governance of Nations, Human Geography, International Non-Governmental Organization (NGO) Administration, International Security Studies, Latin American and Latino Studies, Lawmaking and Legal Processes\*, Middle East and Islamic Studies, Political Advocacy and Elections\*, Public and Social Entrepreneurship, Public Policy Analysis, Technical and Professional Writing\*, TESOL, and Translation (English and Spanish).

## Graduate Degrees

Master of Arts (M.A.)\* (*see Bulletin for specific degrees*)  
 Master of Entrepreneurial Transactions (M.E.T.)\*  
 Master of Health Administration (M.H.A.)\*  
 Master of Music (M.M.)  
 Master of Public Administration (M.P.A.)\*  
 Master of Public Health: Public Health Practice Concentration (M.P.H.)\*  
 Master of Science (M.S.)\* (*see Bulletin for specific degrees*)  
 Master of Science in Administration (M.S.A.)\*  
 Master of Business Administration (M.B.A.)\*  
 Specialist in Education (Ed.S.)\*  
 Specialist in Psychological Services (S.Psy.S)  
 Doctor of Audiology (Au.D.)  
 Doctor of Educational Leadership (Ed.D.)\*  
 Doctor of Educational Technology (D.E.T.)\*  
 Doctor of Health Administration (D.H.A.)\*  
 Doctor of Medicine (M.D.)  
 Doctor of Philosophy (Ph.D.)  
 Doctor of Physical Therapy (D.P.T.)  
 \*These degrees are offered via Global Campus.

## Accelerated Master's Degree Program

The Accelerated Master's Degree Program (AMDP) allows students to reduce the total number of credits required to complete their undergraduate and graduate degrees by applying up to 12 credits (500 and 600 level courses) toward graduation requirements on both degree programs. Not all programs offer the AMDP. If you are admitted to an AMDP, your financial aid may be affected. Contact the Office of Scholarships & Financial Aid for information. The following programs offer AMDP:

Administration (MSA); Apparel Product Development and Merchandising Technology; Applied Statistics and Analytics; Business Administration (MBA): Accounting Concentration; Computer Science; Economics; Engineering; English Composition & Communication; Geographic Information Science; History; Mathematics; Psychology (Experimental).

## Graduate Certificates

Graduate Certificates are offered in: Acquisitions Administration\*, Actuarial Science, Administrative Essentials\*, Citizen Engagement, College Teaching\*, Cultural Resource Management, Cybersecurity\*, Data Mining, Engineering Management\*, Enterprise Systems\*, European History, General Administration\*, Health Services Administration\*, Health Systems Leadership\*, Human Resources Administration\*, Information Resource Management\*, International Administration\*, International Health\*, Leadership\*, Modern History, Nonprofit Leadership, Philanthropy and Fund Raising\*, Project Management\*, Public Administration\*, Recreation and Park Administration\*, Research Administration\*, Training and Development\*, United States History

\*Programs offered online or at Global Campus locations.

## Colleges of the University

### College of Business Administration

School of Accounting  
 Department of Business Information Systems  
 Department of Economics  
 Department of Entrepreneurship  
 Department of Finance and Law  
 Department of Management  
 Department of Marketing and Hospitality Services Administration

### College of the Arts and Media

Department of Art and Design  
 School of Broadcast and Cinematic Arts  
 Department of Communication and Dramatic Arts  
 Department of Journalism  
 School of Music

### College of Education and Human Services

Department of Counseling and Special Education  
 Department of Educational Leadership  
 Department of Human Environmental Studies  
 Department of Recreation, Parks, and Leisure Services Administration  
 Department of Teacher Education and Professional Development

### College of Graduate Studies

### The Herbert H. and Grace A. Dow College of Health Professions

Department of Communication Sciences & Disorders  
 School of Health Sciences  
 School of Rehabilitation and Medical Sciences  
 Department of Physical Education and Sport

### College of Liberal Arts and Social Sciences

Department of English Languages and Literature  
 Department of History  
 Department of Military Science  
 Department of Philosophy and Religion  
 Department of Political Science and Public Administration  
 Department of Psychology  
 Department of Sociology, Anthropology, and Social Work  
 Department of World Languages and Cultures

### College of Medicine

### College of Science and Engineering

Department of Biology  
 Department of Chemistry and Biochemistry  
 Department of Computer Science  
 Department of Earth and Atmospheric Sciences  
 School of Engineering & Technology  
 Department of Geography and Environmental Studies  
 Department of Mathematics  
 Department of Physics

## Off-Campus and Online Programs (Global Campus)

Central Michigan University  
802 Industrial Drive  
Mount Pleasant, Michigan 48858  
989-774-3865 or 800-950-1144  
Or visit the website at <http://global.cmich.edu/>

For more information, please contact the Program Center nearest you, or write or call the Mount Pleasant office. See also *Global Campus* in the index for specific pages

Since 1971, a 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. CMU's Global Campus was established to help meet that goal.

Using flexible scheduling, compressed class formats and a sophisticated and comprehensive network of program centers in nearly 20 states and Canada, CMU offers graduate and undergraduate degree programs to thousands of students each year.

Combining the university's high academic standards with innovative teaching technologies and strategies, CMU is prepared to:

1. Translate career and other forms of prior learning into academic credit.
2. Provide flexible instructional, curricular and scheduling patterns.
3. Tailor programs through individualized advising.
4. Provide for wide use of internships, independent study, and other forms of individualized study.
5. Utilize various distance education media.

In addition to complete degree programs, students may also earn credit for individual courses offered off campus each semester at locations across Michigan, the U.S., Canada, and online. Many of the courses are designed to assist professionals in meeting certification regulations, to provide credit-bearing in-service opportunities, and to offer convenience to working adults who want to take courses toward various on- and off-campus degree programs.

### Advisors

In addition to its full-time advising staff, Global Campus specially selects academic advisors from its pool of qualified instructors, all of whom are approved to teach based on the same rigorous standards applied to campus faculty. Advisors work closely with students to create an individual program plan each student must use as a guide to attain his or her academic goals.

### CMU 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 in a course will provide these dates. Questions regarding online courses should be directed to staff at [cmuonline@cmich.edu](mailto:cmuonline@cmich.edu) or 800-688-4268. See *Online Courses* in the Index for more information.

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: <https://www.cmich.edu/global/cmu-online/about/Pages/default.aspx>.

### Prior Learning Assessment Program

The Prior Learning Assessment Program provides academic recognition of college-level skills and knowledge acquired outside the formal college classroom. Credit may be earned for learning acquired through career and personal experiences in job-related activities, in community participation, or from training experiences through related on-the-job instruction or special schools.

Students who apply for Prior Learning credits submit a comprehensive portfolio which describes and documents their learning experiences. Evaluation is dependent on performance criteria established by a team of university faculty members.

Students who earn credit through the Prior Learning Assessment Program must complete five (5) semester hours of credit from CMU before the prior learning credits will be recorded on their transcripts.

On-campus undergraduate students may also apply for Prior Learning Assessment Credit.

### Planned Experiences

Planned experiences, available to undergraduate students, provide an individualized learning experience which synthesizes the theoretical and practical in one learning context. The planned experience is a student-formulated project on an approved topic (or topics) in the student's area of study. The project integrates experience with principles and theories in the field. Projects are formulated with the assistance of an advisor, and both the proposal and the final form are reviewed by the Undergraduate Extended Degree Programs Council.

### Non-Degree and Non-Credit Programs

CMU provides an opportunity for educators and educational administrators to earn credit toward certificate renewal and provides individuals interested in personal development with a range of non-credit programs. Broad in its offerings, there is something for everyone across the lifespan.

### Non-Degree Credit for the Education Market

Through the District Designed Professional Development (DDPD) program, school districts and ISDs can design a university credit component for site-based professional development programs. The DDPD program offers educators and administrators with an opportunity to earn credits toward certificate renewal. For further information about the DDPD program, please contact CMU at 800-950-1144, ext. 3718.

### Non-Credit Options

#### Corporate and Education Training

CMU is able to partner with corporations to assist them with the learning and development needs within their organizations. For further information, please contact 800-950-1144, ext. 3718.

#### Life-Long Learning

If you are interested in adventures in lifelong learning, look no further than active travel programs through Road Scholars. International in scope, learners of at least 55 years of age come together as a group of travelers to share a common destination and a passion for learning. For more information about CMU offerings, please contact 800-950-1144, ext. 3718.

#### Military and Veterans Services

For more information, see the next section of this Bulletin

## For Academic Programs Leading to Professional Licensure

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

### Program Initiation

Programs offered by CMU outside the state of Michigan are primarily 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 Academic Program Team 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.

**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.

### 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.

**Georgia:** Central Michigan University is authorized by the Non-public Postsecondary Education Commission to deliver the following degrees at Atlanta Metro: Graduate Certificates in Administrative Essentials, College Teaching, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Project Management, Public Administration, Research Administration, and Training and Development; Master of Arts in Education with concentrations in Curriculum and Instruction, Integrated Science, and Training and Development; Master of Arts in Educational Leadership; Master of Arts in Educational Technology; Master of Arts in Humanities; Master of Arts in Reading and Literacy; Master of Arts in Sport Administration; Master of Arts in Teacher Leadership; Master of Business Administration with concentration in ERP Using SAP Software; Master of Health Administration (Option MHA 697 & 699); Master of Public Administration; Master of Science in Administration with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Project Management, Public Administration, Research Administration, and Training and Development; and Specialist in Education with concentrations in Administrative Leadership K-12 (Plan A & B) and Instructional Leadership K-12 (Plan A & B).

Additionally, CMU is authorized to deliver the following programs to Georgia residents through Online delivery: The Bachelor of Applied Arts, Major in Administration with concentration in Organizational Administration; Bachelor of Applied Arts, Major in Fashion Merchandising and Design with concentrations in Product Development and Visual Merchandising; Bachelor of Science, Major in Administration with concentrations in Building Code Administration, Industrial Administration, and Organizational Administration; Bachelor of Science, Major in Fashion Merchandising and Design with concentrations in Product Development and Visual Merchandising; Bachelor of Science, Option in Community Development (Option SWK 470); Bachelor of Science, Major in Integrated Leadership

Studies; Bachelor of Science, Major in Political Science; Bachelor of Science, Major in Psychology; Undergraduate Certificate in Cybersecurity, Professional and Technical Writing, and Social Media; Graduate Certificates in Administrative Essentials, College Teaching, Cybersecurity, ERP Using SAP Software, International Health, and Logistics Management; Master of Arts in Education with concentrations in Curriculum and Instruction and Training and Development; Master of Arts in Educational Leadership; Master of Arts in Educational Technology; Master of Arts in Reading & Literacy; Master of Arts in Special Education; Master of Arts in Teacher Leadership; Master of Business Administration with concentrations in ERP Using SAP Software, Human Resource Management, Logistics Management, Marketing, and Value Driven Organization; Master of Entrepreneurial Transactions; Master of Health Administration (Option MHA 697 & 699); Master of Public Administration with concentrations in General, Nonprofit Management, and State & Local Government; Master of Public Health; Master of Science in Information Systems; Master of Science in Nutrition and Dietetics (Plan A & B); Master of Science in Administration and Graduate Certificates with concentrations in Engineering Management, General Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Philanthropy and Fundraising, Project Management, Public Administration, Recreation & Park Administration, Research Administration, and Training and Development; Specialist in Education in General Education Administration with concentration in Administrative Leadership K-12 (Plan A & B); Doctor of Educational Technology (DET); Doctor of Education (EdD) in Educational Leadership; and Doctor of Health Administration (DHA). In the State of Georgia, student grievances not resolved at the university level can be addressed to the Georgia Nonpublic Postsecondary Education Commission, 2082 East Exchange Place, Suite 220, Tucker, Georgia 30084, via phone at (770) 414-3300, or via the website at: <https://gnpec.georgia.gov/student-complaint-forms>.

Georgia students will be allowed a refund of the withdrawal fee. Additionally, Georgia students will be provided refunds based on tuition paid for segments of instructional program as described by the institution in the enrollment agreement, i.e., quarter, semester, module, or term, in case more than twelve (12) months; if the institution's refund policy is more favorable, the student will be refunded the greater amount; refunds will be made in full to the student within forty-five (45) days of the date of withdrawal; refunds are determined based on the proration of tuition and percentage of program completed at withdrawal, up to 50% of the program; if student withdraws after completing 50% of the program, no tuition refund is required; this policy only applies to full withdrawals and it is up to the institution to determine policies for refunds for partial (course) withdrawals. Please contact Financial Operations at 800-664-2681, option 4, for details.

**Hawaii:** Central Michigan University is currently authorized by the Department of Commerce and Consumer Affairs, Hawaii Post-Secondary Education Authorization Program (HPEAP). Authorization is renewed by HPEAP every two years pursuant to Hawaii Revised Statutes §305J-12(a) and §305J-14. In the state of Hawaii, student complaints not resolved at the university level can be addressed to Hawaii Post-Secondary Education Authorization Program, 335 Merchant Street, Room 310, P.O. Box 541, Honolulu, HI 96809, (808) 586-2850. Website: <http://cca.hawaii.gov/hpeap/student-complaint-process/>.

**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: Joint Base Andrews, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Project Management, Public Administration, and Training and Development.

**North Carolina:** Central Michigan University is licensed by the Board of Governors of the University of North Carolina to offer the following programs at Seymour Johnson Air Force Base, NC: the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Human Resources Administration, Leadership, and Public Administration.

Central Michigan University maintains a tuition guaranty bond as required by the Rules and Standards established by the Board of Governors of University of North Carolina for non-public institutions conducting post-secondary degree activity in North Carolina. Students may obtain a copy of the tuition guaranty bond by submitting a request via letter to CMU, 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 <https://www.cmich.edu/global/future/Pages/default.aspx> 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 Student Ombuds, Enrollment and Student Services, Ronan Hall 220, Mount Pleasant, MI 48859, 989-774-3010, or via the website at: [https://www.cmich.edu/ess/ombuds/Pages/report\\_concern.aspx](https://www.cmich.edu/ess/ombuds/Pages/report_concern.aspx).

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 Ohio Department of Higher Education to deliver programs at Columbus: Undergraduate Certificate in Cybersecurity; Graduate Certificates in Acquisitions Administration, Cybersecurity, Engineering Management, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Philanthropy and Fundraising, Project Management, Public Administration, Recreation & Park Administration, Research Administration, and Training and Development; and the Master of Science in Administration with concentrations in Acquisitions Administration, Engineering Management, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Philanthropy and Fundraising, Project Management, Public Administration, Recreation & Park Administration, Research Administration, and Training and Development. Program Approvals at Wright Patterson Air Force Base include: the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration.

**Pennsylvania:** Central Michigan University Defense Supply Center-Philadelphia is authorized by the Commonwealth of Pennsylvania Department of Education and is a closed cohort, offered at the invitation of the Defense Supply Center Philadelphia to its employees only.

**Virginia:** Central Michigan University is certified to operate in Virginia by the State Council of Higher Education to deliver degree programs at: Defense Supply Center Richmond/Defense Logistics Agency, 8000 Jefferson Davis Highway, Richmond, Virginia 23297-5002, to offer the Master of Science in Administration with concentration in Acquisitions Administration to their employees; Fort Belvoir, 9625 Belvoir Road, Building 1017, Barden Education Center, Room 142, Fort Belvoir, Virginia 22060-1598, to offer the Master of Health Administration (Option MHA 697 & 699), the Master of Public Administration with concentrations in General, Nonprofit 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, Project Management, and Training and Development; Fort Lee, 700 Quarters Road, Building 12400, Room 145, Fort Lee, Virginia 23801-1811, to offer Master of Public Administration with concentrations in Nonprofit Management and State and Local Government and the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration (MSA Only), General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Public Administration; Joint Base Myer-Henderson Hall, Combined Operations Facility, Building Number 417, Room 215, 239 Sheridan Avenue, Joint Base Myer-Henderson Hall, Virginia 22211-1223, to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration; and Pentagon, CMU, Air Force Education Center, The Pentagon, Room 1A934, Arlington, Virginia 22202-6281, 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 Student Ombuds, Enrollment and Student Services, Ronan Hall 220, Mount Pleasant, MI 48859, 989-774-3010, or via the website at: [https://www.cmich.edu/ess/ombuds/Pages/report\\_concern.aspx](https://www.cmich.edu/ess/ombuds/Pages/report_concern.aspx).

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

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".

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".

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

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

## Program Offerings/Program Operations

Global Campus delivers undergraduate and graduate degrees in Michigan, and degree and certificate programs in other states, and Canada. 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, early childhood development and learning, fashion merchandising and design, information technology, integrated leadership studies, political science, international relations, public and nonprofit administration, or psychology; a bachelor of applied arts degree with a major in administration, early childhood development and learning, and fashion merchandising and design; or a bachelor of science in education degree with provisional elementary certification. Undergraduate certificates are also offered in cybersecurity, DeafBlind intervener, and technical and professional writing. 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 leadership, educational technology, reading and literacy K-12, special education, or sport administration; a master of business administration, a master of entrepreneurial transactions, a master of health administration, a master of public administration; a master of public health, a master of science in nutrition and dietetics, a master of science in administration; master of science in information systems, a specialist in education; a doctor of education, a doctor of educational technology, or a doctor of health administration. In addition, graduate certificates are offered in acquisitions administration, administrative essentials, college teaching, cybersecurity, engineering management, ERP using SAP software, general administration, health services administration, health systems leadership, human resources administration, information resource management, international administration, international health, leadership, philanthropy and fundraising, project management, public administration, recreation and park administration, research administration, and training and development.

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. 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 designated as credit courses, and are delivered with the permission of the department (i.e., elementary and secondary education courses are coordinated with the Teacher Education and Professional Development Department).

Programs and course formats in the degree, certificate, and credit course areas are designed to meet the needs of adult students with compressed formats, night and weekend classes, and a nationally recognized Library Research and Instructional Services 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.

## 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 120 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 (majors: Administration; Early Childhood Development and Learning Major; Fashion Merchandising and Design Major: Product Development Concentration; Fashion Merchandising and Design Major: Visual Merchandising Concentration)
- Bachelor of Science with an option in Community Development with concentrations in Community Services, Health Sciences, and Public Administration,
- Bachelor of Science (majors: Administration; Early Childhood Development and Learning Major; Fashion Merchandising and Design Major: Product Development Concentration; Fashion Merchandising and Design Major: Visual Merchandising Concentration; Integrated Leadership Studies Major, International Relations; Political Science; Public and Nonprofit Administration Major; or Psychology Major)
- Bachelor of Science in Education (B.S. in Ed.) degree, Elementary Standard Certification (major: Integrated Science). This degree is available in Traverse City, Michigan. Please contact an advisor.
- Bachelor of Science in Engineering Technology (major: Product Design Engineering Technology - available in Troy)

# Military and Veteran Services

CMU has been a leader and innovator in bringing quality programs to our military men and women since 1972. All of our programs, whether onsite or online, are career-focused plans to a more secure future in the military, or in civilian life after service. CMU has been a long standing partner in Air Force education and supports the concept of the "Life Long Learner." CMU has been a partner in military education for over 45 years and has been consistently recognized as a top 20 military friendly school by Advanced Military Education.

## Veterans' Resource Center

The Veterans' Resource Center (VRC) serves students who are veterans, spouses, dependents or military students. VRC staff will help students get the most out of their CMU experience, build academic and social networks, and receive assistance with their educational benefits, including those applicable to spouses and dependents. Hours of operation are Monday through Friday, 8 a.m.-5 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](mailto:veterans@cmich.edu).

Specific information regarding Veterans' Certification can be found at: <https://www.cmich.edu/veterans/Pages/default.aspx>.

## Military Service Commission

A commission in the United States Army may be obtained while enrolled in graduate school. Interested individuals should contact the chairperson of the Military Science Department, telephone 989-774-3049.

## 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 (AACCC) 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.

## Application Fee

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

- DD-214 form verifying service
- Service verification letter from base command indicating current duty station
- VA Certificate of Eligibility (CoE)
- Active military ID if you are applying in person at a CMU center

## Resident Tuition

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

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 31 (Vocational Rehabilitation and Education), Chapter 33 (Post-9/11 GI Bill®) (to include the Marine Gunnery Sergeant John David Fry Scholarship [38 U.S.C. § 3311 (b) (9) or 3319], of title 38, United States Code), Chapter 35 (Dependents Education Assistance Program), Chapter 1606 (Montgomery GI Bill® - Selected Reserve) who lives in the State of Michigan while attending Central Michigan University (regardless of his/her formal state of residence). The in-state tuition rate shall be applicable so long as the student is continuously enrolled.

Please see <http://www.benefits.va.gov/gibill/417.asp> for additional information on GI Bill® resident rate requirements.

Covered Individuals (includes Veterans, current military personnel, and family members), eligible for VA education entitlement must provide a copy of the VA Certificate of Eligibility (COE) letter verifying approval of VA educational entitlement.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).*

## Military Discounted Tuition Rates

Listed below are the 18-19 base Military tuition rates per credit hour for which academic credit is awarded. The President or designee may vary these tuition rates and fees according to cohorts, programs, locations, or terms of contracts. Tuition for 18-19 was not set at the printing of this Bulletin, but is updated online.

Undergraduate, Military	290.00
Graduate, Military	355.00
<i>Master of Business Administration - Online</i>	
Active Military	600.00

### Notes:

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

### Qualifying Categories for Military Discounted Tuition Rate

1. Active duty members, reservists or guard members currently serving in a branch of the United States military, which includes the U.S. Air Force, Army, Navy, Marine Corps and Coast Guard or the spouse or dependent child(ren) of 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 (excludes military retirees).

Individuals must submit documentation verifying their eligibility for the Military discounted tuition rate. If not already on file with Central Michigan University's Global Campus, acceptable means of verification include:

1. Present your active duty or active duty dependent military ID to your nearest CMU education center.
2. Alternatively, 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.

### CMU Student Service Fee

See *Fees* in the index for information on the Student Service Fee.

### Registration Information

Central Michigan University offers the earliest registration appointment times to all active military personnel, certified veterans and those deemed eligible for VA benefits by the Dept. Veteran Affairs. Central Michigan University also reserves the right to permit other approved student populations earlier registration appointment times as designated. Military Veterans will receive earliest Priority Date based on their official course registration date and class availability.

## Veteran Award

Consideration for the Central Michigan University Veteran Award is available to honorably discharged veterans from the U.S. Military Service who have regular admission as an undergraduate or graduate in one of CMU's on-campus, off-campus, or online standard degree programs.

**Applicant Requirements:**

- Complete the Veteran Award Application: <https://www.cmich.edu/veterans/Pages/Veteran-Award.aspx>.
- Provide a copy of your DD-214 member-4 copy verifying honorable discharge or, documentation from the U.S. Department of Veteran's Affairs indicating eligibility for educational benefits. Do not email documents.
- File the Free Application for Federal Student Aid (FAFSA).
- Undergraduates must be enrolled in a minimum of 9 credit hours per semester.
- Graduates must be enrolled in a minimum of 6 credit hours per semester.

**Due Dates for Fall and Spring semesters**

- November 1 for Fall only enrollment.
- March 1 for Fall and Spring enrollment.
- The Summer Veteran Award Application will be available each year in March.

**Awarding Criteria**

The CMU Veteran Award is a need-based award for eligible veterans admitted to CMU after August 16, 2016. Current students who are already receiving the veteran's tuition rate are not eligible for this award. Eligibility is based on the students Expected Family Contribution (EFC) from the 2017-2018 Free Application for Federal Student Aid (FAFSA). Applications will not be considered if the FAFSA is not on file with CMU's Financial Aid Office. The amount of an award will vary dependent on student EFC and grade level. Students must maintain enrollment requirements each semester to retain the award:

- For an undergraduate, this is 9 credit hours per semester.
- For a graduate, this is 6 credit hours per semester.
- Enrollment will be verified at the time of awarding.

Awards made for two semesters are subject to adjustment based on changes in credit hours enrolled. Dropping without tuition charges, after the award is credited to the student account, will result in the reversal of the award for the semester. This may result in a bill back to your student account. Withdrawal from classes during the semester will result in the loss of eligibility for the Veteran Award in the subsequent semester. Students must meet the Satisfactory Academic Progress (SAP) standards for Federal Student Financial Aid regardless of whether or not financial aid is being used.

**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 officially declare a major upon earning 56 credit hours.
- Global Campus undergraduate students must consult with their academic advisor upon admission to CMU and develop an appropriate program plan.
- All graduate students consult with their academic advisor upon admission to CMU and develop an appropriate program plan.

**Note:** Students changing or adding a degree or certificate program as a dual objective must execute a new program plan. As part of the new program plan (change) process, students utilizing VA educational benefits must have their completed coursework re-evaluated by his/her advisor to ensure previously completed courses are appropriately included in the student's revised program plan. Students are also advised that any change in degree or certificate program requires the student to submit a formal application.

**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. For the student's convenience, this form is online at <http://www.cmich.edu/veterans/ECR>.

- ECRs for students taking Michigan and/or online courses will be processed by staff in Mt. Pleasant, Michigan. For more information, please visit [www.cmich.edu/veterans/ECR](http://www.cmich.edu/veterans/ECR).
- ECRs for students taking non-Michigan courses will be processed 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 non-punitive and must be converted to a punitive grade within one year. VA will be notified at the end of the term of non-punitive 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. For additional information, see the Satisfactory Academic Progress in the Financial Aid Section of the Bulletin.

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

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

**Federal Financial Aid for the Military Community**

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

**Title IV Federal Student Aid**

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

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

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

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

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

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

*How can you qualify for loans and other Title IV assistance?*

The Free Application for Federal Student Aid or FAFSA (<http://studentaid.ed.gov/fafsa>) is required for the school to determine your eligibility for Title IV financial aid. Undergraduate dependency (<http://studentaid.ed.gov/fafsa/filling-out/dependency>) status for federal aid is determined by the questions on the FAFSA.

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

*Why may Title IV student loans be more favorable than private educational loans?*

"Student loans can come from the federal government or from private sources such as a bank or financial institution. Loans made by the federal government, called federal student loans, usually offer borrowers lower interest rates and have more flexible repayment options than loans from banks or other private sources." See <http://studentaid.ed.gov/types/loans/federal-vs-private> to compare the terms and conditions of federal student loans and private lender loans.

#### CMU Withdrawal Information and Satisfactory Academic Progress

Refer to the CMU Withdrawal page for Return of Title IV Financial Aid Refund and Satisfactory Academic Progress Policy information:

[https://www.cmich.edu/fas/fsr/student\\_acct\\_university\\_billing/Pages/Withdrawal-Information.aspx](https://www.cmich.edu/fas/fsr/student_acct_university_billing/Pages/Withdrawal-Information.aspx)

Also refer to Military Drop/Withdrawal Refund Policy for exceptions.

#### Additional Information on Title IV Federal Financial Aid

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

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

- **College Navigator** - <http://nces.ed.gov/collegenavigator/>
- **CMU Net Price Calculator** - <https://netconnect.cmich.edu/netpricecalculator/>
- **College Scorecard** - <https://collegescorecard.ed.gov/>
- **GI Bill® Comparison Tool** - <https://www.vets.gov/gi-bill-comparison-tool/>
- **FAFSA4caster** - [https://fafsa.ed.gov/FAFSA/app/f4cForm?locale=en\\_EN](https://fafsa.ed.gov/FAFSA/app/f4cForm?locale=en_EN)
- **Paying for College** - <http://www.consumerfinance.gov/paying-for-college/>

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

#### Departments of Veterans Affairs and Defense

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

If you are currently serving in the military, you may be eligible for 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](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://www.cmich.edu/global/military>)
- CMU Veterans' Resource Center (<https://www.cmich.edu/veterans>)

### Transfer Credit for Military Training and Experience

- Military service school experiences.** Granting of academic credit for military service school experiences will be guided by the evaluations prepared by the American Council on Education and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services." All Military Service School experiences that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military service school experiences to fulfill CMU major or minor requirements is at the discretion of the individual department.
- Military occupational specialties.** Granting of academic credit for military occupational specialties will be guided by the evaluations prepared by the American Council on Education and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services." All Military Occupational Specialties that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military occupational specialties to fulfill CMU major or minor requirements is at the discretion of the individual department.
- Servicemembers Opportunity Colleges (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:
  1. transferable courses completed with a grade of C- or better or the equivalent must be accepted;
  2. 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.

### 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%

### Re-Admissions

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

(continued)

- *Notification of military service.* The student (or an appropriate officer of the armed forces or official of the Department of Defense) must give oral or written notice of such service to the school as far in advance as is reasonable under the circumstances.
- *Notification of intent to return to school.* The student must also give oral or written notice of her intent to return to the school within three years after the completion of the period of service.

The cumulative length of the absence and of all previous absences from the school for military service may not exceed five years. Only the time the student spends actually performing service is counted.

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

## Withdrawal To Enter Military Service

See the Index for the page number.

## Military Drop/Withdrawal Refund Policy

Students who currently serve in the active duty military, guard units, the military reserve, and/or family members whose educational pursuits are interrupted by military orders or unforeseen military obligations must submit documentation verifying their eligibility for the military refund exception. If not already on file with Central Michigan University, acceptable means of verification include:

Present your active or dependent military identification to your nearest CMU education center along with a copy of official military orders indicating the specific time period and nature of the military service obligation; or alternatively,

Active military members including eligible family members, reservists or guard members may submit a verification letter from the military member's command reflecting their status of their military obligation and service dates.

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

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Central Michigan University will return any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

## Student Short-Term Military Service Policy

**Policy.** Central Michigan University recognizes that those students who are actively serving in the Reserves or National Guard are required by their military contract to attend to military orders requiring mandatory training or serve at the request of the Governor of their state to respond to natural disasters or other occurrences in which the use of the National Guard is in the best interest of the state. Failure to attend these orders is punishable under law. The University therefore provides the following rights to students required by their military contract to respond to military orders through the Student Short-Term Military Service Policy.

**Procedure.** Central Michigan University will not penalize students for complying with mandatory military orders and will give the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments in the event of a schedule or class conflict due to mandatory military orders. It is the responsibility of the student to inform the instructor at the earliest possible time of the existing schedule or class conflict.

Students are eligible for up to fifteen (15) days of short-term, mili-

tary required absence per academic year with no more than ten (10) academic calendar days taken consecutively. Total absences, including travel, may not exceed 1/3 of the course meetings for any course.

Students may be granted additional absences to account for travel considerations, to be determined by the distance of the verified military service from the CMU campus where the student is registered, as follows: Within a 150 mile radius of campus or center: no additional excused absence days; Between a 150 - 300 mile radius of campus or center: one additional excused absence day; Beyond a 300 mile radius of the campus or center: two additional excused absence days; Outside the continental United States: four additional excused absence days.

A student must contact the office of the Associate Vice President for Student Affairs to request that a notice of the leave be sent to instructors as soon as he or she is informed of the dates of military service. The student must provide documentation of the mandatory military service in the form of orders or equivalent documents as proof of legitimate absence to the office of the AVP for Student Affairs as soon as these documents are available. When documentation is presented to the office of the AVP for Student Affairs a verified absence notification will be sent to the student's instructors.

With a verified absence notification for the office of the AVP for Student Affairs, instructors will not penalize the student for missing class and will provide the opportunity to earn equivalent credit and to demonstrate evidence of meeting the learning outcomes for missed assignments or assessments or will negotiate with the student for additional time to complete assignments or alternative dates for required assessments.

Should a student not be satisfied with the agreed upon plan, he or she shall provide, within 10 days, a written statement to the instructor clearly explaining their objection and suggesting an alternative accommodation. If the instructor and student cannot expediently resolve this written objection, then the student may appeal for further review or consultation of his or her case to the Department Chair of the course or courses in question. In a case where grades are negatively affected, the student may follow the established grade appeals process.

In courses with extensive laboratory exercises, group projects, group performances, or participation requirements, equivalent exercises or assessments may not be possible as determined by the instructor and subject to review by the Dean of the college offering the course, or their designee. In such a case, the student may be eligible for retroactive withdrawal. The student should always consult with the instructor to determine the potential impact of any absence. Students should also contact Central Michigan University's Office of Scholarships and Financial Aid and the Veterans' Resource Center to determine if retroactive withdrawal has any impact on financial aid awards or Veteran Administration education benefits.

For a full copy of this policy (including procedures for faculty and information on available counseling), see *Policy 7-12* on the General Counsel website, [https://www.cmich.edu/office\\_president/general\\_counsel/Pages/default.aspx](https://www.cmich.edu/office_president/general_counsel/Pages/default.aspx).

## Release of Information

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

## Endowed Scholarships and Awards

See the Scholarships and Financial Aid section for awards and scholarships specifically for students in the military.

## Curriculum and Course Changes

See the Index for the page number.

## CMU Online Courses

Those students applying veterans educational benefits toward tuition of a course should contact CMU's Veterans' Resource Center for information regarding certification and restrictions.

## CMU Department of Military Science and ROTC

See the Index for information.

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## Diversity & Inclusion

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### Office for Institutional Diversity & Inclusion

A.T. Miller, Vice President/Chief Diversity Officer  
Warriner 319; 989-774-3700

The Office for Institutional Diversity and Inclusion serves a leading role in promoting an institutional culture that values and supports diversity and inclusion. Historical legacies on inclusion and exclusion have determined pathways to education that have served to be closed to many potential students, staff, and faculty. Diversity and inclusion within the academic and educational setting reflects a community that is reflective of all aspects of society, so that all community members can share in our differences and our similarities a part of our life-long learning process. We prepare our students through leadership development the skills necessary for impacting an increasingly more global society that preserves knowledge from all communities that is inherent to prepare graduates for a more complex and diverse society.

### Office of Diversity Education

The Office of Diversity Education (ODE) is here to help expand your view of the world and improve your cultural competence by participating in programs and services offered. You'll learn how to communicate with diverse groups of people and use differing experiences, backgrounds and perspectives to uncover creative solutions to personal and professional challenges. ODE offers opportunities for faculty, staff and students to enhance their cultural competence by providing intercultural education, facilitating campus wide interaction, building collaborative partnerships to advance diversity and inclusion, and implementing educational opportunities that cultivate and sustain a supportive and inclusive campus community. Contact information: Bovee University Center 110B; 989-774-7318; e-mail: [ODE@cmich.edu](mailto:ODE@cmich.edu).

### Center for Inclusion and Diversity

Opening its doors in 2011, The Center for Inclusion and Diversity (CID) houses several offices, programs and resources to support students' academic, social and cultural education. Those offices include Multicultural Academic Student Services, Native American Programs, LGBTQ Services, Student Transition Enrichment Program (STEP) and the King Chavez Parks Future Faculty Fellows program.

The CID provides a safe space that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, mentoring, and leadership activities on campus. The CID allows students a place to study and do homework, meet, hang out/relax, and access wireless internet.

The programs and services of the Center for Inclusion and Diversity foster academic achievement, leadership development, and advancement of all students at Central Michigan University. The CID includes a conference room and a space for exhibits and receptions.

Contact information: Bovee University Center 112, 989-774-3945

### Multicultural Academic Student Services

The Office of Multicultural Academic Student Services (MASS) provides assistance to students with academic, personal, social concerns and cultural support. To empower and retain students, the staff provides and enhances a campus environment where diversity is understood and celebrated. The office coordinates student activities and retention services and serves as a representative voice for CMU's students of color. The office works closely with diverse student groups in planning and implementing academic, social, and recreational activities. Programs and scholarships offered through the office include cultural celebrations, the Multicultural Award of Distinction, Lloyd M. Cofer and Multicultural Advancement scholarships. The office

also offers mentoring through the Men About Change program along with the Women's Initiative of Strength and Hope (WISH) program. Additional objectives include establishing strong working relationships with existing university offices and departments on matters regarding educational policies and procedures, developmental program planning and evaluation, and student services relating to minorities. Contact information: Bovee University Center 112; 989-774-3945; e-mail: [mass@cmich.edu](mailto:mass@cmich.edu).

### Native American Programs

The cultural and social programs offered by the Office of Native American Programs (NAP) allows the campus and local community to come together to learn about Native American culture and history. The office serves several purposes. NAP attracts American Indian students to CMU and helps them achieve their educational goals; builds student leaders through committee work and internship programs; serves as a liaison to Michigan's Indian communities to determine their educational needs; and sponsors programs that provide opportunities for everyone to experience Native cultures through activities, workshops, and events. Contact Information: Bovee University Center 110C; 989-774-2508; e-mail: [nap@cmich.edu](mailto:nap@cmich.edu).

### The Office of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Services

The purpose of the Office of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Services is to coordinate programs, to participate in educational forums to raise awareness of LGBTQ concerns, and to meet the needs of CMU's LGBTQ community. Programs address issues of heterosexism, homophobia, transphobia, coming out and other issues related to the experience of sexual orientation and gender identity/gender expression. The office also keeps a resource file of educational, social, and political articles and brochures of interest to LGBTQ individuals and the university community. Contact information: Bovee University Center 110A; 989-774-3637.

### Student Transition Enrichment Program (STEP)

The Student Transition Enrichment Program (STEP), a MiCUP (Michigan College University Partnership) grant funded by the King-Chavez-Parks Initiative Workforce Development Agency, provides support services for first-generation and/or Pell Grant-eligible students who transfer into Central Michigan University. Programs and events include: Academic Advising, CMU Campus Visits, and Academic Workshops. The goal of STEP is to promote knowledge of the transfer process, academic programs and resources at CMU; build relationships; and develop academic, self-confidence, and career planning skills. Contact information: Bovee University Center 110C; 989-774-2508; e-mail: [mocup-step@cmich.edu](mailto:mocup-step@cmich.edu).

## Office of International Affairs

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Ronan Hall 330; 989-774-4308;  
[www.oia.cmich.edu](http://www.oia.cmich.edu)

### Mission

The Office of International Affairs (OIA) is CMU's clearinghouse for all international initiatives and academic support unit for the purpose of educating students who will be responsible global citizens and effective world leaders. The OIA provides campus-wide leadership in coordinating, planning and developing international programs and initiatives for students, faculty and staff on campus and abroad that are academically, culturally, and socially beneficial to all. The OIA strives to provide both domestic and international students with life-changing opportunities to expand their view of the world and prepare them for meaningful careers in the global workforce whether at home or abroad.

The OIA is comprised of the following units: Study Abroad; International Recruiting; Ontario, Canada Program Centers, and International Student and Scholar Services. Coupled with these units is the broad oversight of university internationalization in general: strategic planning; coordination of linkage agreements for student exchange or dual-degrees; international and domestic faculty support; community engagement; etc.

To achieve its goals, the OIA:

- develops recruiting strategies to increase the number of international students studying at CMU, as well as the cultural diversity of the international student population;
- attends recruiting fairs and develops direct high school and university contacts abroad to promote CMU;
- develops and manages a worldwide marketing strategy that includes print & electronic media and consulting agencies;
- provides comprehensive initial orientation and ongoing support services to international students and faculty for a smooth transition and a successful academic experience at CMU;
- serves as social and academic advocates on behalf of the international student and scholar population;
- assists international students, scholars and faculty in understanding immigration regulations and maintaining valid legal status in the United States;
- is responsible for ensuring university compliance with Department of Homeland Security and Department of State regulations for international students and scholars;
- offers over 150 approved study abroad programs in more than 50 countries (for the full list of options available, please visit the Office of Study Abroad website at [www.studyabroad.cmich.edu](http://www.studyabroad.cmich.edu));
- ensures a wide range of short-term, semester and year-long study abroad opportunities in almost every major;
- offers opportunities to study languages not taught at CMU;
- performs academic and health/safety evaluations of current and potential exchange and study abroad partner locations;
- works closely with students to ensure opportunities abroad for a semester, or even a year, allow for on-time graduation;
- supports faculty's internationally-focused professional development;

Knowledge of a foreign language is not a requirement to study abroad because there are many programs around the world that offer courses taught in English. The Office of Study Abroad's highly trained study abroad advisors meet with each student to help them choose an appropriate program to match their budget and academic needs. All students participating in a CMU approved program will receive academic credit for their program. Students can have all their courses pre-approved by their academic department, so they will know in advance the course credits that will be awarded by CMU. Students must be in good standing at CMU and have a GPA of 2.5 or higher to apply.

Studying abroad does not have to be expensive. Students looking for affordable programs can choose from a variety of tuition exchange programs offered around the world. Tuition exchange programs allow students to pay CMU tuition and enroll in courses at the foreign university with no additional charge. There are also a number of resources available to help fund study abroad. The Office of Study Abroad offers a large number of study abroad scholarships each year. In addition, there are scholarships available through on-campus departments and from sources outside the university to help students fund their international study. Students participating in a CMU-approved study abroad program may also continue to receive financial aid and may apply for additional assistance to cover the study abroad program costs. See the "Fund Study Abroad" section of our website for the list of scholarships available.

# University Services and Resources

## Office of Student Affairs

### Tony Voisin, Associate Vice President for Student Affairs

Ronan Hall 290; 989-774-3346;

<https://www.cmich.edu/ess/studentaffairs/Pages/default.aspx>

The Office of Student Affairs provides coordination of student service programs and serves as an advocate for students and their concerns. The student services staff promotes a campus atmosphere that fosters intellectual and personal growth of students. Student Affairs encourages students to communicate their needs and interests to enhance the quality of programs, services, and student life. Students may contact the Office of Student Affairs for assistance with courtesy notifications to instructors regarding extended absence from campus due to illness or other personal issues.

The Office of Student Affairs coordinates student development experiences and co-curricular activities for students, as well as enhances the interaction, cooperation, and collaboration of student service units with the academic deans and departments. The office enables the university to focus on fostering students' intellectual, professional, and social development.

### Office of Student Activities and Involvement

Students connect with many aspects of university life through the Office of Student Activities and Involvement. Students may contact the Office of Student Activities and Involvement for assistance with policies and procedures, such as the weekly STUDENTNEWS e-mail distribution.

**Student Activities and Organizations.** CMU provides students with opportunities to become involved in more than 400 student organizations. Activities outside the classroom are an integral part of the total development process, and students are encouraged to take part in activities of interest to them. A wide range of interests can be pursued through organizations that focus on social issues, student governance, pre-professional development, entertainment, community service, hobbies, club sports, or religion. Involvement in student organizations is an excellent way to develop leadership skills. Many academic departments sponsor student organizations and honor societies.

### Office of Student Conduct

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

**University Policy for Student Conduct.** The university's philosophy of a student's relationship to CMU is expressed in the Code of Student Rights, Responsibilities, and Disciplinary Procedures (see Appendix I).

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

## Office of Civil Rights & Institutional Equity

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

The Office of Civil Rights and Institutional Equity coordinates and monitors CMU's AA/EO efforts and programs to assure compliance with federal and state laws and statutes, including but not limited to the Americans with Disabilities Act, Titles VI and VII of the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Executive Order 11246, Section 504 of the Rehabilitation Act of 1973, the Violence Against Women Reauthorization Act of 2013, the Elliott-Larson Civil Rights Act. The Office of Civil Rights and Institutional Equity also supervises the maintenance of related reports and records, provides and develops related educational programs and materials, offers guidance and advice to all community members on the university's nondiscrimination and affirmative action policies and procedures, and assists departments with recruitment and retention activities. For more information, contact the Office of Civil Rights and Institutional Equity, Bovee UC 306, Central Michigan University, Mt. Pleasant, MI 48859, 989-774-3253, (fax: 989-774-2022); [cmich.edu/ocrie](http://cmich.edu/ocrie).

### Nondiscrimination Policy

CMU's Nondiscrimination Policy and Equal Opportunity and Affirmative Action Protocol prohibit unlawful acts of discrimination or harassment on the basis of age, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, height, marital status, national origin, political persuasion, pregnancy, childbirth, or related medical conditions, race, religion, sex, sex-based stereotypes, sexual orientation, transgender status, veteran status, or weight by members of the university community. Prohibited acts of discrimination or harassment include discrimination or harassment in employment, education, housing, public accommodations, public services, and telecommunications. In addition, retaliation for the participation in a protected activity is also expressly prohibited under CMU's policies.

The Office of Civil Rights and Institutional Equity receives and resolves complaints of discrimination and harassment from students, employees, and others. To file a complaint of harassment or discrimination, contact the Office of Civil Rights and Institutional Equity.

To view the Board of Trustees Nondiscrimination Policy and CMU's Equal Opportunity and Affirmative Action Protocol, see [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03006.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03006.pdf).

### Sexual Misconduct Policy

CMU's Sexual Misconduct Policy prohibits sexual misconduct, including dating violence, domestic violence/intimate partner violence, sexual assault, sexual exploitation, sexual harassment, stalking, and retaliation by members of the university community. CMU employees, except those named as a confidential resource in the Sexual Misconduct policy, are responsible employees who are required, under CMU's policies, to report any information they know about possible sexual misconduct to the CMU Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator may contact the confidential resources identified in the Sexual Misconduct policy, such as the CMU's Counseling Center or CMU's Sexual Aggression Services.

(continued)

The Executive Director of the Office of Civil Rights and Institutional Equity is the Title IX Coordinator for CMU. To file a complaint of sexual misconduct or to learn more information about the policy, contact the Executive Director of the Office of Civil Rights and Institutional Equity at Bovee UC 306, Central Michigan University, Mt. Pleasant, MI 48859, 989-774-3253 (fax: 989-774-2022); [cmich.edu/ocrie](https://www.cmich.edu/ocrie).

To view CMU's Sexual Misconduct Policy, [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p03039.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p03039.pdf)

### Training

The University's Title IX Coordinator and the University personnel who are charged with responding to incidents of sexual misconduct on behalf of the University receive mandatory annual training regarding responding to incidents of sexual misconduct.

Members of the Central Michigan University Police Department's Special Victim's Investigative Cadre also receive mandatory annual and ongoing training.

Further, as part of our commitment to a safe and welcoming environment, CMU provides both in person and online Anti-Harassment and Discrimination Training and Title IX training to its employees.

CMU also provides both in person and online training to its students. The training introduces students to a University-wide conversation on important issues relating to sexual misconduct, such as healthy relationships, substance abuse, bystander intervention, and sexual aggression. The online training is mandatory for all on-campus incoming first-year and transfer students.

### Student Ombuds Office

The Student Ombuds Office assists in resolving conflicts or disputes within the University and helps students, staff members, instructors, and administrators sort through university rules and regulations that might apply to specific student issues and concerns. In addition, CMU's Ombudspersons identify policies that might need revision, referring them to the appropriate committee for review.

All matters presented to the Student Ombuds Office are handled in a neutral, confidential, informal, and independent manner. CMU Ombudspersons are not advocates for any individual or group; they are advocates for fairness. Talking to an Ombudsperson does not constitute filing a formal complaint or notice since the purpose of the Student Ombuds Office is to provide a confidential forum to support review and consideration of options.

Following a request for assistance, an Ombudsperson will take one or more of the following actions after listening carefully to the concern: 1) explain relevant student rights and responsibilities; 2) review relevant university policies or regulations; 3) suggest fair and equitable options; 4) identify and provide referral to appropriate university resources; or, 5) investigate, when necessary.

An Ombudsperson will also assist students who want to file formal complaints and grievances, which is often the final step in a student's effort to resolve a dispute. There are systems in place at CMU to receive and hear a student's formal grievance. Which system is used depends on the nature and location of the grievance. Although it is not required, a consultation with an Ombudsperson is strongly recommended before submitting a formal complaint or grievance.

The Student Ombuds Office does not provide legal services, represent students or instructors at academic grievance or disciplinary hearings, mediate disputes between students, faculty, staff and external agencies, or mediate disputes between or among faculty or between faculty and administrators.

Members of the CMU community may contact the Student Ombuds Office by e-mail ([ombuds@cmich.edu](mailto:ombuds@cmich.edu)), by phone (989-774-3010), or online at <https://www.cmich.edu/ess/ombuds/Pages/contact.aspx>.

## Student Academic Division Complaint Tracking Procedures

The purpose of section is to outline a procedure for tracking student complaints that come to the academic colleges and academic support units. Complaints to be resolved by the academic colleges or support units are those that are not governed by other complaint or appeal procedures. Students need to follow policies and procedures that currently exist. Those policies can be found in their Academic Bulletin (undergraduate, graduate, or Global Campus) (<https://bulletins.cmich.edu>).

**Definition.** A complaint expresses dissatisfaction with an academic action believed to be unfair or inconsistent with policy or guidelines.

**Procedure.** A record of complaints that are resolved at the level of the academic colleges or academic support units will be documented and retained in each academic college or support unit. Annually, each academic college and support unit will review the complaints in an effort to identify trends and to improve the learning environment. A summary of the complaints that occurred in the previous academic year will be compiled by each academic college and support unit, and submitted annually to the Provost's Office on or before July 31.

For a complete copy of this procedure, see [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p05007.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p05007.pdf).

## Student Disability Services

Central Michigan University is committed to providing equal opportunity for success to students with disabilities. The office of Student Disability Services offers various supports for students with disabilities to assist them in their effort to learn and grow from their college experience. They are encouraged to register with Student Disability Services as soon as possible to allow time for processing of accommodations.

For more information about services, contact Student Disability Services, 120 Park Library, 989-774-3018.; <https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx>.

## Library Services

Students enrolled in CMU's Global Campus programs have full access to the CMU Libraries' services and resources, whether enrolled at an off-campus center or through an online class. The staff of the library is dedicated to linking students with the information they need to be successful in their classes. Librarians will help by teaching students how to use the library's electronic and print resources, by helping to identify appropriate databases, journals, and other resources, and by answering any other research and information-related questions. Research help can be requested by chat, email, or telephone.

The library's *Documents on Demand* office will deliver electronic copies of journal articles and book chapters, as well as copies of print books, to students upon request. There is no charge for this service, and electronic requests are typically filled within 24 hours.

For more information about the library, visit us online at [library.cmich.edu](http://library.cmich.edu) or call 989-774-1100.

## Office of Information Technology

Central Michigan University has a wide variety of technology resources and technology support available for students, faculty, and staff. The Office of Information Technology (OIT) is responsible for providing the CMU community with a diverse and technically rich learning and research environment. CMU and OIT support innovative learning and teaching and maintain a planned investment strategy to keep CMU technology resources at their highest level possible and available to students and faculty. In addition, CMU is working to fully enable mobile computing for its students and faculty with efforts focused on these areas:

- CMU students receive 1 TB of cloud-based storage through CMU's partnership with Microsoft.
- CMU is employing a number of strategies to deliver required software to its students and faculty.

- CMU services are designed for delivery to a variety of mobile devices.
- CMU provides cross-platform text chat and automated remote support tools that allow students to access technical support directly from their personal computers.
- CMU provides cost-effective student purchase plans for laptop computers and other mobile devices.

**E-mail Services for Students:** Upon acceptance to CMU, students are assigned a CMU e-mail address. This e-mail address is the official address to which course-related correspondence and billing notices are sent. It is very important that students check their CMU e-mail address regularly, and they will be held responsible for mailings issued to that address. CMU e-mail can be accessed at <https://office365.cmich.edu>.

**Centrallink:** Central Michigan University offers a web portal located at: <https://www.cmich.edu/centrallink>. Centrallink is designed with CMU students, faculty and staff in mind, and provides the CMU community comprehensive information in a number of different areas, such as activities, academics, employment, available services and access to a variety of individual records.

**OIT Help Desk:** The Office of Information Technology Help Desk is housed in the first floor of Park Library, and is the first point of contact for all technology related questions. The OIT Help Desk assists students, faculty, and staff with university-sponsored technology services, general computing questions, and computer repairs. Contact the Help Desk at 989-774-3662, by email at [helpdesk@cmich.edu](mailto:helpdesk@cmich.edu), or visit <http://it.cmich.edu> and click the remote chat button.

**Emergency Notification System:** CMU has implemented measures to enhance communication in the event of an emergency. Students, faculty, and staff can register to receive phone calls, text messages, or alternative email address alerts through CMU's Central Alert system. Registration for this system is accessed by going to <https://www.cmich.edu/centrallink> and accessing My Account and going to "My Profile."

**Cellular Phone Services:** OIT offers Verizon, AT&T, and Sprint cellular phone service and equipment through the Telecom Service Center. Competitive rates are available to all students, faculty, and staff. For information, contact the Telecom Service Center at 989-774-3087, or visit or visit <http://connect.cmich.edu>.

**Computer Purchases:** CMU offers discounted and highly competitive purchasing opportunities with several major computer manufacturers. These opportunities are available to all CMU students, faculty, and staff. Find out more by visiting <http://purchasing.cmich.edu> and choose "purchasing" from the menu on the right.

**Office Software:** Through CMU's partnership with Microsoft, CMU students are eligible to download and use the latest version of Microsoft Office at no cost for as long as they are current students. This software can be downloaded by visiting <https://office365.cmich.edu> and choosing Office 365 in the Settings menu.

**Acceptable Use Policies:** All users who operate or use any of the computing systems and networks of the university must abide by the Responsible Use of Computing policy. The Responsible Use of Computing policy and other OIT policies are published on the OIT web site (visit <http://it.cmich.edu>). The policies are intended to supplement other existing university and external policies, regulations and laws.

For more information, call the OIT Help Desk at 989-774-3662 or visit <http://it.cmich.edu>.

## Counseling Center

The Counseling Center provides individual counseling, support groups, consultation, and referral assistance for CMU students at its office on the Mt. Pleasant Campus. For more information about services, contact the Counseling Center, 102 Foust, 989-774-3381, [www.counsel.cmich.edu](http://www.counsel.cmich.edu). Crisis assistance is provided 24 hours a day by National Suicide Prevention Lifeline (800-273-8255) and Crisis Text Line (text START to 741-741). In an emergency situation, dial 911.

## 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.

## Outreach

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### University Advancement

#### Robert K. Martin, Vice President

Carlin Alumni House; 989-774-7161

#### Advancement

Advancement serves as the administrative home of the CMU Alumni Association, Development, Planned Giving, Annual Giving, Research and Corporate Relations. This team generates private gift revenues from individuals, corporations and foundations in order to have a positive impact on student success. In pursuit of its mission, Advancement provides leadership to complement, encourage, and support university wide efforts to acquire transformational investments in students, faculty and facilities. Advancement 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 Advancement at 989-774-7161.

#### Alumni Relations

The office of Alumni Relations enhances the lifelong relationship between the university and its graduates. Alumni are encouraged to return to campus and participate in traditional campus activities such as Homecoming and Alumni Reunion Weekend. Additionally, CMU alumni can get involved in local or regional alumni chapters, clubs and networks. Alumni are presented with ample opportunities to participate in a variety of fun events such as pro sports games, musicals, plays, golf outings and more to strengthen their connection to CMU.

The Alumni Office helps foster a sense of spirit and pride in Central Michigan University students through the *Future 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, three 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 220,000 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.

### Government and External Relations

#### Tobias A. Roth, Interim Vice President

Warriner 208; 989-774-3871

#### Government 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 Government Relations Office at 989-774-3871.

#### WCMU Public Media

WCMU Public Media has provided television and radio programming and other outreach activities for more than 50 years to residents of 52 counties in central and northern Michigan and portions of Ontario. With four television and eight radio stations, WCMU Public Media is one of Central Michigan University's primary public service initiatives.

**WCMU Public Television:** CMU owns and operates public television stations WCMU-TV, Mount Pleasant; WCML-TV, Alpena; WCMW-TV, Manistee/Ludington; and WCMV-TV, Cadillac/Traverse City.

WCMU Public Television, a Public Broadcasting Service affiliate, offers programs that educate, inspire and entertain. These programs include a combination of national programs, such as the award-winning PBS children's programs, Antiques Roadshow, NOVA, and Masterpiece Theatre, and high quality local programs including, Ask the Specialists, Quiz Central, Capitol Report and the award-winning Destination Michigan.

**WCMU Public Radio:** The WCMU Public Radio network, an affiliate of NPR, is comprised of eight transmitters, WCMU-FM, Mount Pleasant; WCML-FM, Alpena; WCMB-FM, Oscoda; WWCM-FM, Standish; WUCX-FM, Bay City; WCMZ-FM, Sault Ste. Marie; and WCMW-FM, Harbor Springs and 95.1, Traverse City.

WCMU Public Radio provides outstanding programming around the clock. In addition to national programs such as Morning Edition and All Things Considered, our radio network offers a wide range of local programs featuring classical music, jazz, and award-winning local news and information.

WCMU Public Radio and Television also serves as a training ground for Central Michigan University students pursuing broadcast related careers. Each semester, at least 25 students work in a real-life learning environment under the mentorship of WCMU Public Media's professional staff. The studios are located at 1999 E. Campus Drive, Mount Pleasant.

### University Communications

#### Sherry Knight, Associate Vice President

West Hall; 989-774-3197

University Communications (UComm) promotes CMU to audiences throughout the state, region and world.

Three units in UComm provide strategic communications services for the entire university, including on campus, online and satellite centers nationwide:

- The communications team leads the university's external and internal communications, including news releases, photos and videos, electronic news digests, and official CMU social media channels.
- The integrated marketing team combines strategy and analysis to advance CMU's brand and reputation through channels such as student recruitment materials, advertising, digital marketing and the CMU websites.
- The design team produces and provides consultation on visually compelling products such as university publications, college and alumni magazines, graphics, admissions materials, and CMU signage.

# Admission

This section describes the university's policies and procedures that affect undergraduate and graduate students and programs. It is important to remember that these are the general policies; individual programs may have more rigorous standards for admission, program completion, or graduation. It is also important to remember that policies are not static. They are reviewed periodically, and sometimes, following appropriate university procedures, they are changed. When changed, they are printed annually in the *Bulletin*, and made immediately in the online version when necessary. The University recognizes that individual circumstances may create a situation in which it is appropriate to grant an exception to a policy given in this *Bulletin*.

## Global Campus Admission

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

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

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

## Admission Policies:

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

## Application for Undergraduate Admission

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

### Types of Undergraduate Admission

**Regular Admission.** Regular admission is for those students seeking a bachelor's degree from CMU. Regular admission allows a student to enroll in any coursework the student may need to complete her

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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 (if submitting GED test scores, a letter of rationale is also required, which indicates why the applicant wishes to pursue the program and how they plan to be successful in the program), or
  - c. One official copy of each undergraduate transcript requested from the registrar of each institution you attended.

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

### Rematriculation

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

For students dismissed from Global Campus, a written request and a personal interview may be required. Supporting documents may also be requested. A written request for rematriculation should be submitted to Applications Processing, Global Campus, Mount Pleasant, MI 48858. Students requesting rematriculation should submit all

materials at least two months prior to the start of the term in which the student is planning to enroll.

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

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

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

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

### Concurrent Enrollment as a Central Michigan University Graduating Senior

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

### Undergraduate Certificates

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

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

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

### International Students - Undergraduate:

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

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

International students seeking undergraduate admission should complete the 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. A course-by-course evaluation and credential verification must be submitted for schools outside of the United States and Canada; CMU recommends World Education Services, Educational Credential Evaluators, or Josef Silny for credential services.
3. 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:

1. Achieve a satisfactory score (listed below) on any of the following tests:
  - TOEFL—a score of 79 +
  - IELTS—a score of 6.5+
  - MELAB—a score of 77+
  - PTE Academic—a score of 53+
2. Satisfactory completion in a course of study (e.g., high school diploma or baccalaureate degree) where the language of instruction is English. The Admissions Specialist and the ELI director must vet the transcript and the institution. Completion date on the diploma or degree should be no older than three years
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 and the course were not English Language Learning/ESL/EFL courses.

Conditional admission may be granted. A written explanation as to why the student should be granted conditional admission must be submitted by the student. All proficiency scores and transcripts must be sent to the admissions specialist in Global Campus. Students with conditional admission will take online ELI courses, if available.

## Admission to Graduate Studies

This section describes the university's policies and procedures that affect graduate students and graduate programs. It is important to remember that these are the general policies; individual programs may have more rigorous standards for admission, program completion, or graduation. It is also important to remember that policies are not static. They are reviewed periodically, and sometimes, following appropriate university procedures, they are changed. When changed, they are printed annually in this Graduate Bulletin, and made immediately in the online version when necessary. The University recognizes that individual circumstances may create a situation in which it is appropriate to grant an exception to a policy given in this *Bulletin*.

### Applying for Admission to Graduate Study

1. **Graduate Application.** Complete the online graduate application ([apply.cmich.edu](http://apply.cmich.edu)) or submit the application for admission located in the front of this Bulletin. Printed applications must be signed; unsigned applications are not processed.
2. **Application Fee.** Applications are not processed without payment of the application fee. If you have already received a graduate degree or certificate and are applying to another graduate program/certificate or if you were denied admission to a graduate program/certificate and you are reapplying or applying to a different graduate program you must submit another application fee.
3. **Official Transcripts.** All transcripts and diploma copies become the property of CMU. 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.

- **International students** - As part of the admission process, students who have earned credit or had degrees awarded from an institution outside the United States must have their transcripts and diplomas evaluated by a credential service. CMU recommends *World Education Services*, *Educational Credential Evaluators*, or *Josef Silny* for credential services. A course-by-course evaluation and credential verification must be completed by the credential service and submitted to CMU via email [transcripts@cmich.edu](mailto:transcripts@cmich.edu) or sent directly to the following address:

Central Michigan University  
Transcript Department  
802 Industrial Drive  
Mount Pleasant, MI 49958.

These documents will not be returned to the student. All other admission documents for the program the applicant is applying to must be submitted prior to an admission decision being made.

**Websites and application site: Transcripts/individual mark sheets/diplomas.** Applicants must provide a third party course-by-course credential evaluation and document verification. World Education Services ([www.wes.org](http://www.wes.org)), Educational Credential Evaluators ([www.ece.org](http://www.ece.org)) and Josef Silny ([www.jsilny.com](http://www.jsilny.com)) offer this service. Please have the complete evaluation and verification emailed to [transcripts@cmich.edu](mailto:transcripts@cmich.edu) or sent directly to: *Central Michigan University, Transcript Department, 802 Industrial Drive, Mount Pleasant, MI 48858.*

4. **Department Supplemental Materials, Testing, and Requirements.** Some departments require additional application materials. Contact your department directly for information.

### Application Deadlines and Processing Time

#### Applying.

- **Domestic applicants:** apply 6 weeks prior to the registration period for the semester they plan to enroll.
- **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

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should apply 6-12 months prior to the registration period for the semester they plan to enroll. See the section on *International Student Admission*.

- **Non-degree seeking domestic applicants:** apply 2 weeks prior to the registration period for the semester they plan to enroll. See Non-Degree Admission under Types of Admission for information and restrictions.

**Specific Application Deadlines for Programs.** Some departments have specific application deadlines and consider all graduate applications after a certain date. See specific admissions deadlines and information set by individual programs.

Requirements may change, so all applicants, regardless of their field of specialization, should contact their specific departments to find out what, if any, application deadlines may exist.

**Decision Timeframe.** Arrange for one official copy of all undergraduate and graduate transcripts to be sent directly to Applications Processing from the Registrar's Office of each college or university attended (except CMU).

Applicants are normally notified of an admission decision six weeks after the completed application, fee, and supporting documentation (including any required by the department) are received. If any portion of the required or department supplementary materials are delayed, the process can take longer. Students who have not received an admission decision six weeks after their complete admission file is received should contact Applications Processing (989-774-4444) for assistance.

**CAUTION:** Before coursework may be started, a student must apply for and be admitted to a program or be admitted as a non-degree/certificate student. Courses taken as a non-degree student may or may not be counted toward a graduate degree program. (See section titled *Types of Admission*.)

### Certificate of Admission

Applications Processing alone determines non-degree admission. Admission to a degree or certificate granting program is always contingent upon departmental approval. Only the Applications Processing has the authority to admit graduate students. Department and programs recommend admission or denial. Applications Processing issues the final decision. Using the department's admission or denial recommendation, Applications Processing either denies admission or sends the student an official Certificate of Admission indicating the student's admission status (regular, conditional, non-degree, provisional, or concurrent) as well as other pertinent information. The Certificate 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.

### Types of Graduate Admission

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

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

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

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

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

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

1. **Regular Admission:** Requires at least a 2.7 cumulative, undergraduate GPA, or 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.
2. **Conditional Admission:** Conditional admission may be granted to students who do not meet all the requirements for regular admission or whose personal competencies a department may wish to assess prior to recommending regular admission. Departments or Applications Processing may require that the student be conditionally admitted with the requirement that he/she makes up the deficiencies and maintains an acceptable level of scholarship in graded graduate coursework. Courses taken to make up deficiencies in preparation for regular admission may not be counted toward graduate degree/certificate requirements. Conditional admission to graduate study, even when accompanied by assignment to an academic advisor, does not constitute final admission. Students are considered admitted only when regular admission status has been granted.

If a department/program chooses to admit a student with less than a 2.7 cumulative undergraduate GPA that student must be conditionally admitted with the following condition, "Student must earn a B or better in the first three graduate courses of the program." No student should be admitted with a cumulative undergraduate GPA of less than a 2.0.

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

- a. Fulfilled all the prerequisites for admission to the curriculum,
  - b. Submitted a completed Admission Status Reclassification Petition form with required signatures to Applications Processing,
  - c. Submitted an Authorization for Degree Program – Graduate or Doctoral form approved and signed by the appropriate personnel.
3. **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 the 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 who wish to apply for conditional or regular admission. Students admitted to non-degree status because of failure to meet the requirements for conditional or regular admission may apply for admission once they have met the requirements to the satisfaction of the department which offers the program and Applications Processing. "Undecided" students

who do not have coursework deficiencies may apply for admission to a degree or certificate program at any time.

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

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.

4. **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 Applications Processing 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 Applications Processing. 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.
5. **Concurrent Admission as a Graduating Senior:** An undergraduate student may be permitted to register concurrently for graduate credit for the semester or summer session in which requirements will be completed for a baccalaureate degree, provided that the following conditions are met: 1) the student will be enrolled in a maximum of 12 undergraduate credits during the semester of concurrent registration; 2) during the semester of concurrent registration, the student enrolls in all remaining courses required for graduation; 3) during the semester of concurrent registration the student total credit load (undergraduate and graduate) will not exceed 15 credit hours; 4) the student has an undergraduate GPA of at least 2.7 or a 3.0 in the last 60 semester hours of graded coursework toward the bachelor's degree; and 5) only 500-level coursework is eligible for concurrent enrollment; and 6) the student is admitted to Graduate Studies (conditional or non-degree status). Students who do not comply with the conditions of concurrent admission may be dropped from their graduate courses. Students who fail to earn their baccalaureate degree at the end of the concurrently-enrolled semester will have their admission will be converted to a denial and the student will be removed from classes. 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 Vice President for Research and Dean of Graduate Studies.
6. **Accelerated Master's Degree Program**  
The Accelerated Master's Degree Program (AMDP) allows students

to reduce the total number of credits required to complete their undergraduate and graduate degrees by applying no more than 50% of the graduate program (500 and 600 level courses), at the discretion of the department, towards graduation requirements on both degree programs. Generally, courses required on the undergraduate major may not be counted on the graduate program. Students must enroll for the courses at the graduate level and may not be enrolled in more than 15 credit hours (graduate and undergraduate combined) per semester. Not all programs offer the Accelerated Master's Degree Program; a master's degree granting program must be approved, through the curricular process, to offer an Accelerated Master's Degree. Not all graduate programs offer the Accelerated Master's Degree Program. Check the Graduate Studies website for the most recent list of Accelerated Master's degree programs.

**Admission Procedures.** Each program will determine admission criteria, which will be at least as rigorous as the admission requirements for admission to the master's program, and procedures for its Accelerated Master's Degree. Generally, students will apply during their junior year for admission into the Accelerated Master's Degree Program to begin fall semester of their senior year. In most cases the baccalaureate degree will be awarded within one year after admission into the Accelerated Master's Degree Program. Prior to earning the baccalaureate degree, students must earn at least a "B" in each course which applies to the graduate degree; if students do not earn a "B" in each course which applies to the graduate degree they must apply for readmission into the master's program.

If you are admitted to an AMDP, your financial aid may be affected. Contact the Office of Scholarships and Financial Aid for information (989-774-3674) or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu)

## 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 Applications Processing 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. International students who require an I-20 are not eligible for admission through Global Campus. Applicants who require an I-20 should apply through the Mt. Pleasant campus as an International Graduate Student. The I-20 is processed by the Office of International Affairs.
2. **English Proficiency Standards:**
  - a. Test of English as a Foreign Language (TOEFL): A score of 500 PBT/61 IBT is required for conditional admission or 550 PBT/79 IBT for regular admission.
  - b. International English Language Testing System (IELTS) Academic Module: A score of 5.5 required for conditional admission or 6.5 for regular admission.
  - c. Pearson Test of English, Academic Module: A score of 44 for conditional admission or 53 for regular admission.
  - d. International Baccalaureate (IB): A grade of 5 in English at the Higher Level is required 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.

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- g. ELI (CMU English Language Program): Successful ELI completion and recommendations for regular admission.
- h. English Language Programs: English Language Programs from outside CMU may be considered on an individual basis.
- i. English Language of Instruction (Received Baccalaureate Degree): Applicants whom have satisfactorily completed a baccalaureate degree where the language of instruction is English may also qualify for English Proficiency.
- j. English Language Proficiency Testing Exemptions (List of Exempt Countries): To view a list of English Language Proficiency Testing, Exempt Countries please go to [www.grad.cmich.edu/toefl](http://www.grad.cmich.edu/toefl). Applicants applying through Global Campus must meet English Proficiency as part of the admissions process.

### Admission of CMU Faculty and Staff

A faculty member, administrator, or staff member at CMU may not be admitted to a graduate degree or certificate program or earn a graduate degree or certificate in a program in his/her own department. A faculty member, administrator, or staff member at CMU may be admitted to a graduate degree or certificate program and earn a graduate degree or certificate in a program in his/her own college, *provided that* he/she has written permission from the dean of his/her college. The written permission will be retained in the student's file. A faculty member, administrator, or staff member may be admitted to a degree or certificate program that is outside his/her own college.

### Admission of Global Campus Faculty Members and Administrators

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

### Auditing a Course

1. **Undergraduate.** A CMU student interested in taking an undergraduate course on an audit basis must obtain, prior to registration, the approval of the department chairperson offering the course. An Approval to Audit Request Card, signed by the student and the department chairperson, must be filed in the Registrar's Office or Student Services Court by Friday of the third week of class.

No credit is granted for a course being audited, but such credit as the course normally would carry is included as part of the student's total load, and fees are assessed accordingly. No change from regular registration to audit, or from audit to regular registration is permitted after the published deadlines. The student's responsibility to the class being audited is determined by the department chairperson and the instructor of the class.

2. **Graduate.** Students who do not wish to take a graduate course for credit may register as an auditor, provided the student has obtained approval from the chairperson of the department prior to registration and are otherwise qualified. To qualify to audit a main campus or Global Campus graduate course, students must meet the usual admission requirements for courses at or above the 600 level. No credit or grade is granted for an audited course, but such credit as the course normally would carry is included as part of a student's total load. No change from regular registration to audit nor from audit to regular registration is permitted after the completion of the Drop and Add period. The student's responsibility to the class being audited is determined by the instructor of the class.

Auditors pay the same fees required of students taking the course for credit.

### 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.

### Admission with Baccalaureate from Schools without Recognized Standing

An applicant who holds a baccalaureate or equivalent degree from an institution which does not have recognized academic standing may be granted regular or conditional admission to a degree program on the recommendation of the chairperson of the academic department concerned and the concurrence of the Vice President/Dean of the Office of Research and Graduate Studies or, optionally, non-degree admission at the discretion of the Vice President/Dean. Such an admissions decision will be based on a careful evaluation of the applicant's qualifications, acceptable evidence of the institution's competence in the student's principal areas of preparation, and other relevant factors. If granted conditional or non-degree admission, the student may be required to complete a number of hours of graduate or upper-level undergraduate qualifying coursework at CMU in the proposed field of study with a grade point average of 3.0 (B) or higher to become eligible to apply for regular admission to a degree or certificate program. An applicant admitted with such a stipulation is advised to consult the chairperson of the department in which he or she wishes to study for help in selecting appropriate qualifying courses. No department, however, is obligated to accept the applicant upon the completion of qualifying coursework if, in its judgment, the applicant is still not appropriately prepared for degree or certificate work. Qualifying coursework clearly stipulated as preparatory to normal degree or certificate requirements may not thereafter be counted toward any graduate degree or certificate program.

## 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. Extenuating circumstances are circumstances in which the student would be entitled to an extended leave of absence from work or other responsibilities. Examples may include, but are not necessarily limited to military service and situations that would be covered under the Family Medical Leave Act. 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. Transfer credit is not eligible for extension consideration. Typically, extension requests are a one-time request of twelve to eighteen months total and for up to 9 graduate credit hours. Additional credits can be approved at the discretion of the College of Graduate Studies. 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 Graduate Studies website [www.grad.cmich.edu](http://www.grad.cmich.edu).

Admission to Graduate Studies is valid for four to ten years (depending on the degree or certificate sought) after the date of first admission, except by cancellation for cause, or by one of the following provisions:

1. **Degree or Certificate Recipients.** The student's admission to Graduate Studies is terminated upon completion of all requirements for a degree or certificate. (This provision does not apply to students who earn a master's degree while enrolled in a doctoral program, or to students who earn a certificate while enrolled in a master's or doctoral program.) To resume graduate study thereafter on a second degree program or as a non-degree student, the student may apply for readmission by submitting an Application for Admission.
2. **Termination of Admission.** This policy is explained under the "Duration of Admission Status," noted above.
3. **Inactive Status.** If a student does not register for the initial graduate work within one year after the date of admission to Graduate Studies, or if in completing one or more courses the student earns no further graduate credit at this university for one academic year, the student is classified as inactive and the admission is terminated. If the student has completed one or more courses, the permanent record card is retained by the Registrar. The student may thereafter apply for readmission to resume graduate study at a later date by submitting an Application for Admission and supplying all other documents requested by the department concerned.

If a student does not earn graduate credit at CMU for seven consecutive years, the student's original application, letters, transcripts from other universities, and other materials will be destroyed. If one wishes to apply for readmission after that length of time, all materials, including a new application, transcripts and other documents requested by the department will need to be submitted.

## 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.



# Registration

## The Registrar's Office

Warriner Hall 212; 989-774-3261; Email: [registra@cmich.edu](mailto:registra@cmich.edu)

The Registrar's Office is committed to using both professionalism and the highest level of technology to provide efficient and effective services while still maintaining personal attention as a top priority. The Registrar's Office assists the Mission and Vision of Central Michigan University through ensuring the integrity of student records, collaboration with Strategic Enrollment Management initiatives, policy and procedure interpretation and enforcement and providing data and perspective to both internal and external constituents. The Registrar's Office provides a continuum of services throughout a student's academic life cycle and into alumni status.

Primary services provided include: academic record creation and maintenance, ensuring compliance with the Family Educational Rights & Privacy Act (FERPA), enrollment verification, providing transcript evaluation, NCAA eligibility verification, final graduation audits for conferral of credentials, overseeing term course registration activities, oversight of academic scheduling and space assignments, data mining and limited analytics and support to campus stakeholders in the creation, modification and implementation of student affiliated policies and procedures as applicable.

## Registration Information and Procedures

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>. Central Michigan University offers the earliest registration appointment times to all active military personnel, certified veterans and those deemed eligible for VA benefits by the Dept. Veteran Affairs. Central Michigan University also reserves the right to permit other approved student populations earlier registration appointment times as designated. Military Veterans will receive earliest Priority Date based on their official course registration date and class availability.

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 a Global Campus registration specialist by e-mailing [globalreg@cmich.edu](mailto: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.

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

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

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

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.

Students are eligible to enroll in graduate level courses after they receive their admission letter. Initial registration must occur within one calendar year of the admission date or the student will need to reapply. Graduate students may register any time during the registration period via <https://www.cmich.edu/centrallink>. It is recommended that they register during the time reserved for graduate students. Central Michigan University offers the earliest registration appointment times to all active military personnel, certified veterans and those deemed eligible for VA benefits by the Dept. Veteran Affairs. Central Michigan University also reserves the right to permit other approved student populations earlier registration appointment times as designated. Military Veterans will receive earliest Priority Date based on their official course registration date and class availability. Central Michigan University also reserves the right to permit other approved student populations earlier registration appointment times as designated.

Before registering for courses, students should verify that they meet the prerequisites. This is particularly true for internships, practica, independent studies, and thesis/dissertation credits.

**CAUTION:** Students should always consult their advisors to determine which classes to take.

**Note:** Occasionally a student who is trying to register is told that there is a "hold" on his or her registration. Students who receive this message should contact Applications Processing at 989-774-4444 to determine the cause of the hold.

## Change of Registration (Drop/Add)

Courses may be dropped using *CentralLink* with a full cancellation of tuition and course-related fees any time before the course meets a second time or prior to the start of the second week for an online class. Courses can be added only during registration. Refer to the Course Search & Registration for registration dates and procedures.

### Drop and Withdrawal Policy for Online Courses

For Global Campus and CMU Online classes, registration, drop and withdrawal dates, see <https://www.cmich.edu/global/courses/Pages/drop-withdraw.aspx>.

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 start date of the course shall be made in full. The start time for CMU Online courses is 12:01 a.m. EST 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. EST and ends on the following Sunday at 12:00 midnight EST. 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 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 date of academic participation in the class. See Scholarships and Financial Aid section of this Bulletin for additional information.

### Minimum Class Enrollment

The university reserves the right to cancel any class in which too few students enroll.

### Global Campus Enrollment for Graduate Studies

Main campus students who have been admitted to Graduate Studies may enroll in graduate courses scheduled through Global Campus. Non-degree admission is available for students who wish to take continuing education courses without pursuing a degree or certificate. Courses taken through Global Campus may count toward the satisfaction of requirements in appropriate authorized graduate degree or certificate programs. It is the student's responsibility to consult his or her advisor to determine which courses will apply in specific programs.

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

### Internships, Practica, Independent Studies, Theses, Doctoral Projects, Dissertations

Students registering for internships, practica, independent studies, theses, doctoral projects, or dissertations should be aware that these courses ordinarily require the permission of the instructor and/or department chairperson prior to registration. Specific registration requirements for each course will appear in the Bulletin description; these requirements must be observed.

In addition, students may NOT enroll for more than 3 thesis credits or 6 doctoral project/dissertation credits until the Prospectus and committee composition have been approved at the department level. This is to ensure that if the Prospectus is not approved by the Vice President/ Dean of the Office of Research and Graduate Studies that the student has not wasted valuable time, credits, and resources. Projects undertaken prior to the Vice President/Dean of the Office of Research and Graduate Studies approving the Prospectus may be denied and the project deemed invalid.

### Enrollment at Other Institutions

A matriculated CMU undergraduate student who has completed coursework at another college or university since his or her last enrollment at CMU must request that an official transcript be sent to the CMU Registrar's Office as soon as the course has been completed. Electronic official transcripts can be sent from the institutions to [transcripts@cmich.edu](mailto:transcripts@cmich.edu). Refer to the *Transfer Credit Policy* in the Index for the page number.

### Transfer Credit Evaluation

This area of the Registrar's Office evaluates transcripts for undergraduate transfer credit. Students may contact the *Assistant Registrar-Transfer Credit* if they have questions regarding their transfer credit evaluation. Transferability of coursework from all Michigan Community Colleges as well as many other colleges and universities can be viewed at <https://www.cmich.edu/ess/registrar/RegistrarTransferCreditEquivalency/Pages/default.aspx>. Students planning to complete coursework at colleges or courses not listed on this webpage should complete the Transfer Credit Equivalency form at <https://www.cmich.edu/ess/registrar/Documents/studentForms/R129%20Transfer%20Credit%20Equivalency%20Form.pdf>.



# Academic Planning & Supports

## Orientation

Upon admission to Central Michigan University, completion of the New Student Orientation is recommended. Orientation can be done at a CMU Center or online at <http://global.cmich.edu/orientation>. Many of the same topics listed above are included. Orientation will familiarize new or returning students to CMU with processes, policies, programs of study, and other helpful information for academic success. There is no fee for completing online orientation.

## Academic Load

**Graduate.** 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)

**Undergraduate.** A degree requires a minimum of 120 hours of credit. Some degrees and majors have minimums above 120. In order to graduate within four years with a degree, a student must average at least 30 hours of credit each year.

Abilities and circumstances of students vary greatly. Each student should carefully weigh these factors when deciding the number of hours to carry during a semester or session as well as the length of time to be expended in fulfilling requirements for a degree. Some students will carry lighter loads and take longer to fulfill the requirements.

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)

## 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.

## 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 <https://www.cmich.edu/global/writingcenter/Pages/default.aspx>. A CMU Writing Center Consultant will work with you per submission, and papers are back within two business days. Contact [writcent@cmich.edu](mailto:writcent@cmich.edu) for more information.

## Tutoring for Mathematics and Statistics Courses

Tutoring assistance is now available to Global Campus students from the CMU Math Assistance Center (<http://global.cmich.edu/mathcenter/tutoring-request.aspx>). After the online registration process (usually takes one business day), real-time tutoring via internet and/or toll free telephone connect (800-950-1144, ext. 2290) will be available. Students must be currently enrolled in a Global Campus mathematics course (MTH 105, 109, 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](mailto:mathac@cmich.edu).

## Career Development Center

The primary goals of the Career Development Center are to assist individuals in recognizing career development as a lifelong process and to develop decision-making and job search skills that are useful throughout life. Career development is an important element of an individual's sense of identity and personal happiness. Successful career development is dependent on two factors: self-knowledge and knowledge of the world of work. The likelihood of career success is increased dramatically when individuals invest incremental effort over a significant period of time.

A Career Advisor works with students to discuss industry trends, salary trends, available resources, time frames for conducting a job search, preparation and information about internships. You can make an appointment to meet/speak with an advisor by accessing the appointment option on our information management system Handshake ([cmich.joinhandshake.com](http://cmich.joinhandshake.com)). Resume critiques, practice interviewing, career assessment testing (Focus2, MBTI, SII), Career events and job postings exist to assist you with your future career goals.

For more information, contact The Career Development Center, Ronan Hall 240, (989) 774-3068, [careers@cmich.edu](mailto:careers@cmich.edu), or online at [www.careers.cmich.edu](http://www.careers.cmich.edu).

**Note:** The center does not guarantee employment for graduates.

# Financial Information

## Student Account Services & University Billing

Central Michigan University  
 Bovee University Center 119  
 Mount Pleasant MI 48859  
 989-774-3618; 888-610-4991  
 Fax: 989-774-1452  
 e-mail: [recacct@cmich.edu](mailto:recacct@cmich.edu)

Central Michigan University utilizes a centralized billing method to bill for all departments at CMU. The Student Account Services and University Billing Office is responsible for the billing and collection of student accounts. Each student has an account with the University that is identified by his or her student identification number. This account includes all charges or payments made by the student or university.

### Billing Procedures and Delinquent Account Policy

Central Michigan University sends monthly billing statement notifications electronically to CMU global e-mail addresses. Students are responsible for accessing these monthly statements in the QuikPay Billing System via *CentralLink* to view their account balances and payment due dates. The monthly statements may include tuition, course fees, on-campus housing, bookstore, telecom, parking fees and other miscellaneous charges.

Students may incur late fees if the monthly balances are not paid by the scheduled due date. Financial holds will be placed on accounts with a past due preventing course registration and release of transcripts. Monthly late fees will be assessed to the account as follows:

Past Due Amount	Late Charge
\$ .01-\$9.99	No late fee
\$10.00-\$59.99	\$1.00 per month
\$60.00 and above	\$30.00 per month

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 by the collection agency. Students are encouraged to contact the Student Service Court to receive advice regarding financial options that could possibly prevent collection referral. Please be advised that CMU reserves the right to suspend campus ID privileges and charging privileges to the student account at any time due to a past due balance, including, but not limited to, meal plan, flex and campus cash, computer lab, library, bookstore, SAC, and telecom. In addition, students with delinquent accounts may have a prepayment hold placed on their account, requiring payment in full at the time of registration for all future semesters.

### Past Due Policy for Fall Semesters Only

Any student registered for a Fall semester with a past due balance of \$200.00 or greater will be removed from all registered courses at the beginning of the day on August 1. All students will receive prior notification of the registration removal after the July billing statements have been issued (approximately the first week in July). If past due balances are not brought current after notification is sent and before August 1st, registration from courses for the Fall semester will be removed.

### 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.

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 was established to protect the privacy of student records. CMU is, therefore, not allowed to release details of a student's financial account without prior written consent from the student. Authorization to Release

Information forms, which will allow release of non-academic information to specific individuals, are available online at <https://www.cmich.edu/centrallink/account/Pages/Setting-Changing-Authorization-to-Release-Information-Passcod.aspx>, on *CentralLink*. To see the policy, check the index for page number.

### Tuition

Tuition\* and fees are established by the Board of Trustees and are subject to possible change. At the time of this printing of the Bulletin, tuition and fees had not been established for the 2018-19 academic year, but is updated online.

Tuition and fees for Registration are to be paid in full when billed. Any past due financial obligations must be paid prior to the time of registration. Registration will not be allowed until such obligations are met.

CMU has a convenient and affordable tuition payment plan. The payment plan is an interest-free way to help you pay for college. You can enroll online for this option, which allows you to have more flexibility with tuition payments. For more information, ask a Student Service Court Advisor or see [https://www.cmich.edu/fas/fsr/student\\_acct\\_university\\_billing/SASUBCMUPaymentPlan/Pages/default.aspx](https://www.cmich.edu/fas/fsr/student_acct_university_billing/SASUBCMUPaymentPlan/Pages/default.aspx).

Fees are payable by check, money order, electronic check online, American Express, Discover, Mastercard, or Visa. Students receive electronic statements from the CMU Student Account Services and University Billing office. Students are responsible for accessing their e-mail messages for monthly account balances and payment due dates on <https://centrallink.cmich.edu/>.

### Global Campus Tuition (18-19\*)

The 18-19 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.

Undergraduate, Standard.....	\$417.00
<sup>1</sup> Undergraduate, Military.....	290.00
Undergraduate, Federal Employee Discount .....	354.00
Undergraduate, State of Michigan Employee Discount ..	354.00
Graduate, Standard.....	596.00
Graduate, Military.....	355.00
Graduate, Federal Employee Discount .....	507.00
Graduate, State of Michigan Employee Discount.....	507.00
Educational & Professional Development .....	450.00
Disney - U.S. Students .....	295.00
Master of Business Administration - Online	
<i>Online</i> .....	625.00
<i>Online, Active Military</i> .....	600.00
ERP Graduate Certificate Courses.....	625.00
M.S. in Information Systems .....	625.00
MS-IS and MBA ERP fee for courses with S designation .....	50.00
M.S. in Nutrition and Dietetics .....	596.00
Specialist in Education (Ed.S.)	
Standard .....	596.00
Military Rate .....	355.00
Doctor of Education (Ed.D.).....	679.00
Doctor of Health Administration (DHA) .....	850.00
Doctor of Educational Technology (DET).....	711.00

#### Notes:

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

## Main Campus Tuition and Fees

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

Level of Courses	2018-19 Rates Per Credit Hour*	
	U.S. Residents	Non-U.S. Residents
Undergraduate students:	417.00	789.00
Graduate Students:	596.00	850.00
Doctoral Students:	679.00	940.00

- 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.

\*Note: Tuition rates for incoming freshmen and transfer students are set prior to the start of each academic year by the Board of Trustees. Contact Student Account Services and University Billing at 989-774-3618 for updated information or see [https://www.cmich.edu/fas/fsr/student\\_acct\\_university\\_billing/SASUBBillingandPaymentInformation/Pages/default.aspx](https://www.cmich.edu/fas/fsr/student_acct_university_billing/SASUBBillingandPaymentInformation/Pages/default.aspx) for updates.

## Fees

Application, Standard .....	\$50.00
Student Service Fee (see below) .....	225.00
Withdrawal .....	50.00
MTH/STA Fee .....	10.00
Graduation/Certificate - Graduate Students only.....	50.00
Application, Prior Learning .....	125.00
Prior Learning Assessment (per credit hour).....	95.00
Continuing Education Units .....	30.00

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

**Student Service Fee.** The CMU Student Service Fee of \$225.00 includes mandatory assessments for student-facing services and initiatives designed and offered to promote student success for all CMU students (main campus, online, and satellite campuses). The Student Service Fee applies to all students/programs except the following: individuals eligible for active duty military rate; College of Medicine students (based on current pricing structure; not on a per credit hour basis-CMED students enrolled in additional courses or certificates are required to pay the student services fee); Disney College Program students; high school/dual enrollment students; senior citizens auditing courses; individuals enrolled in non-credit Education and Professional Development (E&PD) courses and study abroad students who directly enroll at host institutions.

The most current University Fee Listing may be accessed at: <https://www.cmich.edu/fas/fpb/Documents/University%20Fee%20Listing%20for%20Website%207.18.18.pdf>.

**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 (Graduate level).** 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.

**Late Registration Fee.** An additional fee of \$100.00 will be charged to all students registering on or after the first day of classes for the semester or session.

**Non-Payment Tuition Charge.** Payment for tuition must be received by the stated due date or the student will be assessed a \$100.00 Non-Payment Tuition Charge in addition to a \$30 monthly late fee.

**Returned Check Fee.** A \$25.00 handling fee is charged for checks returned by the bank (i.e., insufficient funds, account closed) which were presented to the university. Students may be involuntarily withdrawn from all classes if returned checks intended to cover tuition and/or past-due balances are not repaid as directed in the Notice of Returned Check letter. This letter will be mailed from the university upon receipt of a returned check.

## 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 \$95 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.

## Military and Veteran Information

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

## Global Campus Refunds

*Drop or Withdraw from a CMU Global Campus Course:*

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

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

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

For more information and a schedule of refund percentages, consult the most current Global Campus Bulletin (<https://bulletins.cmich.edu/default.asp>). For a Course Drops/Withdrawals Chart, see <http://global.cmich.edu/courses/withdraw.aspx>.

## Global Campus 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.

## 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.

CMU ONLINE COURSE FORMAT	16-WEEK CLASS	12-WEEK CLASS	8-WEEK CLASS	N/A	N/A	N/A	N/A
FACE-TO-FACE COURSE FORMAT	16-WEEK CLASS	12-WEEK CLASS	8-WEEK CLASS	5-WEEK CLASS	1-WEEK CLASS	4 WKND	3 WKND
FACE-TO-FACE COURSE MEETING TIMES	16 MEETINGS	12 MEETINGS	8 MEETINGS	10 MEETINGS	5 MEETINGS	8 MEETINGS	6 MEETINGS
<b>COURSE DROPS:</b>							
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%
<b>COURSE WITHDRAWALS:</b>							
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%	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%	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%	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
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
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
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

### Notes:

1. If a class has a format that is not listed on the grid, or for courses offered in a hybrid format, please compute total number of days occurring before the withdrawal date and divide by the total number of days in the course 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 50% or more completed, a withdrawal will not be permitted. 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 charged 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. See Authorization on page 10 for detailed information.
7. CMU complies with the State Council of Higher Education for Virginia, Title of Regulations regarding student refunds. See Authorization on page 11 for detailed information.

# Scholarships and Financial Aid

## Applying for Financial Aid

To apply for financial assistance at Central Michigan University, students must complete the Free Application for Federal Student Aid (FAFSA). CMU's Title IV Federal School Code is 002243. This need analysis form must be completed and sent to the federal processor each year. Student Guide to Your Financial Aid Award can be found at [https://www.cmich.edu/ess/OSFA/Documents/Student\\_Guide\\_to\\_Your\\_Financial\\_Aid\\_Award.pdf](https://www.cmich.edu/ess/OSFA/Documents/Student_Guide_to_Your_Financial_Aid_Award.pdf).

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

1. Availability of funds from federal sources.
2. Accuracy of information provided on the Free Application for Federal Student Aid (FAFSA).
3. Adjustments made to your award if we receive information which affects your eligibility (such as employer tuition assistance, outside scholarships, etc.).  
**NOTE:** If you have been paid financial aid which is later reduced or canceled for any reason, you may be required to return a portion of all of that payment to CMU.
4. Minimum Enrollment Status. If you apply for a fall/spring academic year loan and fail to achieve at least half-time status (as defined below) in the fall semester, your loan will be changed to a "spring only" loan and the amount adjusted accordingly. Notify OSFA if this occurs.
5. Satisfactory Academic Progress (SAP). See below.
6. Your compliance with our request for additional documentation to support your application.
7. You are a U.S. citizen or eligible noncitizen, have signed all certification statements, are not in default on a federal loan or owe a refund or repayment on any federal or state program, and are enrolled in a degree granting program of study for the necessary number of hours.
8. The use of federal student aid loans and grants at prior schools during a current academic year will affect overall eligibility for federal aid at CMU.
9. The student must have regular admission to Central Michigan University in an aid eligible degree or certificate programs. **Not all Certificate Programs are eligible for federal aid. Contact the Financial Aid Office for this information.** Guest students attending CMU are not eligible to receive financial assistance through CMU.

### Enrollment Criteria

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

Semester	Date	Min. number of credit hours	
		Graduate	Undergraduate
Fall	Aug.-Dec.	5	6
Spring	Jan.-May	5	6
Summer	May-Aug.	5	6

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

### Student Cost of Attendance

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

### Payment of Aid and Refunds

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

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

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

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

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

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

## 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.

- 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/raise\\_gpa.htm](http://www.back2college.com/raise_gpa.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.

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

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

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

**Consequences of Unsatisfactory Progress: Students who fail to complete 67 percent of their attempted courses in one semester, and/or have a cumulative GPA that falls below a 2.00 for undergrad students and 3.00 for graduate level students will be placed in a warning status. Students are eligible for financial aid while on warning.** However, students who fail to bring their completion rate to 67 percent in the next semester of enrollment or to bring their cumulative GPA within the required range of a 2.00 for undergraduate students and 3.00 for graduate level students will result in financial aid suspension beginning with the next semester of enrollment. A student will remain on financial aid suspension and be denied federal and most state and institutional aid until he/she completes 67 percent of attempted courses within one semester at CMU, and maintains the required cumulative GPA for his/her grade

level. Only credit hours completed are counted as credits earned. Grades of I (Incomplete), W (withdrawal), X (audit), and Z (deferred) are not counted as earned credit. For example, a student who attended CMU in the fall and attempts 12 credits but withdraws from 6 credits fall semester will have completed 6 of 12 credits for a completion rate of 50 percent. This student will be warned, but still eligible to receive financial aid for his/her next semester of enrollment once Financial Literacy Counseling session has been completed. A second semester of less than 67 percent completion and/or a cumulative GPA below the required standards will result in the student being denied further aid until he or she completes 67 percent of attempted courses, as well as maintaining the required cumulative GPA within a CMU semester.

Students who reach their time limit without completing their degree will be denied further federal and most state and institutional financial aid as a student at that level. For example, if 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 through their CMU email account.

### Continuing at CMU after aid is denied

Students denied financial aid generally may continue attending Central Michigan University using private aid sources such as alternative student loans (see <https://choice.fastproducts.org/FastChoice/home/224300/1>) 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.

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 toward 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 toward 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](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.

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

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

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

The data from your Renewal FAFSA or FAFSA must show that you are 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.

#### TEACH Grant

Central Michigan University participates in the U. S. Department of Education's TEACH Grant Program, which was implemented during the 2008-2009 academic year.

**Note:** You should consider this source of aid as a grant that has a high potential of turning into a LOAN. If you are not already committed to teaching a high-need subject in a school serving low-income students, you should not consider this as a possible source of aid. It is estimated that only 20 percent of students who participate in the TEACH Grant Program will be able to use the funds as grants, while many students will see their funds converted to loans with accumulated interest.

A student who receives \$16,000 in TEACH Grants who fails to fulfill the terms of the Agreement to Serve and Promise to Pay (ATS) will incur substantial indebtedness. On a 10-year term, the monthly payments would be \$315.60 for a cumulative payment of \$37,871.

#### Amount of Grant

The TEACH Grant Program will provide up to \$4,000 per year (\$16,000 total for four-year undergraduate programs; \$8,000 total for graduate studies) in grants to students who plan to teach full-time in high-need subject areas at schools that serve students from low-income families. Grants will be prorated for part-time enrollment.

Under the Budget Control Act of 2011, additional sequester funding reductions took effect October 1, 2013. The sequester changes the percentage by which TEACH grants must be reduced. TEACH grant awards where the first disbursement is made on or after October 1, 2016 must be reduced by 6.90% from the original statutory amounts.

#### Teaching Obligation

In exchange for receiving a TEACH Grant, you must agree to serve as a full-time teacher in a high-need field in a public or private elementary or secondary school that serves low-income students (see below for more information on high-need fields and schools serving low-income students). As a recipient of a TEACH Grant, you must teach for at least four academic years within eight calendar years of completing the program of study for which you received a TEACH Grant. **IMPORTANT:** If you fail to complete this service obligation, all amounts of the TEACH Grants that you received will be converted to a Federal Direct Unsubsidized Stafford Loan. You must then repay this loan to the U.S. Department of Education. You will be charged interest from the date the grant(s) was disbursed.

### Student Eligibility Requirements

At Central Michigan University you must:

- Complete the Free Application for Federal Student Aid (FAFSA), although you do not have to demonstrate financial need
- Be a U.S. citizen or eligible non-citizen;
- Be accepted into the undergraduate Teacher Education program or into the College of Graduate Studies Master of Arts in Special Education program and have a declared elementary or secondary education major or minor in a high-need subject;
- Have a cumulative GPA of at least 3.25 and maintain that GPA throughout your academic program (or score above the 75th percentile on a national standardized college admissions test);
- Complete TEACH Grant counseling each year at <https://teach-ats.ed.gov/ats/index.action>;
- Sign a TEACH Grant Agreement to Serve and Promise to Pay each year at <https://teach-ats.ed.gov/ats/index.action>;
- Complete a TEACH Grant Checklist each year available from Education and Human Services (EHS) Center for Student Services;
- Undergraduate students are eligible only if they are pursuing their first undergraduate degree. Students pursuing a second undergraduate degree, teachers working on teacher certification and graduate students who have a “conditional admission” status are NOT eligible for the TEACH Grant. Graduate students are eligible only if they are pursuing a Master of Arts in Special Education or a Master of Arts in Reading and Literacy degree;
- **NOTE:** CMU has determined the following major is NOT eligible for a TEACH Grant because students will be unable to fulfill the teaching requirements;
- B.S. in Education - Elementary Standard Certificate students who do not have a high-need field major or minor.

### High-Need Field

High-need fields are the specific subject areas identified below:

- Bilingual Education and English Language Acquisition.
- Foreign Language
- Mathematics
- Reading Specialist
- Science
- Special Education

Other identified teacher shortage areas as of the time you begin teaching in that field. These are teacher subject shortage areas (not geographic areas) that are listed in the Department of Education’s Annual Teacher Shortage Area Nationwide Listing at <http://www.ed.gov/about/offices/list/ope/pol/tsa.doc>.

### Schools Serving Low-Income Students

Schools serving low-income students include any elementary or secondary school that is listed in the Department of Education’s Annual Directory of Designated Low-Income Schools for Teacher Cancellation Benefits at <https://www.tcli.ed.gov/CBSWebApp/tcli/TCLIPubSchoolSearch.jsp>.

### Teach Grant Agreement to Serve

Each year you receive a TEACH Grant, you must sign a TEACH Grant Agreement to Serve and Promise to Pay (service agreement), which will be available electronically on a Department of Education Web site. The TEACH Grant Agreement to Serve specifies the conditions under which the grant will be awarded, the teaching service requirements, and includes an acknowledgment by you that you understand that if you do not meet the teaching service requirements you must repay the grant as a Federal Direct Unsubsidized Loan, with interest accrued from the date the grant funds were disbursed. Specifically, the TEACH Grant Agreement to Serve will provide that:

- For each TEACH Grant-eligible program for which you received TEACH Grant funds, you must serve as a full-time teacher for a total of at least four academic years within eight calendar years after you completed or withdrew from the academic program for which you received the TEACH Grant.
- You must perform the teaching service as a highly-qualified teacher at a low-income school. The term highly-qualified teacher is defined in section 9101(23) of the Elementary and Secondary Education Act of 1965 or in section 602(10) of the Individuals With Disabilities Education Act.
- Your teaching service must be in a high-need field.
- You must comply with any other requirements that the Department of Education determines to be necessary.
- If you do not complete the required teaching service obligation, TEACH Grant funds you received will be converted to a Federal Direct Unsubsidized Stafford Loan that you must repay, with interest charged from the date of each TEACH Grant disbursement. If the grant is converted to a loan, it cannot be converted back to a grant.

### To apply:

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

### Loans

Students must complete the Free Application for Federal Student Aid to be considered for any of the following federal loans:

- Federal Direct Subsidized Student Loan
- Federal Direct Unsubsidized Student Loan
- Federal PLUS (Federal Direct Parent Loan for Undergraduate Students)
- Federal Graduate PLUS (Federal Loans for Graduate Students)

### Federal Stafford Direct Loan Program

Under this program students borrow money directly from the federal government without going through a private lender. Students do not have to complete a separate loan application and all loans may be consolidated under one Direct Loan servicer. Loan proceeds are deposited directly into student accounts each semester. Repayment of the loan principal begins six months after the student is no longer attending school on at least a half-time basis.

**Enrollment criteria:** Students must be enrolled at least half time: undergraduate (6 credit hours per semester); graduate students (5 credit hours per semester)

- **Federal Direct Subsidized Student Loan:** “Subsidized” means the federal government pays the interest on undergraduate loans while the student is enrolled in school and during deferments (postponements of repayment). Undergraduate students must show financial need to receive this type of loan. Effective July 1, 2013 subsidized loan eligibility is limited to undergraduate students up to 150% of the program length. This means undergraduate students enrolled in a 4 year program, who are eligible for a subsidized loan, may receive this loan up to six years. More information on this rule can be found at <https://ifap.ed.gov/eannouncements/attachments/051613DirectSubsidizedLoanLimit150PercentAnnounce1Attach.pdf>. For the most recent information on the interest rate for this loan refer to the Federal Student Aid website at: <https://studentaid.ed.gov/sa/types/loans>.
- **Federal Direct Unsubsidized Student Loan:** “Unsubsidized” means the federal government does not pay the interest while the undergraduate or graduate student is in school, during the grace period or in deferment. Undergraduate and graduate 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. For the most recent information on the interest rate for this loan refer to the Federal Student Aid website at: <https://studentaid.ed.gov/sa/types/loans>.

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Federal Direct Loan Limits		
Maximum Loan Amount for a Full Academic Year		
Credit Hours Earned	Dependent Student	Independent Student
Fresh (0-25)	\$3,500+\$2,000	\$3,500+\$6,000=\$9,500
Soph (26-55)	\$4,500+\$2,000	\$4,500+\$6,000=\$10,500
Junior (56-85)	\$5,500+\$2,000	\$5,500+\$7,000=\$12,500
Senior (86+)	\$5,500+\$2,000	\$5,500+\$7,000=\$12,500
Grad/Prof	N/A	\$20,500

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

Cumulative Limits	
<b>Subsidized (Need-Based) Loans:</b>	
Undergraduate Study.....	\$23,000
Graduate Study,	
Including loans for Undergraduate Study .....	\$65,500
<b>Subsidized Loans plus Unsubsidized (Non-Need) Loans:</b>	
Dependent Undergraduate Student .....	\$23,000
Independent Undergraduate Student .....	\$46,000
Graduate or Professional Student,	
including loans for Undergraduate Study .....	\$138,500

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

- Federal PLUS Loan (Federal Direct Parent Loan for Undergraduate Students):** These loans are non-need-based loans for parents with good credit histories 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. Parents may choose one of two repayment options: (1) defer payments on a PLUS loan until six months after the date the student ceases to be enrolled at least half time, pay accruing interest monthly or quarterly, or allow interest to be capitalized quarterly, or (2) begin repaying both principal and interest while the student is in school. Interest begins to accumulate at the time the first disbursement is made. Repayment begins within 60 days after the second disbursement of the loan. For the most recent information on the interest rate for this loan refer to the Federal Student Aid website at: <https://studentaid.ed.gov/sa/types/loans>.
- Federal Graduate PLUS (Federal Loans for Graduate Students):** The PLUS Loan program has been modified to allow graduate students to borrow a PLUS loan. This program is for students in graduate level programs only. Students must file the FAFSA to be considered for a Grad PLUS. The OSFA must determine any unsubsidized eligibility before a Graduate PLUS loan can be processed. This loan is a non-need loan for students with good credit histories. Applicants may borrow up to the cost of attendance minus other financial assistance. Students will receive an automatic deferment while enrolled at least half-time. The Grad PLUS is not a subsidized loan; consequently, interest will accrue beginning with the first disbursement of the loan. For the most recent information on the interest rate for this loan refer to the Federal Student Aid website at: <https://studentaid.ed.gov/sa/types/loans>.

**Processing Your Federal Direct Loan(s)**

All documentation (e.g., verification documentation) required to process your loan(s) must be submitted by the following dates:

November 1	Fall Semester loan
March 15	Spring Semester or Fall/Spring academic year loan
June 1	Summer Semester loan

**Important Information for Student Loan Borrowers**

Two federal loan programs could drastically reduce your monthly student loan payments, and provide loan forgiveness. If you go to <http://www.IBRinfo.org>, you can get more information about those programs and sign up for email updates. That way when repayment begins, you'll already know your options and won't have to go digging for this article.

One of the federal programs is *Income-Based Repayment*. It will cap monthly payments at a reasonable percentage of income for borrowers with heavy debt burdens or low incomes, and forgive any remaining debt after 25 years. This means that if you're underpaid, underemployed, or unable to work due to illness, your student loan payments won't break the bank, and could be as low as \$0 a month. The program covers almost all federal loans made to undergraduate and graduate students.

The other program is *Public Service Loan Forgiveness*. If you are considering a career in public service, such as working for the government, as a public school teacher, or for a nonprofit organization, you might qualify for this program. It forgives remaining federal student loan debt after 10 years of qualifying payments and employment. This means that you can afford to take a job helping others, even if it doesn't pay well and you have a lot of debt. If you plan to go to graduate school or have debt from graduate school, Public Service Loan Forgiveness could save you thousands of dollars.

More information about both programs, including Frequently Asked Questions and a calculator that estimates your monthly payments, is available at <http://www.IBRinfo.org>.

**Indian Tuition Waiver**

A state resident who is an enrolled member of a U.S. Federally recognized tribe 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 at the following web address: [http://www.michigan.gov/documents/mdcr/MITWAppFinal-4-28-2016\\_523096\\_7.pdf](http://www.michigan.gov/documents/mdcr/MITWAppFinal-4-28-2016_523096_7.pdf).

**Bureau of Indian Affairs Grant**

Grants are available from certain tribes to assist students with their educational expenses at postsecondary institutions. Grants are need-based, and the tribe determines award amounts. Students must complete a FAFSA and a tribal application.

**Military and Veteran Information**

For more information, see the *Military and Veteran Services* section (see index for page number).

## CMU Global Campus Scholarship Program

CMU Global Campus Scholarships open each year in April for admitted students taking classes in the upcoming academic year beginning with the Fall semester. The number of scholarships and the amount awarded varies each year based on the availability of funds. Applications are open through the end of May only. Find out more at: <https://www.cmich.edu/global/finances/Pages/scholarships.aspx>.

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](mailto:globalfa@cmich.edu) or 1-800-664-2681, option #2.

### Endowed Scholarships and Awards

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

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

#### Blanche Connell Scholarship

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

#### Joyce and Gary DeWitt Endowed Scholarship

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

#### Margaret M. and Richard E. Doone Endowed Scholarship

Established in 2017 by Margaret M. and Richard E. Doone '89. Income from the endowment will support an award for a student that resides within Franklin County, Ohio that is enrolled in the Global Campus program and pursuing a graduate level degree. The recipient must also have a cumulative minimum GPA of 3.0 and demonstrated financial need.

#### William R. Gemma Memorial Scholarship

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

#### General Dynamics Land Systems Military Scholarship

Established in 2008 by General Dynamics Land Systems in honor of members of the United States military. Applicant must be active duty personnel of the U.S. Armed Forces or immediate family member pursuing a doctoral, master's, or bachelor's degree through CMU's Global Campus. Applicants must have successfully completed a minimum of six credit hours with CMU and earned a minimum GPA of 3.0.

#### Global Campus Endowed Scholarship

Established in 2001 by alumni and friends of CMU's Global Campus for students pursuing a graduate or undergraduate degree. Applicants must have a minimum GPA of 3.0. Preference will be given to applicants who are single parents and/or unemployed.

#### Grand Traverse Alumni Chapter Scholarship

Established in 1992 through funds raised by alumni and friends in Grand Traverse County for undergraduate on-campus students and undergraduate or graduate Global Campus students (Traverse City Center) with demonstrated financial need. Students will be selected from five counties: Antrim, Benzie, Grand Traverse, Kalkaska and Leelanau counties.

#### Dr. Jay and Diana Griesser Endowed Scholarship

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

#### Shirley L. Gross-Moore Endowed Award

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

#### Helen L. Hodges Scholarship Award

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

#### Michigan Community College Academic Achievement Award

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

#### Morris Family CMU Endowed Scholarship

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

#### Kathleen M. and Lawrence J. Oswald Endowed Scholarship

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

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**Kenneth and Jane Rogers Endowed Scholarship**

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

**Annual Awards****Global Campus Staff and Faculty Award**

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

**Joseph Cooley High Ebenezer Scholarship**

Established in 2015 by Joseph Cooley High '87. Income from the annual award will support a student accepted or enrolled in CMU Global Campus and who has an interest in the study of business, and who has a minimum GPA of 2.8. Preference will be given to assist first generation college students who have a history of supporting minority causes, who have graduated from an historical black college, and to single parents.

**The Joan M. and Clarence E. Mills Annual Award**

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

**Yvonne Robertson Price Annual Award**

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

**U.S. Armed Forces Award**

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

**U.S. Armed Forces Textbook Award**

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



# General Academic Policies and Procedures

## Classification of Students

A student is classified in accordance with the semester hours of credit earned as follows:

- Freshman - 1-25 semester hours of credit
- Sophomore - 26-55 semester hours of credit
- Junior - 56-85 semester hours of credit
- Senior - 86 or more semester hours of credit
- Graduate - After admission to CMU College of Graduate Studies

Classification is determined by the current Bulletin, not the issue in effect when the student was admitted.

## Full-Time Status

The definition of full-time status for a regular semester is as follows:

- Undergraduate students: a minimum of 12 credits
- Graduate students: a minimum of 9 credits

## Grades

### Grade Reports

At the end of each on-campus semester or session, students may access their grades via *Centrallink* (<https://centrallink.cmich.edu>).

### 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 systems for Undergraduate and Graduate grades.

## 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 in computing hours and points.
N	No Grade Submitted	
NC	No Credit	
I	Incomplete	
W	Withdrawal	
X	Audit	
Z	Deferred Grade	
H	Honors Program	
(Designates Honors Credit in combination with letter grade)		

## Undergraduate 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\\_of\\_fice/RegistrarRecords/RegistrarGPACalculator/Pages/default.aspx](https://centrallink.cmich.edu/services/registrar_of_fice/RegistrarRecords/RegistrarGPACalculator/Pages/default.aspx).

### Recomputation of Grade Point Average

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

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

A petition form for recomputation may be obtained from the Academic Advising and Assistance office. This policy may apply to students presently enrolled at CMU.

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

### 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.

### Point Deficiency - Undergraduate Students

A point deficiency is defined as the number of points lacking to make a cumulative grade point average of 2.00.

## Graduate

A	4.0 points per semester hour	Superior	
A-	3.7 points per semester hour		
B+	3.3 points per semester hour		
B	3.0 points per semester hour		
B-	2.7 points per semester hour		
C+	2.3 points per semester hour		
C	2.0 points per semester hour		
E	0.0 points <sup>1</sup>		Failing
CR	Credit <sup>2</sup>		
NC	No Credit		Not included in computing grade points or for graduation credit
I	Incomplete		
N	No Grade Submitted		
W	Withdrawn		
X	Audit		
Z	Deferred Grade		

<sup>1</sup> Does not count toward graduate degree; does count in grade point average.

<sup>2</sup> Counts for graduation, but not in grade point average.

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

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

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

### Graduate Grade Point Average

The grade point average (GPA) for graduate students is computed by dividing the total points earned in graduate courses by the total semester hours of graded graduate courses at CMU and graded A through E on the qualitative scale. Courses to be included in the computation of the grade point average must be graduate level. Such courses include all courses at or above the 500 level and those 300 and 400 level courses which have been specifically approved for a student's graduate program. Credits graded CR/NC at this university and credits accepted in transfer from other institutions are not included in the computation.

### Recomputation of Grade Point Average

A student who transfers from one graduate program to another may file a Recomputation of Grade Point Average Petition. If approved by the advisor and department chair, all courses completed on the original graduate program will be disallowed on the second program plan, all grades on previous course work will be disregarded, and the student will begin the new program with no cumulative grade point average. The Recomputation of Grade Point Average Petition must be filed within one calendar year of beginning the new program.

**Note:** All courses will still remain on the student's transcript although the grades will not contribute to the grade point average or degree requirements.

### Change of Grade

A request to change a grade may be initiated by an instructor electronically using "Web Grades" via Centrallink. The change of grade will be forwarded to the chairperson for approval and also to the dean of the college.

Requests for change of grade involving error by an instructor--such as error in recording grade, transpositional error, error in transferring grade to Final Grade List, miscalculation, computational error, error in scoring final exam, test or assignment grade not recorded, papers misplaced by instructor and found after grade was recorded, error in graduate assistant or lab assistant reporting grade to grading instructor, or instructor forgetting that a student had been promised an "I" grade--shall be processed by the Registrar's Office without any action by a College Change of Grade Committee.

All other requests for change of grade are to be submitted by the dean to the College Change of Grade Committee. If the request is approved, the chairperson of the committee or the appropriate dean will electronically forward the change to the Registrar's Office for processing.

### Grade Grievance Policy

The University recognizes that it is the instructor's prerogative to determine a grade. Responsibility for resolving grading disputes is shared among the instructor, the student, the department, and the college. If a question is raised by a student concerning a grade, the instructor should discuss the matter willingly and give evidence to make clear his/her basis for determining the grade. In turn, the student should recognize the need to demonstrate a valid basis for complaint. At any time, either upon the student inquiry or upon his/her own initiative, the instructor who believes a change of grade is justified may initiate a request for a change in grade.

The following steps are available for review of allegations of capricious grading under the grade grievance policy. They are not for review of the judgment of an instructor in assessing the quality of a student's work nor are they to be used in cases involving violations of CMU's Academic Integrity Policy. Determination of the grade in such cases is left solely to the instructor.

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

#### Step 1:

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

#### Step 2:

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

#### Step 3:

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

about substantial justice in the individual case. However, except in the most extraordinary circumstances, the committee itself should not award the student a new grade in the course. The decision of the committee shall be final and shall be reported in writing to the student, instructor, and the departmental office.

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

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

### Incomplete and Deferred Grade

**Incomplete Grade.** An "I" (Incomplete) grade 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. An incomplete grade does not indicate enrollment for the period of time in which the work is done. 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 his or her ability to complete the remaining work without re-registering 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. The form is to be kept on file in the departmental office. An instructor who assigns a grade of "I" also submits a formal statement to the department chairperson of 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 required work should be completed and a grade reported by the end of the student's next semester in residence, but in no case later than one calendar year following the receipt of the "I" grade. 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 department chairperson, who shall act on behalf of the former instructor.

Exceptions to these regulations can be made only when requested by the student and approved by the instructor or the department chairperson and the dean of the college, and certified by the dean of the college to the Registrar.

**Deferred Grade.** The "Z" (deferred) grade may be recorded for students registered for independent study, for thesis, International Program Studies courses, or for other courses specifically approved for "Z" grades in the Bulletin, 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, on the proper form, a statement to the department chairperson of remaining requirements for removal of the deferred grade. A copy of the statement of requirements, including deadlines for their completion, shall be made available to the student.

## Undergraduate Academic Probation, Suspension, and Dismissal Policy

### Students with Academic Difficulties

All degree- and non-degree-seeking 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, advisors, and/or counselors. Help can also be obtained from Academic Assistance Programs in the Academic Advising and Assistance office, where students can get information about one-on-one tutors, walk-in tutoring, supplemental instruction sessions, the Writing Center, the Math Assistance Center, advising and coaching options, and various academic strategies courses. Academic Advising and Assistance is located at 250 Ronan Hall and can be reached at 989-774-3465.

While it is important for students experiencing academic difficulty to seek assistance, instructors are encouraged to take action when a student is not succeeding in their courses. Instructors should work directly with the student and may report their concerns to the Early Alert Referral site, the CARE team, or to Academic Advising and Assistance.

### Academic Probation

At the end of each semester or summer session, all students whose cumulative grade point average (GPA) is below 2.00 will either be placed on academic probation, academic suspension, or academic dismissal. Academic probation occurs when a student's GPA is below 2.00 but above the range for suspension or dismissal, which varies according to the student's attempted credit hours or total credit hours, whichever is greater. Total attempted hours include CMU credits earned or attempted at the 100-level or above, transfer credits, and hours earned in any other manner. For a full definition of attempted hours, refer to Table 1.

The university notifies students who are placed on academic probation, and encourages them to seek counseling and assistance via the Academic Advising and Assistance office (250 Ronan Hall, 989-774-3465). If a student is on academic probation for three consecutive semesters, including summer sessions, the student is subject to academic dismissal.

### Academic Suspension

Students in their first semester (at least 6 credit hours) of academic courses taken at CMU are subject to academic suspension if their first semester or summer session GPA falls below the range for academic probation (See Table 1). Suspended students may not rematriculate for the next academic session unless granted permission by the Committee on Rematriculation through the Academic Advising and Assistance office. Details regarding a student's academic suspension status, suggestions for corrective action, and the appeal process are communicated following the official grade deadline for each semester or summer session by mail from the Academic Advising and Assistance office.

### Academic Dismissal

A student is subject to academic dismissal if his or her cumulative GPA falls below the cumulative GPA range for probation (see Table 1), or when the student has been on academic probation for three consecutive semesters including summer session.

The University notifies students whose matriculation is canceled. Details regarding a student's academic status, suggestions for corrective action, and an appeal process are communicated following the official grade deadline for each semester or summer session by e-mail from the Academic Advising and Assistance office.

No student whose matriculation has been canceled, or would have been canceled had he or she been a student at the University, may enroll again unless rematriculated. 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 rematriculation to the Committee on Rematriculation, through the Academic Advising and Assistance office (250 Ronan Hall, 989-774-3465) or see [https://www.cmich.edu/ess/academic\\_advising\\_assistance/Pages/default.aspx](https://www.cmich.edu/ess/academic_advising_assistance/Pages/default.aspx).

Attempted/Total Credit Hours	GPA Range for Dismissal/Suspension	GPA Range for Probation
6-18	0.0-0.99	1.00-1.99
19-35	0.0-1.49	1.50-1.99
36-45	0.0-1.69	1.70-1.99
46-58	0.0-1.79	1.80-1.99
59-71	0.0-1.84	1.85-1.99
72-85	0.0-1.89	1.90-1.99
86 and over	0.0-1.94	1.95-1.99

Attempted/Total Credit Hours include every course at 100-level or above ever registered for that shows on the transcript and for which there is a grade or grade substitute such as W, I, CR, NC, N, or Z. This does not include courses dropped during registration. It does include credits transferred from other institutions and credits earned by other methods, such as Advanced Placement (AP), College Level Examination Program (CLEP), or International Baccalaureate (IB).

## Graduate Academic and Retention Standards

In order to obtain a graduate degree, a student must have at least a 3.0 (B) cumulative graduate grade point average (GPA), and a cumulative graduate GPA of 3.0 (B) in all course work on the student's authorized degree program. The policies which follow deal with cumulative graduate GPA (where cumulative graduate GPA is defined to be all courses taken at CMU at the graduate level); the College of Graduate Studies monitors overall graduate GPAs and follows these procedures when a student's cumulative graduate GPA is below a 3.0. When a student's cumulative graduate GPA falls below a 3.0, the student is placed on academic probation and the student's academic file is reviewed by the College of Graduate Studies. Graduate students are given two semesters of enrollment after being placed on academic probation to raise their cumulative graduate GPA to the required 3.0. A semester in which all coursework is CR/NC, which does not contribute to the GPA, will not be counted as a semester of enrollment in determining probation status.

When a student is successful in achieving a 3.0 GPA within two probationary semesters of enrollment, they will be removed from probation. If a student does not raise his/her cumulative graduate GPA to a 3.0 within two semesters of enrollment after being placed on probation, the student will be dematriculated. If the student is in a degree program, the relevant department may specifically request an exception to policy. If the College of Graduate Studies concurs, the student will be granted a third and final semester to raise his/her cumulative graduate GPA to a 3.0. However, three semesters of enrollment after being placed on probation is the limit on extension to the probation policy. The College of Graduate Studies will also take into consideration course offering schedules that will affect a student's ability to repeat a course.

Given the time it takes to implement these procedures, it is possible that a student will be dematriculated after he/she has registered for classes and perhaps even started attending them. If that is the case, the student will be dropped from the classes and receive any eligible refund.

In addition to maintaining a satisfactory cumulative graduate GPA, students in graduate programs must abide by the university's "Academic Integrity Policy", which specifically prohibits "plagiarism, cheating and other forms of dishonest or unethical behavior..." Violations of the Academic Integrity Policy may lead to sanctions as described in the policy.

In addition, departments involved in clinical programs may evaluate students on the basis of their ability to relate successfully with clients. Students who do not meet the professional standards established by departments may be placed on probation, suspended, or dismissed from a program.

In cases where a student fails to satisfy departmental graduate program requirements, the College of Graduate Studies, upon the recommendation of the advisor and the departmental chairperson or program coordinator, and after review of the student's academic progress, may remove the student from the graduate program. Examples of specific departmental requirements to be met by students include, but are not limited to the following: (1) writing competency; (2) the number of attempts made in passing comprehensive or qualifying exams; (3) the completion of required papers or theses; and (4) meeting university and departmental time limitations.

Students dismissed from graduate study, regardless of whether they were non-degree students or students pursuing a graduate certificate or degree, 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 College of Graduate Studies. A dismissed student can apply for either non-degree admission or admission to a graduate program. Admission as a non-degree student will be decided by the College of Graduate Studies. Admission to a graduate program will be decided by the procedures normally used for that program.

## Repeat Course Policy

### Undergraduate

Undergraduate students may repeat a course, but the following conditions apply:

1. A student may repeat a course in which they have earned a grade of A through E. All grades will appear on the transcript, but only the last grade received will be utilized in computing cumulative hours and GPA.
2. A student may not repeat a course on the CR/NC grading option. A course with an earned letter grade may not be repeated on the CR/NC grading option.
3. If the designator or the course number has changed since the student's previous attempt, the student is encouraged to complete a Repeat Course Request card with the Registrar's Office by the deadline date. This will ensure that the repeat will be noted and will be included in the current semester calculations.
4. A student repeating a CMU course at another college/university must earn a higher grade than their original attempt for the course to transfer. Honor points will not transfer but the previous CMU honors points will be removed in computing the average.
5. A course taken after a student graduates will not change the previously attempted grade or credit hours.
6. A student is limited to 3 attempts of a course. This includes repeats where they have earned a grade of A through E, or attempts where they were awarded grades of CR, NC, I, W, Z, or X.
7. This limitation does not apply to independent study and similar courses for which course content varies significantly with each offering. (Often these are courses with variable credit hours.)

For exceptions to this limitation policy, a student may appeal to the Chairperson of the department offering the course.

### 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. This includes repeats where the student has earned a grade of A through E, or attempts where the student was awarded grades of CR, NC, I, W, or Z. 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. If the designator or the course number has changed since the student's previous attempt, the student is encouraged to complete a Repeat Course Request card with the Registrar's Office by the deadline date. This will ensure that the repeat will be noted and will be included in the current semester calculations. A graduate

student cannot transfer in a course previously taken at CMU in order to earn credit. For exceptions to this limitation policy, a student may appeal to the College of Graduate Studies.

## Credit/No Credit Policy

### Undergraduate

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

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

Departments designate which of their courses may be taken on a credit/no credit basis and whether such credit may be applied to a major or a minor. A department may offer certain courses exclusively on a credit/no credit basis after approval by the appropriate curricular authorities and publication in the University Bulletin.

A maximum of 25 semester hours of credit earned under the credit/no credit option may be applied toward an undergraduate degree. Courses exclusively offered on this basis are not included in the 25-hour restriction. Students may not take more than two courses or 7 hours for credit/no credit in the University Program.

Procedures and deadlines for registering for courses on a credit/no credit basis can be found on [www.cmich.edu/ess/registrar/RegistrarRegistration](http://www.cmich.edu/ess/registrar/RegistrarRegistration). 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

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."

## 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 declared program must be amended in Degree Progress by the appropriate academic advisor. 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.

### Undergraduate Appeal Process

An undergraduate student may request a review of the following through an appeal:

1. Course substitution or other modification of the University Program and competency requirements
2. Individual course transfer
3. Extension of bulletin
4. Graduation or degree requirements

Information concerning filing an appeal is available through the Academic Senate Office located in Park Library.

### Assignment to Advisor

As a graduate student studying for a certificate, master's, specialist's, or doctoral degree, you will be assigned an advisor in your academic department. If registering for course work prior to being assigned to an advisor, contact the department chairperson or graduate coordinator to ensure that the coursework can be counted toward the graduate certificate or degree. Advisors are authorized to initiate course substitutions, approve elective choices, and approve degree plans.

### Post-Baccalaureate Teacher Certification

See Appendix III, *Standards Leading to Teacher Certification*, for information on Post-Baccalaureate Teacher Certification.

### 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.

## Accommodations of Religious Obligations

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

## Student Bereavement Policy

**Policy.** It is the policy of CMU to allow appropriate support to students in the event of a death of a student's loved one, including but not limited to time off and other support as defined in the Procedure included below.

**Procedure.** As soon as practicable after learning of the death of a family member, students should notify the Office of Student Affairs (989-774-3346, or [studentaffairs@cmich.edu](mailto:studentaffairs@cmich.edu)) of the passing. It is important that documentation of the passing (e.g., obituary; service card) is sent to the Office of Student Affairs as soon as possible following the death. The Office of Student Affairs will determine the sufficiency of the submitted documentation and retains the right to request additional information if it deems the original documentation insufficient. This information will be kept on file in the event that faculty or university personnel request verification. This is intended to eliminate the need for individual faculty to request and require verification of the event giving rise to the bereavement from the grieving student. The Office of Student Affairs will then notify appropriate members of the faculty of the absence via email.

Students are given up to three (3) consecutive calendar days off to attend funeral and/or memorial services and to provide support to family members. If additional days are needed, due to travel or other reasons, that information must be provided in the initial report to the Office of Student Affairs. Approval for additional days (if necessary) will be granted (or denied) by the Associate Vice President for Student Affairs and adjusted when the notice is sent to faculty. The adjusted amount of approved leave (if any) shall be communicated to appropriate faculty members at the time the notice is sent.

Students are expected to stay in contact with the appropriate faculty members to ascertain how the opportunity for equivalent credit will be determined for missed course assignments. Such determinations shall be at the sole discretion of the faculty member, but shall be reasonable when considering the circumstances of each leave. The Provost, working with the Vice President for Enrollment and Student Services will resolve any disputes arising from an allegation that a faculty member's determination of a bereavement accommodation is unreasonable.

All missed course assignments shall be eligible to be made up and include, but are not limited to: exams, quizzes, presentations, and other required assignments. Once again, ongoing communication with appropriate faculty is very important during this time. Failure of a student to maintain adequate communication with the faculty may result in a failing grade for any or all course assignments missed as a result of leave granted pursuant to this Policy.

For a full copy of this policy (including procedures for faculty and information on available counseling), see *Policy 3-40* on the General Counsel website, [https://www.cmich.edu/office\\_president/general\\_counsel/Pages/default.aspx](https://www.cmich.edu/office_president/general_counsel/Pages/default.aspx).

## Student Short-Term Military Service Policy

See the Index for the page number.

## 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 his/her own efforts. Plagiarism, cheating and other forms of academic dishonesty, including dishonesty involving computer technology, are prohibited.

In cases involving academic dishonesty, the determination of the grade shall be left solely to the discretion of the instructor. In a case where the instructor judges a student guilty of academic dishonesty, the instructor is encouraged to report the incident of dishonesty to the director of the Office of Student Conduct in order to discern potential patterns of egregious dishonesty. For a full copy of the Policy on Academic Integrity, see Appendix II in this Bulletin.

## 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 be 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 prosecution.

## Official Transcript Requests

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.** Central Michigan University has partnered with the National Student Clearinghouse (NSC) to provide online ordering for CMU transcripts. This partnership allows students to order transcripts 24 hours a day, seven days a week and track their orders via text message or email. Transcripts ordered through the NSC are typically sent to a recipient within one hour, though it could take up to 1-2 business days if your record requires manual processing (students who attended CMU prior to 2000). The NSC is the only method through which students may request CMU transcripts.

All transcript ordering will take place through the NSC's website. Electronic transcripts sent directly from the NSC to another educational institution, employer, etc. will be considered official. In order to request an unofficial transcript, one simply needs to have the transcript sent directly to their email address.

Electronic transcripts are the preferred method of transcript transmission between institutions. Students will find that the process is much more efficient and effective than ordering traditional paper-based transcripts. The ordering process begins on the Registrar's Office's website at [www.cmich.edu/ess/registrar](http://www.cmich.edu/ess/registrar).

Any current or former student who does not have financial holds may request a Central Michigan University transcript.

## Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the date the University receives a request for access.

Students should submit to the Registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's educational records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights.

Students may ask the University to amend a record they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosures without consent.

One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interest and/or needs to review an educational record in order to fulfill his or her professional responsibility. A University official for the purpose of this policy is defined as follows:

- members of the faculty;
- members of the professional, executive, and administrative staff;
- members of the Central Michigan University Police Department in an emergency if knowledge of the information is needed to protect the health and safety of the student;
- students, when properly appointed as members of a hearing panel or screening committee;
- representatives of the State Auditor General or Department of Education when performing their legal function;
- a person or company with whom the university has contracted (e.g. attorney, auditor, or collection agent) but limited to only the specific student information needed to fulfill their contract;
- others as designated in writing by the president, a university vice president, or dean.

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

Another exception which permits disclosure without consent is when the information consists solely of "Directory Information." Directory information may be published or released by University faculty and staff at their discretion. Unless a student specifically directs otherwise, as explained more fully in paragraph (4) below, Central Michigan University designates all of the following categories of information about its students as "Directory Information":

- a. name, campus address, home address, telephone listing, and campus e-mail;
- b. state of residence;

- c. age, date, and place of birth;
- d. major field of study, including the college, department, or program in which the student is enrolled;
- e. classification as a freshman, sophomore, junior, senior, graduate, specialist or doctoral student;
- f. enrollment status (full-time, half-time, less than half-time);
- g. participation in officially recognized activities and sports;
- h. weight and height of members of athletic teams;
- i. dates of attendance and graduation, and degrees received;
- j. the most recent educational institution attended;
- k. honors and awards received, including selection to the Dean's or President's list, honorary organization, or the GPA range for the selection.

4. A student has the right to refuse the designation of all categories of personally identifiable information listed above (a. through k.) as Directory Information. If a student exercises this right, it will mean that no Directory Information pertaining to the student will be published or otherwise released to third parties without consent, a court order, or a subpoena.

Any student wishing to exercise this right must inform the Registrar's Office in writing by the end of registration regarding the withholding of all categories of personally identifiable information with respect to that student. Once a student has requested the withholding of information, "Directory Information" will be withheld until the student cancels the request in writing.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Central Michigan University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

### Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## Student Records

### Access to Records

University policy grants students access to their education records under conditions which conform to the Family Educational Rights and Privacy Act of 1974 as amended and regulated by the appropriate federal guidelines.

Directory information may be published or released by the university unless a student informs the Registrar's Office in writing that any or all items should not be released without the student's prior consent. Directory information is defined to include such items as a student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (of members of athletic teams), dates of attendance, degrees and awards received, and the previous educational institution attended by the student. Any current or former student who does not have financial holds may request a Central Michigan University transcript.

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.

### Student Records - Global Campus

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.

**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.

### Withdrawing from a Class After Drop/Add Period

1. Students are allowed to withdraw from an individual course using CentralLink if they do so before the published deadline. The student will receive an e-mail that the withdrawal has been received by the Registrar's Office.
2. At the time of the withdrawal, the student will be asked to indicate a reason for withdrawal and indicate their attendance in the course (never attended or the last date attended).
3. Students will receive W grades as an indicator of withdrawal through the tenth week of the Fall or Spring semester or through the midpoint of all courses shorter than one semester. No individual course may be withdrawn after this time.
4. Faculty will receive an e-mail regarding the withdrawal and the attendance reported by the student. The instructor will notify the Registrar's Office if he/she shows a different attendance period than reported by the student. Also, in cases involving academic dishonesty, the instructor will notify the Registrar's Office and the course will be reinstated. The final grade determination shall be left to the discretion of the instructor.
5. Under unusual circumstances, a student may appeal to the Registrar for exceptions to this policy. If a waiver is approved, the Registrar's Office shall notify the instructor of this action.

### Withdrawals from all Classes (Complete Semester Withdrawals)

#### Student Initiated Withdrawals

Students may withdraw from all courses through the 10th week of classes using the complete withdrawal functionality in Course Search and Registration on *CentralLink*. Students enrolled in short term courses, on-line courses, or have already withdrawn from a single course will be referred to the Registrar's Office for assistance.

A student will automatically receive W's as an indicator of withdrawal through the tenth week of the Fall and Spring semesters or through the midpoint of all courses shorter than one semester. The instructor will be notified of the course withdrawal. In cases of academic dishonesty, the instructor will notify the Registrar's Office to reinstate the course and the instructor will submit the final grade. Summer complete semester withdrawals must be initiated with the assistance of the Registrar's Office.

Students withdrawing from the university between the 10th week and the Friday of the 14th week of the semester must contact the Registrar's office. W's will be assigned for passing work of D- or better and E's for failing work. During this period, students enrolled in a CR/NC only course will receive W's for passing work of C or better and a grade of E (which is converted to NC) for failing work. The Registrar's Office will contact each instructor to verify whether or not the student is earning a passing grade.

No student may withdraw from all classes during the week preceding final examination week.

A student following the above procedures may receive certain refunds, if eligible, in accordance with university regulations.

A student leaving the university without officially withdrawing will not be eligible for refunds and will not be eligible for a W grade.

### Involuntary Withdrawal

Students who are dismissed for administrative or disciplinary reasons or students who owe past due amounts may be subject to involuntary withdrawal from classes and will receive a "W" for each class as an indicator of withdrawal. In addition, students living in residence halls with a past due balance may have their meals and long distance telephone privileges discontinued until their accounts are brought to a current status. Any delinquencies in the Family Housing Apartments may result in the initiation of eviction proceedings.

University staff will counsel students who:

- a. engage or threaten to engage in behavior that poses a danger of causing physical harm to self or others, or
- b. engage or threaten to engage in behavior that would cause significant property damage, or directly and substantially impede the lawful activities of others.

In situations a. and b. above, the Associate Vice President for Student Affairs or designee may refer a student to the Behavior Evaluation Team to assist the student in functioning effectively within the university environment. Referral to the Behavioral Evaluation Team does not preclude removal from the university, or university housing, in accordance with provisions of the Code of Student Rights, Responsibilities and Disciplinary Procedures and/or the Housing Agreement. A student referred to the Behavioral Evaluation Team shall be notified in writing, and shall be provided written information on the procedures to follow.

### Withdrawal To Enter Military Service

A graduate or undergraduate student who is drafted or recalled to military service after previous active duty may be entitled to receive (a) credit for the semester, (b) refund of fees, or (c) partial credit and partial refund, according to the following conditions:

1. The student who is unable to complete the first half of a session shall be entitled to a full refund of fees.
2. The student who has completed the first half or more of a given session may receive credit or partial credit and proportional refund of fees.

The student shall apply at the Registrar's Office for confirmation of his or her eligibility to receive credit. The Registrar shall advise the student concerning withdrawal, refund, or credit procedures.

If the Registrar confirms eligibility for credit, the student may present the confirmation to the appropriate academic dean. The academic dean, the chairperson of the department in which the student is enrolled, and the instructor of the class shall determine the amount of credit which has been earned. The academic dean reports the amount which has been earned, in writing, to the Registrar and the instructor shall submit the appropriate grade at the end of the semester.

Students who enlist or volunteer for military service during the session must withdraw from the university according to regular withdrawal and refund procedures.

## 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/cmuelonline/about>.

The majority of 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. EST 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. EST and ends on the following Sunday at 12:00 midnight EST. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week. Students may not withdraw after the midpoint of the course. Students who cease/fail to participate or log into their online class and have not formally withdrawn from the course will receive the grade earned in the course. A bill-back in financial aid received may be incurred based on the student's last date of academic participation in the class.

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

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

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

## Drop or Withdraw from a CMU Global Campus Course

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

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

- Drops and withdrawals are done by the student, within the permitted time frame for doing so, through the Course Search and Registration System within *CentralLink*.
- Withdrawals after the midpoint are not permitted.
- Students who cease or fail to attend (virtual or otherwise), without formally dropping or withdrawing from the course will receive a grade of "E."
- Telephone requests to drop or withdraw will not be accepted.
- In the event that a student is not able to drop or withdraw from a course online through *CentralLink*, the student must: 1) for face-to-face courses, immediately notify their program administrator in writing for assistance; or, 2) for online courses, immediately notify *CMU Online* at [cmuelonline@cmich.edu](mailto:cmuelonline@cmich.edu).
- Drops and withdrawals can and do affect your financial aid eligibility.

For more information go to <https://www.cmich.edu/global/courses/pages/drop-withdraw.aspx>.

Information on completely withdrawing from the University appears in the Academic Policy and Procedures section of this *Bulletin*.

### 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. More information on proctoring can be found on the Proctor FAQs at: <https://www.cmich.edu/global/cmuelonline/proctoring/Pages/default.aspx>.

CMU Online proctors exams at the Park Library and Global Campus offices. For more information on using CMU Online as a proctor see: <http://global.cmich.edu/cmuelonline/proctoring/exam-appointment.aspx>.

The student is responsible for any proctor's fees. If using a CMU Center 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 (989) 774-4461 or by email at [cmu.online.proctor@cmich.edu](mailto:cmu.online.proctor@cmich.edu).

## Classes and Seminars

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

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

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

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

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

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

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

## Main Campus Courses

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

## Limitations on College of Business Credits

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

## Independent Study

Independent study courses are available for students who wish to pursue special areas of interest. Independent learning experiences should help students develop skills in planning, organizing, researching, reporting, and developing specific skills outside the classroom. The experiences may take the form of readings, research, or special projects. Students wishing to pursue independent study should contact their department office for more information. 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.

## 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 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](mailto:cmuonline@cmich.edu).

## 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)

## 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 *Financial Aid Manual* at: <http://global.cmich.edu/financial-aid/FinancialAidManual.pdf>.

## 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.

# Options for Earning Credit

## Undergraduate Transfer Credit Policy

- I. **Transfers from Accredited Schools and Foreign Institutions.** Undergraduate courses from another college or university that is accredited by one of the regional institutional accrediting associations 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 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. For credit from institutions that have numeric grading only, you may contact the Registrar's Office (989-774-3261) to verify the minimum grade required for transfer, c.) Credits from foreign institutions must first be evaluated by an approved international credential evaluation organization. d.) Grades and honor or quality points are not transferable to or recorded on the CMU permanent record, e.) Acceptability of transfer coursework to fulfill CMU major or minor requirements is at the discretion of the individual department.
- II. **Transfers from Non-Accredited Schools.** A student who has earned credit or a baccalaureate degree from an institution that is not accredited by one of the regional accrediting associations may appeal through 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. Before accepting such credit for transfer credit consideration, the Board of Appeals will consult with the individual departments. If a positive decision results, transfer credit may then be granted subject to the same conditions that apply to transfers from accredited schools.
- III. **Exceptions.** Academic units may request an exception to the Regional Accreditation portion of this policy from the Degrees, Admissions, Standards and Honors Committee.
- IV. **The MACRAO and MTA Transfer Agreements.** A person who transfers from another institution in Michigan with a transcript documented as having satisfied the MACRAO or MTA Agreement, will also have satisfied the University Program portion of the General Education Requirements section at CMU. All other students may refer to the General Education Requirements in this Bulletin for guidelines on the applicability of their transfer credit toward University Program requirements.
- V. **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.
- VI. **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 of Education and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services." All Military Service School experiences that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military service school experiences to fulfill CMU major or minor requirements is at the discretion of the individual department.
  - B. *Military Occupational Specialties.* Granting of academic credit for military occupational specialties will be guided by the evaluations prepared by the American Council of 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) will transfer to Central Michigan University subject to the following conditions: 1) the student seeking the transfer of credit is an active or reserve military service member or the immediate family member of a service member; 2) transferable courses completed with a grade of C- or better or the equivalent will be accepted; 3) grades and honor points or quality points are not transferable to or recorded on the CMU permanent record; 4) coursework is taken after the issuance of a Student Agreement by Central Michigan University. The Student Agreement is a record of all of the student's prior learning (including military experience) and where that learning fits into his or her degree plan.
  - D. *DANTES Subject Standardized Tests (DSST).* Central Michigan University accepts a number of the DSST exams for transfer credit based on the recommendations provided by the American Council of Education (ACE). Acceptability of credit for military service school experiences to fulfill CMU major or minor requirements is at the discretion of the individual department. Please contact [registra@cmich.edu](mailto:registra@cmich.edu) with any questions.
- VII. **Non-military 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's PONSI program (ACE/PONSI). ACE/PONSI credit recommendations appear in the publication entitled The National Guide to Educational Credit for Training Programs.
- VIII. **13th Year Credit.** CMU will allow a student's 13th year (e.g., the German Abitur) or A-level credit from non-U.S. academic systems to count as undergraduate credit if it is approved by the department responsible for that area (e.g., Biology would have to approve credit for courses taken that relate to biology). Such approval must be done on a case-by-case basis. The student must submit course syllabi, including information as to textbooks used in the course, so that the department can determine whether to approve such credit. Progress of students who receive this credit will be monitored in order to determine the efficacy of this policy.

(continued)

## Graduate Transfer Credit Policy

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

### Transferable credit:

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

A separate policy exists for the following: Students entering the Au.D. with a master's degree in Audiology and significant, relevant professional experience. See the Au.D. program description for details. Students in California are limited to six semester hours of 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 department and the Registrar's Office for final review. 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](http://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 department and the Registrar's Office for final review.
12. Courses earned by correspondence will be eligible for graduate transfer credit unless otherwise stipulated in department admission requirements.
13. Transfer credits must be earned within the time limit for program completion. Transfer credits are not eligible for extension of time consideration.

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

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

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

## Credit by Examination

A student who has been admitted to a graduate degree program and who has had experience or background comparable to a course at this university may file for a maximum of 12 semester hours of *Credit by Examination*, at the discretion of the department, under the following conditions:

1. No credit eligible for transfer to CMU has been earned in the course requested by examination;
2. No higher level course in that subject area was taken prior to requesting credit by examination (A higher level course is a course that is higher at the 100-level. For example, a 700-level course is higher than a 600-level course, but multiple courses at the 600-level are considered to be at the same level.);
3. Credit by examination may not be used to repeat any course previously taken that has not expired, either to remove a failure or to improve a grade, as provided in the Repeat Course Policy;
4. Graduate credit by examination is available as Credit/No Credit only, and is not included in the computation of the student's grade point average.
5. Graduate credit by examination may be used to repeat any course previously taken at CMU or at another institution that has expired as described in the Time to Complete Policy.

At the time of the request, the student must have an Authorization of Degree Program signed by the advisor on file in Applications Processing. Approval may be granted for the number of credits requested or any portion of the credits requested. The student should submit the signed application for credit by examination to the Registrar's Office to register for the number of credits approved. The *Credit by Examination Request* form may be found on the Graduate Studies website.

## The Prior Learning Assessment Credit Process

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

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

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

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

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

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

### Undergraduate:

- UNV 297 (lower division), or
- UNV 497 (upper division)

### Graduate:

- UNV 697

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

## Advanced Standing

See the following pages for additional options for Undergraduates only.

## Additional Options for Undergraduates Only

Undergraduate students may be granted credit at CMU by earning high scores on the following specified examinations: Advanced Placement (AP), College Level Examination Program (CLEP), and International Baccalaureate.

<b>Accepted Advanced Placement Program Examinations</b>				
Undergraduate students may be granted credit at CMU by earning the Minimum Score Required on specified exams listed in the table below. The courses on this list are approved by individual academic departments and are subject to change. To have Advanced Placement credit granted at CMU, you must have College Board send your exam results to Central Michigan University.				
Name of Examination	CMU Equivalent	Course Number	Credit	Min. Score Required
Art: History of Art	Introduction to Western Art, Part I	ART 283	3	3
Art: 2-D Design Portfolio	2-D Design	ART 115	3	3
Art: 3-D	3-D Design	ART 118	3	3
Art: Drawing Studio	Introduction to Drawing	ART 106	3	3
Biology	General Biology	BIO 101	3	3
Chemistry	Survey of Chemistry & Introductory Chemistry Laboratory	CHM 120 & CHM 127	4 1	3*
*Prior to Fall, 2013: CHM 131 (4) with score of 3 or CHM 131/132 (8) with score of 5.				
Computer Science A	Principles of Computer Programming	CPS 180	3	3
Computer Science AB	Introduction to Data Structure	CPS 181	3	3
English Language & Composition	Introduction to Literature	ENG 134	3	4
English Composition and Literature	Introduction to Literature	ENG 134	3	4
Environmental Science	Introduction to Environmental Studies	ENV 101	3	3
Government & Politics: U.S.	Introduction to American Government & Politics	PSC 105	3	3
Government & Politics: Comparative	Introduction to Comparative Politics	PSC 242	3	3
History: European	<ul style="list-style-type: none"> <li>• The Development of Western Civilization: From Ancient Times to 1700 A.D.</li> <li>• Development of Western Civilization: From 1700 to the Present</li> </ul>	HST 101 or HST 102 HST 101/HST 102	3 6	3 4 or 5
History: U.S.	<ul style="list-style-type: none"> <li>• The Quest for Liberty: The United States to 1865</li> <li>• The Struggle for Equality: United States, 1865-present</li> </ul>	HST 111 or HST 112 HST 111/112	3 6	3 4 or 5
History: World	World History to 1500 World History since 1400	HST 201 or 202 HST 201 and 202	3 6	3 4 or 5
Human Geography	Cultures of the World	GEO 121	3	3
Languages: <ul style="list-style-type: none"> <li>• French Language</li> <li>• German Language</li> <li>• Spanish Language</li> <li>• Latin: Literature</li> <li>• Latin: Vergil</li> </ul>	For each of these examinations, credit will be allowed as follows: <ul style="list-style-type: none"> <li>• For a score of 3, credit will be given in the 201 course (4 hours)</li> <li>• For a score of 4, credit will be given in the 201 and 202 courses (8 hours)</li> <li>• For a score of 5, credit awarded will be determined by the department section for that language based on a review of the examination and an interview with the student. A minimum of 10 hours and a maximum of 12 hours are recommended, with credit to be at the 200 level.</li> <li>• For each of these Latin examinations, credit for scores of 3, 4, or 5 will be awarded through Latin: consultation with the department chairperson.</li> </ul>			
Macroeconomics	Principles of Macroeconomics or Principles of Macro- and Global Economics	ECO 201 or 204	3	4
Microeconomics	Principles of Microeconomics	ECO 202	3	4
Mathematics: Calculus AB	Calculus I	MTH 132	4	3
Mathematics: Calculus BC	Calculus I and Calculus II	MTH 132/133	8	3
Mathematics: Calculus BC	Subscore AB	MTH 132	4	3
Physics I	College Physics I College Physics Laboratory I	PHY 130QR PHY 170	4 1	3
Physics II	College Physics II College Physics Laboratory II	PHY 131 PHY 171	4 1	3
Physics B	College Physics I and College Physics II	PHY 130QR/131	8	3
Physics C (Mechanics)	University Physics I	PHY 145QR	4	3
Physics C (Electricity & Magnetism)	University Physics II	PHY 146	4	3
Psychology	Introduction to Psychology	PSY 100	3	3
Statistics	<ul style="list-style-type: none"> <li>• Introduction to Statistics</li> <li>• Elementary Statistical Analysis</li> </ul>	STA 282QR STA 382QR	3 3	3 4

### 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](http://www.cmich.edu/about/leadership/office_provost/AcademicAffairs/CBTC). Eligibility in individual cases will be determined by the Registrar's Office.
- 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. Students who have completed or are enrolled in English literature courses are still eligible to earn CLEP credit for ENG 101 since literature and composition courses are different areas of study.
- 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.

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

### International Baccalaureate

High school students may be able to receive credit through the International Baccalaureate (IB) Diploma Programme. IB examination scores should be sent for evaluation from the IB Office (New York, Geneva, or London) directly to Registrar's Office, Attention: Transfer Credit, Warriner Hall 212, Central Michigan University, Mt. Pleasant, MI 48859 USA. Strong scores on IB Higher Level examinations may allow for course waiver or course credit.

The following table shows the current credit awarded for specific IB examinations and scores. Additional IB course content and examinations are under review by departments. Contact the Registrar's office for the most current information.

International Baccalaureate					
IB Course Name & Exam Level	Score Required	CMU Equivalent	Credit	Course Number	U.P./Competency*
Biology HL	4 or Higher	General Biology/Concepts of Biology and Biology Credit	6	BIO 101 (3)	IIA
				BIO Credit (2 or 3)	
Chemistry HL	4 or Higher	Chemistry Credit	5	CHM Credit and Lab (5)	IIB
Economics A HL	5 or Higher	Principles of Macroeconomics and Principles of Microeconomics	6	ECO 201 (3) or ECO 204 (3)	
				ECO 202 (3) or ECO 203 (3)	
English A1 HL	4 or Higher	Freshman Composition and Introduction to Literature	6	ENG 101 (3)	Freshman Composition
				ENG 134 (3)	IB
Foreign Language (see Spanish below)	3 or Higher and Department Review	Must see Department of World Languages and Cultures			
History of the Americas HL	4 or Higher	United States to 1865 and United States 1865 to Present	6	HST 111 (3)	IIIB
				HST 112 (3)	IIIB
History – Europe HL	4 or Higher	History Credit	6	HST Credit (6)	IA
History HL	4 or Higher	The African Experience and History Credit	6	HST 176 (3)	IVB
				HST Credit (3)	
Language A1 HL	4 or Higher	Freshman Composition	3	ENG 101 (3)	Freshman Composition
Mathematics HL	4	Pre-Calculus Mathematics	4	MTH 130 (4)	Mathematics Competency
	5	Calculus I	5	MTH 132 (4) plus 1 gen. MTH cr.	
	6	Calculus I	6	MTH 132 (4) plus 2 cr.	
	7 or higher	Calculus I and Calculus II	10	MTH 132/MTH 133 (8) plus 2 cr.	
Music HL	5 or higher	Listening Experience and Music Credit	5	MUS 114 (3) MUS Credit (2)	IB
Language A1 HL - World Literature	4 or Higher	English Credit	3	ENG Credit (3)	
Philosophy HL	4 or Higher	Introduction to Philosophy and Critical Thinking in Everyday Life	6	PHL 100 (3)	IA
				PHL 105 (3)	
Physics HL	4	University Physics I and University Physics Laboratory I	5	PHY 145QR (4) PHY 175 (1)	IIB
Physics HL	5 or Higher	University Physics I & University Physics Laboratory I University Physics II & University Physics Laboratory II	10	PHY 145QR(4) and PHY 175 (1)	IIB
				PHY 146 (4) and PHY 176 (1)	
Psychology HL	4 or Higher	Introduction to Psychology	3	PSY 100 (3)	IIIA
Social and Cultural Anthropology HL	4 or Higher	Anthropology Credit	3	ANT Credit (3)	
Spanish A2 HL	4 or Higher	Spanish Credit	3	SPN Credit (3)	IVB
Visual Arts Option A HL in English	No Credit	No Credit	0	No Credit	

**\*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.

# Graduation Requirements

## Undergraduate Application for Graduation

Degrees are not awarded automatically upon completion of scholastic requirements. During the semester or session in which students will complete 86 credit hours, an application for graduation should be submitted. Applications for graduation can be submitted online through Degree Progress or the Registrar's website. An official graduation audit indicating remaining requirements for your degree will be e-mailed to students. Applications are processed in the order they are received for each graduation. Submission should be based on the following timeline: October 1 for May graduation, February 1 for August graduation, and April 1 for December graduation. There is no application fee. For additional information call 989-774-3261.

## 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" undergraduate student.
2. Fulfill the requirements prescribed on a degree.
3. Complete a declared major, or a major and a minor, or minors as indicated on the chosen degree.
4. File an application for graduation by the deadline listed and pay the appropriate graduation fee with the application.
5. Present 30 semester hours of credit earned at Central Michigan University. Fifteen of the 30 hours must be taken on campus. Ten of the last 30 semester hours of credit prior to graduation must be taken at this university in on-campus or off-campus courses. Correspondence credit, Advanced Placement credit, CLEP credit, and hours earned by Credit by Examination may not be applied toward any of these requirements.
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. Present a minimum of 40 semester hours of credit equivalent to the CMU level of 300 or above. For Global Campus students, 20 semester hours may be prior learning assessment credit.
9. Present a minimum of 120 semester credit hours that may include a maximum of six hours RLA and/or PED activities. Some degrees and majors have minimums above 120. 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 the official regulating agency of the country in which the university or college is located. An exception is made for programs guided by articulation agreements with the University. None of these sixty hours may include physical education activity courses. The Registrar's Office makes the decision regarding the acceptability of transfer credits according to the Transfer Credit Policy (See index). Appeals of the decisions of the Registrar's Office 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.

## Bulletin Used to Determine Graduation Requirements

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 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.

## General Residency Policy - Undergraduate

**Please note:** To see the full Resident Status Policy, consult the Undergraduate or Graduate Studies Bulletin.

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. 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.

## Outstanding Scholarship Recognition

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

### Semester Recognition

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

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

### 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 below and must at that time have completed 45 hours of residence credit as defined on the previous page, of which 33 hours must be letter-graded credit.

#### Point Average

- 3.90 - 4.00 Summa Cum Laude
- 3.75 - 3.89 Magna Cum Laude
- 3.50 - 3.74 Cum Laude

### Process for Requesting Adjustment in Graduation with Honors

A student may request a new honors classification if, at the end of the final semester prior to graduation, he or she has attained 45 hours of residence credit, of which 33 credits are letter-graded credit, and has attained a GPA that now qualifies him or her for honors or a higher honors classification. The student must complete a *Request for a Change in Graduation Honors with Replacement Diploma* form and submit it to the Registrar's Office.

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

### Honors for GPA 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 or her final semester, the student must have completed 45 hours of residence credit, of which 33 hours are letter-graded credit, and a cumulative point average as indicated above. Only hours completed after the recomputation are eligible for this requirement.

## Two Undergraduate Degrees

A student may apply for a second baccalaureate degree from Central Michigan University if the degrees are different and the pertaining 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 150-154 semester hours of acceptable credit (depending on the degree).
3. Present a minimum of 60 semester hours from Central Michigan University, of which at least 30 hours must have been earned on campus.

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 Central Michigan University 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 Central Michigan University, of which at least 30 hours must have been earned on campus.

To earn a second baccalaureate degree after earning the first degree at 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 Central Michigan University, of which at least 15 hours must have been earned on campus.

## 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 Degree Candidacy

### Admission to Candidacy

#### Specialist's Degree

Admission to graduate study does not imply Admission to Candidacy for any specialist's degree. Admission to Candidacy is granted only after the applicant has:

1. Fulfilled all the prerequisites for admission to the degree program;
2. Fulfilled all special requirements, such as admissions tests, letters of recommendation, and qualifying examinations specified by the department which has jurisdiction over the curriculum;
3. Submitted an Authorization of Degree Program - Graduate form approved and signed by the advisor;
4. Completed at least ten hours of graded graduate coursework on the chosen program at CMU with a cumulative graduate grade point average of 3.0 or higher in all of this work;
5. Filed an Admission to Candidacy - Specialist Degree form approved by the advisor and the department chair and submitted to Applications Processing.

#### 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 department chair and submitted to Applications Processing.

## Graduate Degree Requirements

Students may elect to graduate under the curricular requirements and regulations in any Graduate Bulletin in effect between the date of the original admission on a graduate degree or certificate program.

Each candidate for a degree shall:

1. Receive Regular Admission into the program.
2. Fulfill requirements as prescribed on a degree.
3. Fulfill all other university regulations pertaining to the program,
4. Obtain 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 in all coursework on the student's degree program.
5. Courses in which the student earns below a grade of C are not acceptable in the fulfillment of any graduate program requirement.
6. Complete all requirements for the graduate certificate, master's degree, or specialist's degree within seven years after matriculation into the program. Complete all requirements for a doctoral degree within eight years prior to the award of the doctoral degree with a prior relevant graduate degree, and ten years if the student began doctoral study without prior relevant graduate degree. Courses completed more than the approved amount of time prior to graduation cannot be used to meet graduation requirements without an extension of time request. See the Extension of Time

section for further information.

7. Submit application for graduation by date specified.

In addition, candidates for the following programs shall:

### Graduate Certificate

1. Complete 15-18 hours of prescribed graduate work. A maximum of six (6) semester hours from a previous or concurrent graduate degree or certificate may be applied toward a graduate certificate. Military coursework with a grade of outstanding or excellent is applicable. 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 15-18 hour graduate coursework requirement.

**Note:** Graduate Certificates as described in this section are not related to earning a teaching certificate. See page 184 of this Bulletin for Teacher Certification information.

### Master's Degree

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

1. Complete a minimum of 30 hours of graduate work. If a student has not had adequate preparatory coursework for the curriculum chosen, the student must take additional coursework to make up any deficiencies in the field of specialization, cognate areas, or both. These courses are not included in the 30 hour graduate coursework requirement
2. Earn at least fifteen of the hours presented for the degree in courses at or above the 600 level.
3. Submit evidence of scholarship and/or creative or artistic ability beyond the completion of coursework. Two plans, differing to some extent in 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 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 the Plan A or Plan B. It is the responsibility of the student to consult with their advisor to determine which plan the student will be completing.

**NOTE:** Particular doctoral programs may have more specific or more stringent program requirements.

### Specialist's Degree

1. Received a Master's Degree; if this is a prerequisite on your curriculum.
2. Been admitted to candidacy for the appropriate specialist's degree.
3. Complete a minimum of 60 hours of graduate work. Thirty hours beyond the master's degree if the master's is required or was earned elsewhere.
4. Completed a thesis or field study as part of your master's or your specialist's degree.
5. Earn at least twenty of the last thirty hours of coursework at or above the 600 level.

### Doctoral Degree

1. Received a Master's or Specialist's Degree; if this is a prerequisite on your curriculum.
2. Acquired the research skills of the discipline as required by the department.
3. Passed a comprehensive examination or clinical assessment evaluated by one or more of the graduate faculty.

4. Been admitted to candidacy for the doctoral degree (if Ph.D., Ed.D., or DHA degree program).
5. Complete a minimum of 60 hours of graduate work beyond the bachelor's degree.
6. Maintain at least a 3.0 cumulative grade point average. A student with three or more grades of C+ or C may not be awarded the doctoral 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. Earn at least fifteen hours 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.
8. Prepare a doctoral dissertation, or in the case of some applied programs, a doctoral project.

**Dissertation:** you may receive a minimum of twelve hours of credit and a maximum of thirty-six hours of credit as specified on the 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 Office of Research and Graduate Studies most recent edition of the Guidelines for the Preparation of Theses, Doctoral Projects, and Dissertations.

**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.

### 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 Office of Research Compliance.

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](http://www.grad.cmich.edu).

#### Selection of a College Committee

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 or from outside CMU, but may not be the chairperson. All members of the committee must have graduate faculty status. Students can check their prospective 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

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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 full 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.

#### Prospectus Approval

After a committee has been selected and a topic chosen, a Prospectus - Theses, Doctoral Projects, Dissertations, and Journal Articles form must be completed by the student and approved at the department level as well as by the Vice President for Research and Dean of Graduate Studies. Projects undertaken prior to final approval 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.

#### Credits and Grading

Each student who writes a thesis/doctoral project/dissertation/journal article must enroll for credit. A master's or specialist's student may not enroll for more than three thesis credits and projects must not be undertaken until the prospectus has been fully approved. A doctoral student may not enroll for more than six dissertation credits and projects must not be undertaken until the prospectus has been fully approved.

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.

#### Additional Graduate Degrees

A student who holds a master's or higher degree may earn an additional master's degree in another discipline. With the approval of the department chairperson and the graduate dean, a student holding a degree in a discipline may earn another master's degree in the same discipline, provided it is on a different published option. In any case, a maximum of six semester hours submitted in fulfillment of

the prior degree program 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.

#### General Residency Policy - Graduate

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 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.

#### Application for Graduation

The three official graduation periods each year at CMU are in May, August, and December. Degrees are not awarded automatically upon completion of scholastic requirements. Applications can be found on CentralLink or the Registrar's website. Submissions should be based on the following timeline: October 1 for May graduation; February 1 for August graduation; and April 1 for December graduation. It is the responsibility of the student to contact his/her advisor to obtain thesis and/or other graduation-related approvals.

#### 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.

To participate in the official graduation ceremony, students are required to have submitted a graduation application and be enrolled in all remaining requirements to graduate. Information about the ceremony is emailed to prospective graduates about four to six weeks prior to the event.

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

Information about graduation ceremonies on CMU's main campus is emailed to prospective graduates four to six weeks prior to the event.

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

#### Diplomas

Following the graduation date and submission of all grades, diplomas are mailed over a six to eight week period. Diplomas are mailed to the permanent address on record. Diplomas are not distributed during graduation ceremonies. Students who fail to meet requirements will be notified and advised to apply for the next graduation period.

#### 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*.

# General Education Requirements for Undergraduate Students

## 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:

- Demonstrate undergraduate level competence in written communication, oral communication, mathematics, and quantitative reasoning.
- Examine and conceptualize contemporary problems through the application of procedures common in the natural sciences, social sciences, and humanities.
- Display sensitivity to the influence of cultural values and diversity on human functioning.

## II. The Competencies

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

### A. Writing Competency (18-21 hours)

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

### 1. Freshman Composition (3-6 hours)

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

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

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

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

**OR**

b. **Earning a grade of C (2.0) or better in ENG 103 First Year Writing and ENG 193 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](https://www.cmich.edu/office_provost/AcademicAffairs/CBTC/Pages/default.aspx)) or call 989-774-1092.

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

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

#### Freshman Composition Courses:

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

ENG 101 - Freshman Composition 3(3-0)

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

ENG 193 - Writing Workshop 1(Spec)

### 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)

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### 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:** Two of the four courses of the Writing Intensive requirement must be taken before completing 56 hours of coursework. The Writing Intensive requirement must be completely met prior to graduation. *Transfer Students, please see C. Additional Guidelines for Students with Transfer Credit, Item 3, at the end of this section.*

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

#### Writing Intensive Courses

*The following courses are always offered as Writing Intensive:*

ANT/BIO/CHM 250WI - Water as Life, Death, Power 3(2-2)  
 ANT 265WI - Medicine, Health and Illness: Why Culture Matters 3(3-0)  
 ATR 390WI - Seminar in Athletic Training 3(3-0)  
 ATR 478WI - Research Methods in Athletic Training 3(3-0)  
 BCA 211WI - Introduction to Writing for Electronic Media 3(3-0)  
 BCA 311WI - Electronic Media Copywriting 3(3-0)  
 BCA 318WI - Electronic Media Newswriting 3(3-0)  
 BCA 411WI - Long-Form Electronic Media Writing 3(3-0)  
 BCA 503WI - Critiquing Mass Media 3(3-0)  
 BCA 506WI - Series Script Writing For Visual Media 3(3-0)  
 BCA 508WI - Screenwriting for Cinematic Narrative 3(3-0)  
 BCA 516WI - Electronic Media Management 3(3-0)  
 BCA 540WI - Recording Industry & Business 3(3-0)  
 BIO/ANT/CHM 250WI - Water as Life, Death, Power 3(2-2)  
 BIO 403WI - Undergraduate Research 3-4(Spec)  
 BIO 567WI - Biogeochemistry 3(3-0)  
 BIO 576WI - Mammalian Cell Culture 3(1-5)  
 BIS 101WI - Essential Business Communications Skills 3(3-0)  
 BIS 260WI - Global Business Communication 3(3-0)  
 CSD 432WI - Clinical Communication in Speech-Language Pathology 3(3-0)  
 CGL 496WI - Seminar in Cultural and Global Studies 3(3-0)  
 CHM/ANT/BIO 250WI - Water as Life, Death, Power 3(2-2)  
 CHM 491WI - Undergraduate Research 1-3(Spec)  
 COM 301WI - Survey of Research in Communication 3(3-0)  
 EDU 380WI - Interdisciplinary Methods and Pre-Student Teaching 10(Spec)  
 EGR 489WI - Senior Design I 3(2-2)  
 EGR 499WI - Senior Design II 3(1-4)  
 ENG 143WI - Laughing Matters: Comedy and Satire 3(3-0)  
 ENG 211WI - Introduction to English Education 3(3-0)  
 ENG 234WI - Introduction to Literary Analysis 3(3-0)  
 ENG 294WI - Introduction to Creative Writing 3(3-0)  
 ENG 301WI - Nonfiction Writing 3(3-0)  
 ENG 303WI - Technical Writing 3(3-0)  
 ENG 315WI - Teaching Writing in Elementary and Middle Schools 4(3-1)  
 ENG 381WI - Children's Literature 3(3-0)  
 ENG 391WI - Creative Writing: Fiction 3(3-0)  
 ENG 392WI - Creative Writing: Poetry 3(3-0)  
 ENG 402WI - Argumentation and Expository Writing 3(3-0)  
 ENG 435WI - Senior Seminar: Advanced Literary Analysis 3(3-0)

ENG 491WI - Advanced Fiction Writing 3-6(3-0)  
 ENG 510WI - Writing Center Practicum 1-3(Spec)  
 ENS 503WI - Environmental Modeling 4(2-4)  
 ENV 400WI - Environmental Studies Capstone 3(3-0)  
 FNS 577WI - Advanced Topics in Nutrition: Eating Disorders 3(3-0)  
 FRN 321WI - France Today 3(3-0)  
 FRN 423WI - France at War in the 20th Century 3(3-0)  
 GEL 380WI - Hydrogeology 3(2-3)  
 GEL 406WI - Senior Thesis 3(Spec)  
 GEO 450WI - Geography Capstone 3(3-0)  
 HON 201WI - Honors Studies in Human Events and Ideas: First Year Seminar 3(3-0)  
 HON 202WI - Honors Studies in the Arts: First Year Seminar 3(3-0)  
 HON 203WI - Honors Descriptive Science: First Year Seminar 3(3-0)  
 HON 204WI - Honors Quantitative and Mathematical Science: First Year Seminar 3(3-0)  
 HON 205WI - Honors Behavioral Sciences: First Year Seminar 3(3-0)  
 HON 206WI - Honors Studies in Social Structures: First Year Seminar 3(3-0)  
 HON 207WI - Honors Studies in Global Cultures: First Year Seminar 3(3-0)  
 HON 208WI - Honors Studies in Racism and Diversity in the U.S.: First Year Seminar 3(3-0)  
 HPS 101WI - Introduction to the Health Professions 3(3-0)  
 HPS 350WI - Readiness: College-to-Career Transition 3(3-0)  
 HSC 203WI - Leadership for the Health Professions 3(3-0)  
 HPS 300WI - Introduction to Baccalaureate Nursing Practice 4(4-0)  
 HSC 315WI - Critical Analysis of Contemporary Issues in Exercises and Health Science 3(3-0)  
 HSC 419WI - Community Health Assessment, Planning and Program Evaluation 3(3-0)  
 HSC 538WI - Development of Proposals and Reports in Health Administration 3(3-0)  
 HST 100WI - Reconstructing the Past: An Introduction to the Study of History 3(3-0)  
 HST 210WI - United States History through Michigan Eyes 3(3-0)  
 HST 222WI - Cherokees, Slaves and the Struggle for Racial Justice 3(3-0)  
 HST 496WI - Research Seminar 3(3-0)  
 IET 324WI - Product Design and Development 3(2-2)  
 IND 332WI - Human Shelter and Environment 3(3-0)  
 IND 339WI - Interior Design Studio III: Special User Groups 3(1-4)  
 IND 432WI - Seminar in Interior Design 3(3-0)  
 JRN 107WI - Literary Journalism 3(3-0)  
 JRN 202WI - Writing for the Mass Media 3(3-0)  
 JRN 205WI - Shaping the Media 3(3-0)  
 JRN 312WI - Reporting 3(3-0)  
 JRN 348WI - Business Journalism 3(3-0)  
 JRN 430WI - Magazine and Feature Writing 3(3-0)  
 JRN 450WI - Public Relations Writing 3(3-0)  
 JRN 516WI - Public Affairs Reporting 3(3-0)  
 JRN 551WI - Case Studies in Public Relations 3(3-0)  
 MET 460WI - Global Climate Dynamics 3(3-0)  
 MET 480WI - Atmospheric Modeling 3(2-2)  
 MUS 314WI - History of Symphonic Literature 3(3-0)  
 PAD 523WI - Fundamentals of Grand Writing and Management 3(3-0)  
 PHL 490WI - Senior Seminar in Philosophy 3(3-0)  
 PHY 491WI - Senior Physics Project 3(Spec)  
 PSC 571WI - The Military and Politics 3(3-0)  
 REL 501WI - Seminar in the Study of Religion 3(3-0)  
 REL 505WI - Research Seminar 3(3-0)  
 RPL 580WI - Programming for Therapeutic Recreation 3(3-0)  
 SPE 550WI - Teaching Diverse Students in Educational Settings 3(3-0)  
 SPN 405WI - Modern and Contemporary Spanish Novel 3(3-0)  
 SPN 415WI - Spanish-American Novel 3(3-0)  
 SPN 431WI - Advanced Writing in Spanish 3(3-0)  
 SWK 331WI - Social Work Generalist Practice III 3(3-0)  
 TAI 586WI - Playwriting 3(3-0)

**(See Courses Approved for WI Sections, next page)**

**Approved for Writing Intensive Sections**

*The following courses are approved for Writing Intensive; check the Course Registration for WI sections:*

- ANT 170 - Cultural Anthropology 3(3-0)  
 ANT 459 - Anthropology of Religion 3(3-0)  
 ANT 465 - Capstone Experience in Anthropology 3(3-0)  
 ART 126 - Introduction to the Visual Arts 3(3-0)  
 ART 380 - Greek Art and Architecture 3(3-0)  
 ART 381 - Early Christian and Byzantine Art 3(3-0)  
 ART 485 - Art after 1945 3(3-0)  
 ART 580 - Seminar in Ancient/Medieval Art History 3-6(3-0)  
 ART 581 - Seminar in Early Modern Art History 3-6(3-0)  
 ART 582 - Seminar in Modern and Contemporary Art History 3-6(3-0)  
 ART 586 - Special Topics in Art History 3-9(3-0)  
 BIO 240 - Conservation of Natural Resources 3(3-0)  
 BIO 325 - Biotechnology 3(1-5)  
 BIO 338 - Human Ecology 3(3-0)  
 BIO 545 - Molecular Genetics 3(3-0)  
 BIO 560 - Avian Ecology 3(2-3)  
 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 325 - Women and the Law 3(3-0)  
 BLR 330 - Real Estate Law 3(3-0)  
 COM 277 - Video Games and Human Communication 3(3-0)  
 COM 468 - Advanced Interpersonal Communication 3(3-0)  
 EDU 107 - Introduction to Teaching 3(3-1)  
 EDU 290 - Technology in Education 3(3-0)  
 EDU 310 - Educational Psychology for Secondary Teachers 3(3-0)  
 ENG 134 - Introduction to Literature 3(3-0)  
 ENG 141 - Comics, Graphic Novels, and Other Illustrated Texts 3(3-0)  
 ENG 142 - Literary Interpretation of Sport 3(3-0)  
 ENG 144 - Monsters and Their Meanings 3(3-0)  
 ENG 145 - Bestsellers and Prize Winners 3(3-0)  
 ENG 175 - The Nature of Language 3(3-0)  
 ENG 235 - English Literature: Beginning to Romantic Period 3(3-0)  
 ENG 236 - British Literature 3(3-0)  
 ENG 251 - American Literature: Colonial Through the Romantic Period 3(3-0)  
 ENG 252 - American Literature: Realistic Period to the Present 3(3-0)  
 ENG 261 - Masterpieces of Ancient Literature 3(3-0)  
 ENG 262 - European Literatures 3(3-0)  
 ENG 323 - Fantasy and Science Fiction 3(3-0)  
 ENG 327/WGS 327 - Women Writers: Gender, Sexuality, and Literature 3(3-0)  
 ENG 349 - Shakespeare 3(3-0)  
 ENG 492 - Advanced Poetry Writing 3-6(3-0)  
 ENG 493 - Creative Nonfiction 3-6(3-0)  
 ENG 514 - Language and Media Discourse 3(3-0)  
 ENG 539 - Seminar in Major Nonfiction Writers 3-9(Spec)  
 FMD 250 - History of Western Dress 3(3-0)  
 FMD 252 - Dress and Culture 3(3-0)  
 FNS 370 - Nutrition 3(3-0)  
 FRN 201 - Intermediate French I 4(4-0)  
 FRN 202 - Intermediate French II 4(4-0)  
 FRN 325 - French Literature in Translation 3(3-0)  
 FRN 333 - Francophone Literature and Culture 3(3-0)  
 FRN 340 - Foreigners in France in the 20th and 21st Centuries 3(3-0)  
 FRN 353 - Youth Literature in French 3(3-0)  
 FRN 360 - Literature and Culture of Quebec 3(3-0)  
 FRN 375 - French/English Translation 3(3-0)  
 FRN 391 - Topics in French and Francophone Cultures 1-12(Spec)  
 GEL 370 - Structural Geology 3(2-3)  
 GEO 121 - Human Geography and Globalization 3(3-0)  
 GEO 400 - Geographic Education 3(2-2)  
 GEO 531 - Integrated Land Use Planning 3(3-0)  
 GER 325 - Modern German Literature in Translation 3(3-0)  
 GER 341 - German Cultural History I 3(3-0)  
 GER 342 - German Cultural History II 3(3-0)  
 GER 343 - Survey of German Literature I 3(3-0)  
 GER 344 - Survey of German Literature II 3(3-0)  
 GER 345 - Survey of German Literature III 3(3-0)  
 GER 347 - German Cultural History III 3(3-0)  
 GER 570 - Advanced Grammar and Composition 3(3-0)  
 HDF 100 - Lifespan Development 3(3-0)  
 HDF 247 - Introduction to Gerontology 3(3-0)  
 HDF 308 - Theories of Child and Adolescent Development 3(3-0)  
 HON 499 - Senior Project 3-6(Spec)  
 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 to 1865 3(3-0)  
 HST 112 - The Struggle for Equality: The United States, 1865-Present 3(3-0)  
 HST 120 - Unlikely Princesses: Women of World History 3(3-0)  
 HST 163 - The Latin American Experience 3(3-0)  
 HST 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 236 - Babylon and Beyond: Ancient Civilizations of the Near/Middle East 3(3-0)  
 HST 237 - Baghdad and Beyond: The Middle East from 600 C.E. 3(3-0)  
 HST 238 - Ancient Greece and Rome 3(3-0)  
 HST 303 - The American Revolution 3(3-0)  
 HST 320 - United States Social History to 1865 3(3-0)  
 HST 321 - United States Social History since 1865 3(3-0)  
 HST 323 - History of Native Americans 3(3-0)  
 HST 324 - "Death is Better than Slavery": African American History to 1877 3(3-0)  
 HST 325 - "By Any Means Necessary": African American History, 1877-Present 3(3-0)  
 HST 326/WGS 328 - Women in America 3(3-0)  
 HST 330 - "We the People": U.S. Constitutional History 3(3-0)  
 HST 340 - The High Middle Ages 3(3-0)  
 HST 341 - Renaissance and Reformation 3(3-0)  
 HST 361/REL 361 - Sinners and Saints of Colonial Latin America 3(3-0)  
 HST 375 - Continuity and Change in Contemporary Africa, 1960s to the Present 3(3-0)  
 HST379/HUM340 - Race, Class and Power: South Africa in the 20th Century 3(3-0)  
 HST 505 - Tudor England 3(3-0)  
 HST 511 - Colonial British America 3(3-0)  
 HST 513 - Era of the Early Republic, 1789-1825 3(3-0)  
 HST 514 - Democracy, Expansion, and Reform in America, 1824-1848 3(3-0)  
 HST 515 - Civil War and Reconstruction 3(3-0)  
 HST 516 - Emergence of Modern America, 1877-1920 3(3-0)  
 HST 518 - African Americans and the Law: From Slavery to Civil Rights 3(3-0)  
 HST 522 - Indians of the Great Lakes Region 3(3-0)  
 HST 525 - The Industrialization of America 3(3-0)  
 HST 535 - The Middle East in the Modern Era 3(3-0)  
 HST 537 - The Age of Cicero 3(3-0)  
 HST 543 - Napoleon 3(3-0)  
 HST 558 - Europe, 1914-1945 3(3-0)  
 HST 576 - Colonialism in Africa, 1880s-1960s 3(3-0)  
 HST 580 - Public History 3(3-0)  
 HST 585 - Oral History 3(3-0)  
 HUM 303 - Law and Society: Great Trials 3(3-0)  
 HUM 340/HST 379 - Race, Class and Power: South Africa in the 20th Century 3(3-0)  
 JRN 207 - Video Games and Mass Communication 3(3-0)  
 JRN 372 - The Asian Media and Cross-cultural Mass Communication 3(3-0)  
 JRN 380 - Racial and Cultural Diversity: Mass Media's Role 3(3-0)  
 MKT 300 - Introduction to Marketing 3(3-0)  
 MUS 114 - Listening Experience 3(3-0)  
 MUS 213 - Jazz: An American Art Form 3(3-0)  
 MUS 310 - Music and the Mind 3(3-0)

(continued)

MUS 311 - Historical Survey of Music II 3(3-0)  
 MUS 313 - Musics of the World 3(3-0)  
 PAD 210 - Introduction to Public Administration 3(3-0)  
 PAD 211 - Introduction to Nonprofit Leadership 3(3-0)  
 PAD 411 - Public Sector Human Resources 3(3-0)  
 PAD 412 - Nonprofit Administration 3(3-0)  
 PAD 413 - Organizational Leadership and Behavior 3(3-0)  
 PHL 100 - Introduction to Philosophy 3(3-0)  
 PHL 118 - Moral Problems 3(3-0)  
 PHL 218 - Ethical Theories 3(3-0)  
 PHL 230 - Philosophy of Religion 3(3-0)  
 PHL 313 - Justice, Human Rights, and the Philosophy of Nonviolence 3(3-0)  
 PHL 335 - Philosophy of Psychology 3(3-0)  
 PHL 397 - Special Topics 1-12(Spec)  
 PHL 404 - Twentieth Century Philosophy 3(3-0)  
 PHL 418 - Advanced Moral Philosophy 3(3-0)  
 PHL 422 - Political and Social Philosophy 3(3-0)  
 PHL 480 - Philosophy of the Arts 3(3-0)  
 PHL 497 - Special Topics in Philosophy 1-12(Spec)  
 PSC 100 - Introduction to Political Science 3(3-0)  
 PSC 101 - Political Behavior 3(3-0)  
 PSC 105 - Introduction to American Government and Politics 3(3-0)  
 PSC 150 - Introduction to International Relations 3(3-0)  
 PSC 261 - State and Local Government 3(3-0)  
 PSC 347 - Europe and the European Union 3(3-0)  
 PSC 381 - Slavery, Tyranny, Democracy: Classical Origins of Modern Ideas 3(3-0)  
 PSC 515 - Comparative Public Policy 3(3-0)  
 PSY 285 - Research Methods 3(3-0)  
 PSY 385 - Applications of Research Methods 3(3-0)  
 REL 101 - World Religions: An Introduction to the Study of Religion 3(3-0)  
 REL 130 - Religion in America 3(3-0)  
 REL 140 - African-American Religion 3(3-0)  
 REL 207/WGS 207 - Women in Religion 3(3-0)  
 REL 222 - Religious Traditions of India 3(3-0)  
 REL 235 - Religion and Social Issues 3(3-0)  
 REL 240 - African-American Religion 3(3-0)  
 REL 250 - Creation, Conquest, and Chaos: Introduction to the Old Testament 3(3-0)  
 REL 260 - From Gospel to Apocalypse: Introduction to the New Testament 3(3-0)  
 REL 302/WGS 302 - Witchcraft, Magic, and Occult Phenomena 3(3-0)  
 REL 303/WGS 303 - Goddesses 3(3-0)  
 REL 313 - Christianity 3(3-0)  
 REL 315 - Judaism 3(3-0)  
 REL 334 - Death and Dying 3(3-0)  
 REL 337 - Rock 'n' Rolle and Spirituality 3(3-0)  
 REL 361/HST 361 - Sinners and Saints of Colonial Latin America 3(3-0)  
 REL 397 - Special Studies 1-9(Spec)  
 RPL 358 - Foundations of Outdoor and Environmental Education 3(3-0)  
 RPL 430 - Planning Recreation Programs and Events 3(3-0)  
 RPL 470 - Park and Natural Resource Management 3(3-0)  
 RPL 545 - Marketing of Leisure Services 3(3-0)  
 SOC 223 - Urban Structures and Change 3(3-0)  
 SPE 210 - History of Disability 3(3-0)  
 SPE 270 - Disability and Society 3(3-0)  
 SPN 201 - Intermediate Spanish I 4(4-0)  
 SPN 202 - Intermediate Spanish II 3(3-0)  
 SPN 214 - Intermediate Conversation and Composition 3(3-0)  
 SPN 376 - Culture and Civilization of Spain 3(3-0)  
 SPN 377 - Culture and Civilization of Latin America 3(3-0)  
 SWK 450 - Social Welfare Policies and Services II 3(3-0)  
 WGS 100 - How Gender Affects Our Lives 3(3-0)  
 WGS 207/REL 207 - Women in Religion 3(3-0)  
 WGS 302/REL 302 - Witchcraft, Magic, and Occult Phenomena 3(3-0)  
 WGS 303/REL 303 - Goddesses 3(3-0)  
 WGS 327/ENG 327 - Women Writers: Gender, Sexuality, and Literature 3(3-0)  
 WGS 328/HST 326 - Women in America 3(3-0)

## B. Mathematics and Quantitative Reasoning Competency (6 hours)

The Mathematics/Quantitative Reasoning requirement develops the ability to understand and solve quantitative problems that arise in a variety of contexts.

### 1. Mathematics Requirement (3 hours)

Students learn tools for understanding patterns that appear in the sciences, as well as the humanities. Students apply algebra to solve quantitative problems.

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

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

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

#### Mathematics Competency Examination

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

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

#### Mathematics Competency Courses

Some of these courses are also approved for UP Subgroup II-B.

MTH 105 - Intermediate Algebra 3(3-0)  
 MTH 107 - College Algebra 3(3-0)  
 MTH 109 - Plane Trigonometry 3(3-0)  
 MTH 113 - Mathematics: A Modeling Approach 3(3-0)  
 MTH 130 - Pre-Calculus Mathematics 4(4-0)  
 MTH 132 - Calculus I 4(4-0)  
 MTH 133 - Calculus II 4(4-0)  
 MTH 175 - Discrete Mathematics 3(3-0)  
 MTH 217 - Business Calculus 4(4-0)  
 MTH 223 - Linear Algebra and Matrix Theory 3(3-0)  
 MTH 232 - Linear Algebra and Differential Equations 3(3-0)  
 MTH 233 - Calculus III 4(4-0)  
 MTH 256 - Algebraic Modeling and Measurement for K-8 Math Teachers 3(3-0)  
 MTH 261 - Algebra for Secondary Teachers 3(3-0)  
 MTH 278 - Mathematical Models 3(3-0)  
 MTH 296 - Special Topics in Mathematics 1-6(Spec)  
 MTH 332 - Introduction to Mathematical Proof 3(3-0)  
 MTH 334 - Differential Equations 3(3-0)  
 MTH 335 - Mathematical Biology 3(3-0)  
 MTH 341 - College Geometry 3(3-0)  
 MTH 351 - Geometry for K-8 Mathematics Teachers 3(3-0)  
 MTH 361 - Field Experience in Teaching Mathematics 1(Spec)  
 MTH 362 - Problem-Based and Technology-Enhanced Geometry for Secondary Teachers 3(3-0)

MTH 363 - Problem-Based Probability and Statistics for Secondary Teachers 3(3-0)  
 MTH 375 - Discrete Structures 3(3-0)  
 MTH 397 - Independent Study 1-6(Spec)  
 MTH 434 - Methods of Applied Mathematics 3(3-0)  
 MTH 438 - Numerical Analysis I 3(3-0)  
 MTH 439 - Numerical Analysis II 3(3-0)  
 MTH 444 - Introduction to Differential Geometry 3(3-0)  
 MTH 461 - Teaching of Secondary School Mathematics 4(4-0)  
 STA 282QR - Introduction to Statistics 3(3-0)  
 STA 382QR - Elementary Statistical Analysis 3(3-0)  
 STA 392 - Probability and Statistics for Engineers 3(3-0)

## 2. Quantitative Reasoning Requirement (3 hours)

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

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

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

### Quantitative Reasoning Courses:

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

BCA 265QR - Understanding Media Measurement 3(3-0)  
 BIO 105QR - Introductory Quantitative Biology 3(2-2)  
 BUS 300QR - Applied Business Statistics 3(3-0)  
 BUS 503QR - Applied Lean Six Sigma 3(3-0)  
 CHM 211QR - Quantitative Analysis 4(3-5)  
 CHM 265QR - Chemical Physical Science for Elementary Teachers 2(1-3)  
 ECO 222QR - Behavioral Economics 3(3-0)  
 EGR 190QR - Digital Circuits 3(3-0)  
 ENS 101QR - Of Earth and Us: Introduction to Environmental Science 3(2-2)  
 ENV 210QR - Environmental Resource Use 3(3-0)  
 FMD 355QR - Textile Analysis 3(2-2)  
 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(2-2)  
 MTH 103QR - Quantitative Reasoning for Informed Citizens 3(3-0)  
 PAD 380QR - Public Sector Research Methods 3(3-0)  
 PES 186QR - Principles of Physical Fitness for Lifelong Wellness 3(3-0)  
 PES 218QR - Sport Analytics 3(3-0)  
 PHL 145QR - Reasoning and Probability 3(3-0)  
 PHS 265QR - Quantitative Physical Science 2(1-3)  
 PHY 105QR - Energy and Society: A Quantitative Perspective 3(3-0)  
 PHY 130QR - College Physics I 4(4-0)  
 PHY 145QR - University Physics I 4(4-0)  
 PHY 247 QR - Introduction to Modern Physics 3(3-0)  
 PSC 180QR - Polls, Politics and Policy 3(3-0)  
 PSC 280QR - Introduction to Empirical Methods of Political Research 3(3-0)  
 PSY 211QR - Introduction to Psychological Statistics 3(3-0)  
 RPL 508QR - Budgeting & Funding for Leisure Service Agencies 3(3-0)  
 SEP 300QR - Sustainability and Environmental Policy 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:

- 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**
- 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](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 Courses:

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

COM 101 - Introduction to Communication 3(3-0)  
 COM 103 - Oral Communication in the Online Environment 3(3-0)  
 COM 267 - Introduction to Debate 3(3-0)  
 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)  
 TAI 170 - Oral Interpretation of Literature 3(3-0)  
 TAI 302 - Voice and Diction 3(3-0)

## Additional Guidelines for the Competencies

- A student must meet the requirements in each of the competency (continued)

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.

### III. The University Program (27 hours)

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

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

#### A. Group I - Humanities (6 hours)

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

- ART 283 - Introduction to Western Art, Part I 3(3-0)
- ART 285 - Introduction to Western Art, Part II 3(3-0)
- ART 363 - History of Design: 1750-2010 3(3-0)
- BCA 101 - History and Appreciation of the Cinema 3(2-2)

- ENG 144 - Monsters and Their Meanings 3(3-0)
- ENG 235 - English Literature: Beginning to Romantic Period 3(3-0)
- ENG 236 - British Literature 3(3-0)
- ENG 251 - American Literature: Colonial Through the Romantic Period 3(3-0)
- ENG 252 - American Literature: Realistic Period to the Present 3(3-0)
- ENG 261 - Masterpieces of Ancient Literature 3(3-0)
- ENG 323 - Fantasy and Science Fiction 3(3-0)
- ENG 330 - Gods, Monsters, and Immortality: Mythic Literature 3(3-0)
- ENG 381WI - Children's Literature 3(3-0)
- GER 325 - Modern German Literature in Translation 3(3-0)
- HON 201WI - Honors Studies in Human Events and Ideas: 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 110 - The American Experience 3(3-0)
- HST 120 - Unlikely Princesses: Women of World History 3(3-0)
- HST 200 - Medieval Civilization 3(3-0)
- HST 238 - Ancient Greece and Rome 3(3-0)
- HST 326/WGS 328 - Women in America 3(3-0)
- HST 340 - The High Middle Ages 3(3-0)
- HST 341 - Renaissance and Reformation 3(3-0)
- HUM 303 - Law and Society: Great Trials 3(3-0)
- JRN 107WI - Literary Journalism 3(3-0)
- PHL 100 - Introduction to Philosophy 3(3-0)
- PHL 118 - Moral Problems 3(3-0)
- PHL 218 - Ethical Theories 3(3-0)
- PHL 230 - Philosophy of Religion 3(3-0)
- PHL 325 - Philosophy of Mind 3(3-0)
- PSC 275 - Great Political Thinkers 3(3-0)
- PSC 371 - American Political Thought 3(3-0)
- PSC 378 - Modern Democratic Theory 3(3-0)
- PSC 381 - Slavery, Tyranny, Democracy: Classical Origins of Modern Ideas 3(3-0)
- PSC 382 - Modern Political Theory 3(3-0)
- REL 101 - World Religions: An Introduction to the Study of Religion 3(3-0)
- REL 130 - Religion in America 3(3-0)
- REL 207/WGS 207 - Women in Religion 3(3-0)
- REL 235 - Religion and Social Issues 3(3-0)
- REL 250 - Creation, Conquest, and Chaos: Introduction to the Old Testament 3(3-0)
- REL 260 - From Gospel to Apocalypse: Introduction to the New Testament 3(3-0)
- REL 313 - Christianity 3(3-0)
- REL 315 - Judaism 3(3-0)
- REL 334 - Death and Dying 3(3-0)
- WGS 207/REL 207 - Women in Religion 3(3-0)
- WGS 328/HST 326 - Women in America 3(3-0)

**These I-A courses are approved for offering as WI:** ENG 144, 235, 236, 251, 252, 261, 323, 381WI; FRN 325; GER 325; HON 201WI; HST 101, 102, 110, 120, 200, 238, 326, 340, 341; HUM 303; PHL 100, 118, 218, 230; JRN 107WI; PSC 381; REL 101, 130, 207, 235, 250, 260, 313, 315, 334; WGS 207, 328.

##### Subgroup I-B: The Arts (3 hours)

Select from the following:

- ART 103 - Introduction to Studio Art 3(0-6)
- 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 141 - Comics, Graphic Novels, and Other Illustrated Texts 3(3-0)
- ENG 142 - Literary Interpretation of Sport 3(3-0)
- ENG 143WI - Laughing Matters: Comedy and Satire 3(3-0)
- ENG 145 - Bestsellers and Prize Winners 3(3-0)
- ENG 234WI - Introduction to Literary Analysis 3(3-0)

ENG 326 - The Literary Dimensions of Film 3(2-2)  
 FMD 250 - History of Western Dress 3(3-0)  
 FMD 280/WGS 280 - Queer Fashion 3(3-0)  
 HON 202WI - 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 - The World of Versailles: Power and the Politics of Splendor in 17th- 3(3-0)  
 MUS 110 - Music in Society 3(3-0)  
 MUS 114 - Listening Experience 3(3-0)  
 MUS 213 - Jazz: An American Art Form 3(3-0)  
 MUS 310 - Music and the Mind 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)  
 WGS 280/FMD 280 - Queer Fashion 3(3-0)

**These I-B courses are approved for offering as WI:** ART 126, ENG 134, 141, 142, 143WI, 145, 234WI; FMD 250; HON 202WI; MUS 114, 213, 310, 313.

**Note:** TAI 170 may also count for Oral Competency.

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

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

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

### 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 111 - Foundations of Evolution and Diversity 4(3-3)  
 BIO 151 - Human Biology 3(3-0)  
 BIO 165 - Life Science for Elementary Teachers 4(3-3)  
 BIO 229 - Nature Study 3(2-3)  
 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 203WI - Honors Descriptive Science: First Year Seminar 3(3-0)  
 MET 101QR - Our Changing Climate 3(2-2)

**These II-A courses satisfying the Group II laboratory requirements:** BIO 105QR, CHM 101, CHM 112, CHM 127, CHM 131, ENS 101QR, GEL 130QR, PHS 151, PHY 127, PHY 170, PHY 175, SCI 285.

**These II-A courses are approved for offering as WI:** BIO 240, HON 203WI.

### Subgroup II-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)  
 ENS 101QR - Of Earth and Us: Introduction to Environmental Science 3(2-2)  
 GEL 130QR - Earth Processes 3(2-2)  
 GEO 203QR - Introduction to Geographic Information Science 3(2-2)  
 HON 204WI - Honors Quantitative and Mathematical Science: First Year Seminar 3(3-0)  
 MET 140 - Severe and Unusual Weather 3(3-0)  
 MTH 113 - Mathematics: A Modeling Approach 3(3-0)  
 MTH 132 - Calculus I 4(4-0)  
 PHL 140 - Introduction to Logic 3(3-0)  
 PHL 141 - Applied Logic 3(3-0)  
 PHL 145QR - Reasoning and Probability 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)  
 SCI 285 - Earth Systems Science for Elementary Teachers 3(2-2)  
 STA 382QR - Elementary Statistical Analysis 3(3-0)

**These II-B courses satisfy the Group II laboratory requirements:** BIO 105QR, CHM 101, CHM 112, CHM 127, CHM 131, ENS 101QR, GEL 130QR, PHS 151, PHY 127, PHY 170, PHY 175, SCI 285.

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

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

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

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

### Subgroup III-A: Behavioral Sciences (3 hours)

Select from the following:

CSD 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 205WI - Honors Behavioral Sciences: First Year Seminar 3(3-0)  
 IND 332WI - Human Shelter and Environment 3(3-0)  
 JRN 305 - Hackers: The History of Media Innovation 3(3-0)  
 PSC 101 - Political Behavior 3(3-0)  
 PSY 100 - Introduction to Psychology 3(3-0)  
 SOC 201 - Social Psychology 3(3-0)

**These III-A courses are approved for offering as WI:** HDF 247, HON 205WI, IND 332WI.

### Subgroup III-B: Studies in Social Structures (3 hours)

(continued)

Select from the following:

ANT 120 - Ancient Insights Into Current Crises 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)  
 ANT/BIO/CHM 250WI - Water as Life, Death, Power 3(2-2)  
 ANT 265WI - Medicine, Health and Illness: Why Culture Matters 3(3-0)  
 ANT 353 - Contested Boundaries: The US-Mexico Border 3(3-0)  
 BCA 265QR - Understanding Media Measurement 3(3-0)  
 BIO/ANT/CHM 250WI - Water as Life, Death, Power 3(2-2)  
 BLR 202 - Legal Environment of Business 3(3-0)  
 CGL 351 - Living in America: Social Structures in Latino Culture 3(3-0)  
 CGL 353 - Contested Boundaries: The US-Mexico Border 3(3-0)  
 CHM/ANT/BIO 250WI - Water as Life, Death, Power 3(2-2)  
 ECO 150 - Current Economic Problems 3(3-0)  
 ECO 201 - Principles of Macroeconomics 3(3-0)  
 ECO 202 - Principles of Microeconomics 3(3-0)  
 EDL 274 - Gender in Higher Education 3(3-0)  
 ENG 175 - The Nature of Language 3(3-0)  
 FMD 252 - Dress and Culture 3(3-0)  
 GEO 121 - Human Geography and Globalization 3(3-0)  
 GEO 317 - Economic Geography 3(3-0)  
 HDF 212 - Families in Cultural Perspective 3(3-0)  
 HON 206WI - 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 to 1865 3(3-0)  
 HST 112 - The Struggle for Equality: The United States, 1865-Present 3(3-0)  
 HST 210WI - United States History through Michigan Eyes 3(3-0)  
 HST 221 - Growing Up in America 3(3-0)  
 HST 321 - United States Social History since 1865 3(3-0)  
 JRN 101 - Media and Society 3(3-0)  
 JRN 205WI - Shaping the Media 3(3-0)  
 JRN 207 - Video Games and Mass Communication 3(3-0)  
 MGT 357 - Women in Management 3(3-0)  
 PSC 100 - Introduction to Political Science 3(3-0)  
 PSC 105 - Introduction to American Government and Politics 3(3-0)  
 PSC 150 - Introduction to International Relations 3(3-0)  
 PSC 151 - The U.S. and the World 3(3-0)  
 PSC 242 - Introduction to Comparative Politics 3(3-0)  
 PSC 261 - State and Local Government 3(3-0)  
 SPE 210 - History of Disability 3(3-0)  
 SPE 270 - Disability and Society 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)  
 WGS 100 - How Gender Affects Our Lives 3(3-0)

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

**These III-B courses are approved for offering as WI:** ANT 170, 250WI, 265WI; BIO 250WI; BLR 202; CHM 250WI; ENG 175; FMD 252; GEO 121; HON 206WI; HST 106, 111, 112, 210WI, 221, 321; JRN 205WI, 207; PSC 100, 105, 150, 261; SPE 210, 270; WGS 100.

## D. Group IV - Studies in Culture and Diversity (6 hours)

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

### Subgroup IV-A

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

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

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

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

**OR**

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

**Pre-Approved Courses:**

BIS 342 - Intercultural Business Communication Abroad 1-9(Spec)  
 HDF 320 - HDFS International Service Learning 3-6(Spec)

**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](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)  
 ART 489 - Islamic Art 3(3-0)  
 CGL 201 - Introduction to Global Citizenship Study Abroad 3(3-0)  
 CGL 300 - Study Abroad Experience 1-6(Spec)  
 CHN 101 - Elementary Chinese I 4(4-0)  
 CHN 102 - Elementary Chinese II 4(4-0)

CHN 201 - Intermediate Chinese 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 105 - Accelerated Elementary French 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 105 - Accelerated Elementary German 4(4-0)  
 GER 201 - Intermediate German I 4(4-0)  
 GER 202 - Intermediate German II 4(4-0)  
 HON 207WI - 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 African 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)  
 HST 361/REL 361 - Sinners and Saints of Colonial Latin America 3(3-0)  
 HST 375 - Continuity and Change in Contemporary Africa, 1960s to the Present 3(3-0)  
 HST379/HUM340-Race,ClassandPower:SouthAfricainthe20thCentury 3(3-0)  
 HUM340/HST379-Race,ClassandPower:SouthAfricainthe20thCentury 3(3-0)  
 JPN 101 - Elementary Japanese I 4(4-0)  
 JPN 102 - Elementary Japanese II 4(4-0)  
 JPN 201 - Intermediate Japanese I 4(4-0)  
 JPN 202 - Intermediate Japanese II 4(4-0)  
 JRN 372 - The Asian Media and Cross-cultural Mass Communication 3(3-0)  
 LAT 101 - Elementary Latin I 4(4-0)  
 POR 105 - Accelerated Elementary Portuguese 4(4-0)  
 PSC 344 - East Asian Political Systems and Processes 3(3-0)  
 PSC 347 - Europe and the European Union 3(3-0)  
 PSC 348 - Latin American Political Systems 3(3-0)  
 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)  
 REL 361/HST 361 - Sinners and Saints of Colonial Latin America 3(3-0)  
 SPN 101 - Elementary Spanish I 4(4-0)  
 SPN 102 - Elementary Spanish II 4(4-0)  
 SPN 105 - Accelerated Elementary Spanish 4(4-0)  
 SPN 201 - Intermediate Spanish I 4(4-0)  
 SPN 202 - Intermediate Spanish II 3(3-0)  
 SPN 214 - Intermediate Conversation and Composition 3(3-0)  
 TAI 399 - Theatre and the Holocaust 3(3-0)

**These IV-B courses are approved for offering as WI:** ENG 262; FRN 201, 202, HON 207WI; HST 163, 168, 176, 236, 237, 361, 375, 379; HUM 340; JRN 372; PSC 347; REL 361; SPN 201, 202, 214.

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

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

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

**Option 1: Complete at least three credits of study in a CMU faculty-led course that involves interacting with one or more of the major groups that experience both racism and invidious discrimination in the United States.** To have the course count for credit in Subgroup IV-C: *Studies in Racism and Cultural Diversity within the United States*, the faculty member leading the seminar must have approval from the General Education Committee prior to the experience. Information on completing the application can be found on the General Education website ([https://www.cmich.edu/office\\_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx](https://www.cmich.edu/office_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx)).

**OR**

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

Information on completing the application can be found on the General Education Program website ([https://www.cmich.edu/office\\_provost/AcademicAffairs/gened/Pages/Applied-Experiences.aspx](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)  
 CGL 145 - Racism and Discrimination in America through Dialogue 3(3-0)  
 CGL 350 - Latino Culture in the U.S. 3(3-0)  
 EDL 216 - Race in Higher Education 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 208WI - Honors Studies in Racism and Diversity in the U.S.: First Year Seminar 3(3-0)  
 HON 319 - Culture and Inequality in the U.S. 3(Spec)  
 HST 222WI - Cherokees, Slaves and the Struggle for Racial Justice 3(3-0)  
 HST 323 - History of Native Americans 3(3-0)  
 HST 324 - "Death is Better than Slavery": African American History to 1877 3(3-0)  
 HST 325 - "By Any Means Necessary": African American History, 1877-Present 3(3-0)  
 JRN 380 - Racial and Cultural Diversity: Mass Media's Role 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)  
 SPN 390 - Chicano/Latino Experience in the US 3(3-0)

**These IV-C courses are approved for offering as WI:** BLR 222, HON 208WI; HST 222WI, 323, 324, 325; JRN 380; REL 140, 240.

### UP Elective (3 hours)

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

(continued)

### E. Additional Guidelines for the University Program

1. Students who meet the Subgroup IV-B *Studies in Global Cultures* requirement by completing their first foreign language course numbered 102 or above may opt to meet the University Program requirements by taking 24 credits, as opposed to the typical 27 credits; that is, by taking one course from each of the seven remaining Subgroups.
2. Students who receive credit for either option 1, 2, or 3 for Subgroup IV-B *Studies in Global Cultures* may opt to meet the University Program requirements by taking 24 credits, as opposed to the typical 27 credits; that is, by taking one course from each of the seven remaining subgroups.
3. International students enrolled in an undergraduate degree program meet the University Program Subgroup IV-B *Studies in Global Cultures* requirement after successfully completing at least one semester of full-time study at Central Michigan University.
4. No more than two courses or seven hours of University Program credit may be taken as CR/NC.
5. Unless a degree or major specifically prohibits it, courses required for a specific major, minor, or other degree may also be used to satisfy University Program requirements, provided that the courses are also on the list of approved University Program courses.
6. CLEP General Examination credit, credit from a Prior Learning Assessment, or retroactive credit may not be used to satisfy any University Program requirements.
7. Students may only repeat a designator once in fulfilling their University Program requirements.

For more information, consult the General Education website at [https://www.cmich.edu/office\\_provost/AcademicAffairs/gened](https://www.cmich.edu/office_provost/AcademicAffairs/gened)

## IV. General Education Program Requirements for Students with Transfer Credit

### A. MACRAO/MTA Agreement

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

### B. University Program Transfer Block Option

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

#### 1. Group I - Humanities

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

#### 2. Group II - Natural Sciences

A minimum of six credit hours of coursework from at least two of the following disciplines: ANT (Anthropology [physical only]); AST (Astronomy); BIO (Biology); CHM (Chemistry); ESC (Earth Science); FNS 370; GEL (Geology); GEO (Geography [physical and GIS only]); HSC (Health Promotion and Rehabilitation); MET (Meteorology); MTH (Mathematics); PHY (Physics); PHS (Physical Sciences); SCI (General or Natural Science); STA (Statistics). One course must include a laboratory section.

#### 3. Group III - Social Sciences

A minimum of six credit hours of coursework from at least two of the following disciplines: ANT (Anthropology); CSD (Communication Sciences & Disorders); Human Environmental Studies: FMD (Fashion Merchandising & Design), FNS (Foods & Nutrition), GEO (Geography [not physical or GIS]); IND (Interior Design), HDF (Human Development & Family Studies); PSC (Political Science); PSY (Psychology); SOC (Sociology); ECO (Economics); GEO (Geography); JRN (Journalism); SSC (Social Science).

#### 4. Group IV - Global Cultures and Diversity

Three credit hours of a specific course that applies to Subgroup IV-B: *Studies in Cultures Outside of the Anglo-American Tradition* and 3 credit hours of a specific course that applies to Subgroup IV-C: *Studies in Racism and Cultural Diversity in the United States*.

### C. Additional Guidelines for Students with Transfer Credit

1. Students who have no more than 12 credit hours remaining on the University Program Transfer Block Option with completed coursework as distributed above (and prior to their first full-time enrollment at CMU) may use the University Program Transfer Block Option. For purposes of this rule, "full-time" means at least 12 credit hours attempted in a single semester. Any additional courses needed to meet the distribution requirements outlined above and to reach a total of 24-27 credit hours must be chosen from the appropriate categories within the list of approved University Program courses. For example, any deficiency in transfer credit for Group I – *Humanities* must be remedied by completing a University Program course listed under Subgroup I-A: *Human Events and Ideas* or Subgroup I-B: *The Arts*. Any deficiency in transfer credit for Group II – *Natural Sciences* must be remedied by taking a course listed under Subgroup II-A: *Descriptive Sciences* or Subgroup II-B: *Quantitative and Mathematical Sciences*. In choosing University Program courses to complete 24-27 credit hours, students must also follow the rules that govern selection of more than one course with the same designator.
2. Students not eligible to follow the Transfer Block option as described above will be required to complete the entire University Program. Comparable coursework at another college or university may be transferred into the University Program on a course-by-course basis when it transfers as equivalent to a CMU course approved as a University Program course or has content deemed congruent with the goals of the University Program and courses approved on the University Program.
3. Competency requirements apply to all students regardless of transfer status, including completion of some competencies before 56 credit hours, except in the case when a student transfers in six WI credits. Transfer students who enter the University with 44 or more credit hours must complete competencies by the end of the second semester at CMU.  
Transfer students verified as completing the MACRAO or MTA or qualified for the Transfer Block will be exempt from six (6) WI semester hours of the required total of twelve (12) semester hours. Transfer students with the MACRAO or MTA or Transfer Block are required to complete six (6) semester hours of WI designated credits at CMU. WI transfer credit will not automatically be given for WI courses taken at other institutions regardless of whether the institution has similar designations or requirements.  
You must read carefully the section titled *The Competencies* at the beginning of the General Education section.
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.

## Bachelor of Applied Arts (B.A.A.)

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 63-72.

### Specialized Studies (68-72 hours)

Select a major and a minor:

#### Majors

Administration: Building Code Administration  
 Administration: Industrial Administration  
 Administration: Organization Administration  
 Administration: Service Sector Administration  
 Early Childhood Development and Learning Major  
 Fashion Merchandising & Design Major: Visual Merchandising Concentration  
 Fashion Merchandising & Design Major: Product Development Concentration

#### Minors

Athletic Coaching  
 Applied Business Communication  
 Community Health Minor  
 Entrepreneurship  
 Geography Minor  
 Industrial Technology Minor  
 Leadership Minor  
 Management Minor  
 Political Science Minor  
 Psychology Minor  
 Public Administration Minor  
 Public Affairs Minor  
 Visual Merchandising 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 120 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 120 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.

## Bachelor of Science (B.S.)

This degree indicates significant exploration and achievement in the liberal arts, including humanities but with an emphasis on natural or social sciences.

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

See *General Education Requirements* on pages 63-72.

### Area Requirements (18 hours)

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

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

Any 100-500 courses in the following disciplines:

ARB - Arabic; ART - Art; ASL - American Sign Language; CHN - Chinese; ENG - English Language and Literature; FRN - French; GER - German; GRK - Greek; HUM - Humanities; JPN - Japanese; LAT - Latin; MUS - Music; OJB - Ojibwe; PHL - Philosophy; REL - Religion; RUS - Russian; SPN - Spanish; TAI - Theatre and Interpretation

#### Broadcast and Cinematic Arts Courses

These courses also fulfill Area 1 requirements:

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 503WI - Critiquing Mass Media 3(3-0)

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

Any 100-500 level courses in the following disciplines:

AST - Astronomy; BIO - Biology; CHM - Chemistry; ENV - Environmental Studies; ESC - Earth Science; GEL - Geology; MET - Meteorology; MTH - Mathematics; PHS - Physical Science; PHY - Physics; SCI - Sciences; STA - Statistics

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

**Note:** ANT 250WI (cross-listed with BIO/CHM 250WI) may be used to fulfill the Area 2 Natural Sciences requirement.

#### Anthropology (ANT): Physical Anthropology Courses

These courses also fulfill Area 2 Requirements:

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)  
ANT 342 - Principles of Forensic Anthropology 3(3-0)  
ANT 347 - Human Evolution 3(3-0)  
ANT 351 - Human Variation, Race, and the Mistakes We Make 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/CRM 542 - Methods in Forensic Anthropology: Osteology and Skeletal Analysis 4(3-2)

#### Communication Sciences & Disorders Courses

These courses also fulfill Area 2 Requirements:

CSD 335 - The Anatomy and Physiology of Speech and Hearing 3(3-0)  
CSD 463 - Introduction to Acoustic Phonetics 3(3-0)

#### Computer Science Courses

These courses also fulfill Area 2 Requirements:

CPS 110 - Information Technology Programming I 3(3-0)  
CPS 150 - FORTRAN Programming 3(3-0)  
CPS 180 - Principles of Computer Programming 3(3-0)  
CPS 181 - Introduction to Data Structures 3(3-0)  
CPS 210 - Assembly Language and Computer Organization 3(3-0)  
CPS 280 - Alternative Programming Languages 1-6(Spec)  
CPS 340 - Advanced Data Structures and Algorithms 3(3-0)  
CPS 360 - Computer Design and Architecture 3(3-0)  
CPS 410 - Software Engineering 3(3-0)  
CPS 450 - Programming Language Concepts 3(3-0)  
CPS 530 - Simulation of Discrete Event Systems 3(3-0)  
CPS 541 - Databases 3(3-0)  
CPS 560 - Digital Computer Design 3(3-0)  
CPS 575 - Computer Graphics 3(3-0)

#### Geography (GEO): Physical Geography and Geographic Information Science Courses

These courses also fulfill Area 2 Requirements:

GEO 105 - Physical Geography 3(2-2)  
GEO 201 - Weather and Climate 4(4-0)  
GEO 203QR - Introduction to Geographic Information Science 3(2-2)  
GEO 205/GEL 205 - Oceanography 3(3-0)  
GEO 210 - Landforms 3(2-2)  
GEO 303 - Geographic Information Systems 3(2-2)  
GEO 308 - Fundamentals of Remote Sensing 3(2-2)  
GEO 310 - Surface Hydrology 3(2-2)  
GEO 330 - Resource Perception and Utilization 3(3-0)  
GEO 334/BIO 334 - Soil Science 3(2-2)  
GEO 335 - Biogeography 3(3-0)  
GEO 355 - Environmental Catastrophes 3(3-0)  
GEO 404 - Global Positioning System 1(1-0)  
GEO 500 - Advanced Cartography 3(2-2)  
GEO 501 - Principles and Applications of Geographic Information System 3(2-2)  
GEO 503 - Advanced Geographic Information Systems 3(2-2)  
GEO 505 - Mapping and Surveying Technology: CAD, GPA, and UAS 3(2-2)  
GEO 508 - Applications of Remote Sensing 3(2-2)  
GEO 512 - Quantitative Methods for Spatial Analysis 3(2-2)  
GEO 516 - Advanced Remote Sensing Systems 3(2-2)  
GEO 528 - Environmental Modeling with GIS 3(2-2)  
GEO 553 - GIS Operations and Practices 3(3-0)

#### Health Science Courses

These courses also fulfill Area 2 Requirements:

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

#### Human Environmental Studies Courses

These courses also fulfill Area 2 Requirements:

FNS 361 - Experimental Foods 3(2-2)  
FNS 370 - Nutrition 3(3-0)  
FNS 473 - Advanced Nutrition 4(4-0)

**Area 3 - Social Sciences (6 hours)**

Any 100-500 level courses in the following disciplines:

ANT - Anthropology (All ANT courses except those included in Area 2); ECO - Economics; GEO - Geography (All GEO courses except Physical Geography and Geographic Information Science courses listed in Area 2); HDF - Human Development & Family Studies; HST - History; PAD - Public Administration; PSC - Political Science; PSY - Psychology; SOC - Sociology

**Fashion Merchandising & Design Courses**

These courses also fulfill Area 3 Requirements:

FMD 252 - Dress and Culture 3(3-0)

**Communication Sciences & Disorders Courses**

This course also fulfills Area 3 Requirements:

CSD 130 - Normal Speech and Language Acquisition 3(3-0)

**Natural and Social Sciences Requirements (0-9 hours)**

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

**Specialized Studies**

The major on the BS degree may include courses taken to satisfy other degree requirements. Not all majors are offered at all locations.

Minor: Optional; however, certain majors require a particular minor or one chosen from a list of acceptable minors. See departments for major requirements. Not all minors are offered through Global Campus.

**Majors**

Administration: Building Code Administration  
 Administration: Industrial Administration  
 Administration: Organization Administration  
 Administration: Service Sector Administration  
 Early Childhood Development and Learning Major  
 Fashion Merchandising & Design Major: Visual Merchandising Concentration  
 Fashion Merchandising & Design Major: Product Development Concentration  
 Integrated Leadership Studies Major  
 International Relations Major  
 Political Science Major  
 Public and Nonprofit Administration Major  
 Psychology Major

**Minors**

Applied Business Communication  
 Athletic Coaching  
 Community Health Minor  
 Entrepreneurship  
 Geography Minor  
 Industrial Technology Minor  
 Leadership Minor (Interdisciplinary)  
 Management Minor  
 Political Science Minor  
 Psychology Minor  
 Public Administration Minor  
 Public Affairs Minor  
 Visual Merchandising 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 120 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 120 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

### Administration Major

B.A.A., B.S., degrees  
Global Campus

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.

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#### 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.

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#### 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

(This concentration available through CMU Online only)

##### Required Courses (3 hours)

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

##### Electives (15 hours)

Select hours from the following list:

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

##### Industrial Administration Concentration

##### Required Courses (18 hours)

Select hours from the following list:

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

##### Organization Administration Concentration

##### Required Courses (18 hours)

Select hours from the following list:

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

##### Service Sector Administration Concentration

##### Required Courses (18 hours)

Select hours from the following list:

ACC 492/FIN 492/MGT 492/MKT 492 - Practicum in Small Business 3(Spec)  
BCA 503WI - Critiquing Mass Media 3(3-0)

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 325 - 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**

### Early Childhood Development and Learning Major

B.A.A., B.S. degrees

Department of Human Environmental Studies

*This program is offered on main campus and via CMU online.*

Early Childhood Development and Learning is a field of study that examines the growth and development of children birth through age eight, within the context of teaching and working with children in educational and social settings. The courses in this major meet the course work requirements for early childhood education and preschool teaching by the Michigan Department of Education and the training guidelines of the National Association for the Education of Young Children (NAEYC), providing students with education, training, and skills to work with children and families from diverse backgrounds. This major is especially appropriate for students who plan on working in non-elementary school early childhood settings such as child care centers, preschools, Head Start and Early Head Start programs. Students interested in the teaching of young children within the elementary school setting should refer to the Early Childhood Development and Learning major on the B.S. in Education degree.

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#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

1. Student must have completed or currently be enrolled in HDF 100 or EDU 280 or PSY 220 and must have a minimum GPA of 2.0 in order to declare a major.
  2. Student must have a minimum program GPA of 2.7 in order to graduate with this major.
  3. Student must receive a grade of C+ or better in HDF 302, 303, 402, 403, and 409 in order to graduate with this major.
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#### Required Courses (3 hours)

Select one of the following:

EDU 280 - Education of Children 3(3-0)  
HDF 100 - Lifespan Development 3(3-0)  
PSY 220 - Developmental Psychology 3(3-0)

#### Development and Family Courses (15 hours)

HDF 301 - Infant Toddler Practicum Experience 1-3(Spec)  
HDF 302 - Infant and Toddler Development 3(3-0)  
HDF 303 - Early Childhood Development 4(Spec)  
HDF 309 - Families, Schools, and Communities 3(3-0)  
HDF 400 - Developmental Assessment of Children 3(3-0)

#### Learning Courses (14 hours)

HDF 200 - Constructivism as a Tool for Learning 2(2-0)  
HDF 402 - Guidance for Young Children 3(Spec)  
HDF 403 - Best Practices in Early Childhood Settings 3(3-0)  
HDF 508 - Early Childhood Program Administration and Leadership 3(3-0)  
SPE 585 - Early Childhood Special Education 3(3-0)

#### Trends & International Applications Courses (3 hours)

Select one of the following in consultation with advisor:

CSD 230 - Introduction to Speech, Language, and Hearing Disabilities/Differences in Society 3(3-0)  
FNS 378 - Maternal and Infant Nutrition 3(3-0)  
HDF 213/WGS 213 - Introduction to Human Sexuality 3(3-0)  
HDF 308 - Theories of Child and Adolescent Development 3(3-0)  
HDF 320 - HDF's International Service Learning 3-6(Spec)  
HDF 321 - International Reggio-Inspired Early Childhood Learning 3(Spec)

- HDF 397 - Special Topics in Human Development & Family Studies 1-6(Spec)  
 HDF 490 - Independent Study in Human Development & Family Studies 1-6(Spec)  
 HDF 497 - Special Topics in Human Development & Family Studies 1-15(Spec)  
 HDF 510 - Child Development Seminar: Promoting Resilience 3(3-0)  
 HDF 597 - Special Topics in Human Development & Family Studies 1-15(Spec)

**Capstone (8 hours)**

HDF 409 - Lead Teaching in Early Childhood 8(Spec)

**Total: 43 semester hours**

## Fashion Merchandising & Design Major: Visual Merchandising Concentration and Fashion Merchandising & Design Major: Product Development Concentration

BAA, BS Degrees

Department of Human Environmental Studies

This program is offered online only.

The purpose of the major is to study visual merchandising and product development. The major is planned to prepare students for a variety of professional careers in the apparel, fashion and textile industry. Career possibilities are available in the production, and distribution of apparel fashion and textile products. The major includes a fashion merchandising core plus additional required courses in each of the concentrations of visual merchandising or product development. In addition to the required courses in the core, students are required to choose a concentration. Students may also complete a double concentration.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

1. Student must have a minimum GPA of 2.0 to declare a major.
2. Student must have a minimum program GPA of 2.7 in order to graduate with this major.
3. Student must achieve a grade of C or better in all major courses in order to graduate with this major.
4. In order to enroll in a major course, student must have achieved a C or better in the required major prerequisite course(s).
5. Upon receipt of the third C- or lower in a major course, student will not be allowed to complete the major.

**Core Courses (27 hours)**

- FMD 141 - Apparel Design Analysis 3(2-2)  
 FMD 155 - Introduction to Textiles 3(2-2)  
 FMD 246 - CAD for Fashion Design and Merchandising 3(0-4)  
 FMD 250 - History of Western Dress 3(3-0)  
 FMD 252 - Dress and Culture 3(3-0)  
 FMD 256 - Introduction to Fashion Industry 3(3-0)  
 FMD 258 - Fashion Retail Management 3(3-0)  
 FMD 346 - Advanced CAD for Apparel 3(0-4)  
 FMD 355QR - Textile Analysis 3(2-2)

**Concentrations**

Select one or more of the following:

**Visual Merchandising Concentration Courses (18 hours)**

- ART 126 - Introduction to the Visual Arts 3(3-0)  
 BIS 308 - Visual Business Communication and Digital Media 3(3-0)  
 FMD 356 - Visual Merchandising 3(1-3)  
 FMD 410 - Fashion Advertising and Promotion 3(3-0)  
 FMD 456 - CAD for Visual Merchandising & Presentation 3(0-4)  
 FMD 556 - Advanced Visual Merchandising 3(1-3)

**Product Development Concentration Courses (15 hours)**

- FMD 200 - Apparel Quality Analysis 3(2-2)  
 FMD 241 - Fashion Design: Illustration 3(0-4)  
 FMD 546 - Experimental CAD for Fashion 3-9(Spec)  
 FMD 560 - Apparel Product Development 3(1-3)  
 FMD 565 - 3D Printing and Fashion 3(1-3)

**Total: 42-45 semester hours**

**Integrated Leadership Studies Major**

B.S. degree

Global Campus

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 declare a major in Integrated Leadership Studies. Every student intending to major in Integrated Leadership Studies must meet with an advisor for academic planning before registering for classes.

A minimum 2.0 GPA (C) must be earned in the major.

No more than a total of 27 semester hours earned in business courses, including business transfer hours, may be counted toward graduation.

**Core Courses (21 hours)**

- COM 195 - Intercultural Communication 3(3-0)  
 COM 461 - Communication in Leadership 3(3-0)  
 LDR 200 - Introduction to Leadership 3(2-2)  
 MGT 312 - Introduction to Management 3(3-0)  
 MGT 348 - Dynamics of Organizational Behavior 3(3-0)  
 MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
 PHL 318 - Business Ethics 3(3-0)

**Note:** MSA 501 is the capstone course and should be taken in the final semester prior to graduation.

**Specialized Track (6 hours)**

Select one of the following Specialized Tracks:

**Military Services Leadership**

- HST 312 - American Military Experience 3(3-0)  
 PSC 321 - The American Chief Executive 3(3-0)

**Public Sector Leadership**

- PAD 411 - Public Sector Human Resources (3-0)  
 PSC 105 - Introduction to American Government and Politics 3(3-0)

**Enterprise Leadership**

- ENT 210 - Accounting Information for Entrepreneurial Decision Making 3(3-0)  
 MKT 300 - Introduction to Marketing 3(3-0)

**Electives (12 hours)**

Elective coursework is chosen in consultation with an advisor and pre-approved by the Director of Undergraduate Programs, based on the career interest and goals of the individual student. A minimum of 6 semester hours of electives must be at the 300 level or above.

**Total: 39 semester hours**

**Note:** A student majoring in Integrated Leadership Studies can pursue an Accelerated Master of Science (MSA) degree. The Accelerated MSA program will allow an ILS major to reduce the total number of credits to complete their graduate degree by 12 semester hours. Admission criteria for the Accelerated MSA program can be located in the MSA in the graduate studies section of the Global Campus Bulletin. See your undergraduate academic advisor for details.

**Political Science Major**

B.S. Degrees

Department of Political Science and Public Administration

A political science major consists of 33 hours. A minimum of 15 hours of course work must be at the 300 level or above.

Courses taken on a Credit/No Credit basis may not be counted toward political science majors or political science minors, with the following exceptions: Internships (PSC 395), Practicums (PSC 393 & 394) and lab courses (PSC 355). In the case of these exceptions, no more than three credits total may be applied to the major or minor. Majors and minors in political science should enroll in PSC 105 as freshmen (see course

(continued)

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.

It is recommended that all political science majors enroll in PSC 280QR during their sophomore year.

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 are allowed to count three internship credit hours toward their major or minor.

#### Required Courses I (15 hours)

PSC 100 - Introduction to Political Science 3(3-0)  
 PSC 105 - Introduction to American Government and Politics 3(3-0)  
 PSC 261 - State and Local Government 3(3-0)  
 PSC 275 - Great Political Thinkers 3(3-0)  
 PSC 280QR - Introduction to Empirical Methods of Political Research 3(3-0)

#### Required Courses II (3 hours)

Select one of the following:  
 PSC 513 - Citizen Engagement in Public Life 3(3-0)  
 PSC 520 - American National Government and Politics 3(3-0)  
 PSC 590 - Independent Study 1-6(Spec)

#### Required Courses III (15 hours)

Select 15 hours of PSC courses.

#### OR

Select one of the following certificates:  
 Undergraduate Certificate - Citizen Engagement  
 Undergraduate Certificate - Political Advocacy and Elections  
 Undergraduate Certificate - Lawmaking and Legal Processes

A student earning a certificate must choose courses different than those chosen to fulfill the major required courses. Up to 6 hours of course work from one certificate may be used to fulfill requirements in another certificate in the department. Although the major may be combined with any of the certificates, students pursuing the major in Political Science are advised to consider choosing one from among the list above.

#### Total: 33 semester hours

**Note:** A minimum of 15 hours of PSC and/or PAD course work must be at the 300 level or above.

See *Undergraduate Certificates* in the Index for page number.

## International Relations Major

*B.S. degree*

*Department of Political Science and Public Administration*

An International Relations major consists of 33 hours. A minimum of 15 hours of course work must be at the 300 level or above. No more than 15 credits may be double counted with the Political Science Minor.

Courses taken on a Credit/No Credit basis may not be counted toward majors or minors in the Department of Political Science and Public Administration, with the following exceptions: internship (PSC 395), practicums (PSC 393 & 394) and lab course (PSC 355). In the case of these exceptions, no more than three credits total may be applied to the major or minor. Majors and minors in International Relations should enroll in PSC 150 as freshmen (see course description). Transfer students majoring in International Relations will be expected to take at least 15 hours of coursework in the department; transfer minors, 12 hours.

It is recommended that all International Relations majors enroll in PSC 280QR during their sophomore year.

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 International Relations are allowed to count three internship credit hours toward their major.

#### Required Courses (15 hours)

PSC 150 - Introduction to International Relations 3(3-0)  
 PSC 242 - Introduction to Comparative Politics 3(3-0)  
 PSC 280QR - Introduction to Empirical Methods of Political Research 3(3-0)  
 PSC 375 - Modern Ideologies 3(3-0)  
 PSC 551 - Seminar in International Relations 3(3-0)

#### Other Requirement (3 hours)

Select one of the following:  
 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 - Europe and the European Union 3(3-0)  
 PSC 348 - Latin American Political Systems 3(3-0)  
 PSC 370 - Gurus, Avatars, and Nukes: South Asian Politics 3(3-0)  
 PSC 515 - Comparative Public Policy 3(3-0)  
 PSC 540 - Cultural Heritage and Politics of Eastern Europe 3(3-0)

#### Electives (15 hours)

Select 15 hours of PSC and/or PAD courses.

#### OR

Select one of the following certificates:  
 Undergraduate Certificate - Global Governance and Advocacy  
 Undergraduate Certificate - Governance of Nations  
 Undergraduate Certificate - International Security Studies

A student earning a certificate must choose courses different than those chosen to fulfill the major required courses. Up to 6 hours of course work from one certificate may be used to fulfill requirements in another certificate in the department. Although the major may be combined with any of the certificates, students pursuing the major in international relations are advised to consider choosing one from among the list above.

#### Total: 33 semester hours

**Note:** A minimum of 15 hours of PSC and/or PAD course work must be at the 300 level or above.

## Public and Nonprofit Administration Major

*B.S. degree*

*Department of Political Science and Public Administration*

A Public and Nonprofit Administration 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. No more than 15 credits may be double counted with the Political Science Minor.

Courses taken on a Credit/No Credit basis may not be counted toward Public and Nonprofit Administration majors, with the following exceptions: internship (PSC 395), practicums (PSC 393 & 394) and lab course (PSC 355). In the case of these exceptions, no more than three credits total may be applied to the major or minor. Transfer students majoring in Public and Nonprofit Administration will be expected to take at least 15 hours of coursework in the department; transfer minors, 12 hours.

It is recommended that all Public and Nonprofit Administration majors enroll in PAD 380QR during their junior year.

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 Public and Nonprofit 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 (18 hours)

PAD 210 - Introduction to Public Administration 3(3-0)

PAD 211 - Introduction to Nonprofit Leadership 3(3-0)

PAD 313 - Public Budgeting Processes 3(3-0)

PAD 380QR - Public Sector Research Methods 3(3-0)

PAD 411 - Public Sector Human Resources 3(3-0)

PSC 395 - Internship in Government and Politics 1-12(Spec)

**Note:** PSC 395 is required for students without any relevant administrative experience. Student must have completed 56 hours or more. Students with previous relevant administrative experience may select an Independent Study (PSC 390) for three credits with permission of the Internship Director.

#### Electives (15 hours)

Select five PSC or PAD courses, at least two of which are PAD courses.

**OR** select one of the following certificates:

- Undergraduate Certificate - International Non-Governmental Organization (NGO) Administration
- Undergraduate Certificate - Public Policy Analysis
- Undergraduate Certificate - Public and Social Entrepreneurship

**Note:** A student earning a certificate must choose courses different than those chosen to fulfill the major required courses. Up to 6 hours of coursework from one certificate may be used to fulfill requirements in another certificate in the department. Although the major may be combined with any of the certificates, students pursuing the major in public and nonprofit administration are advised to consider choosing one from among the list above.

**Total: 33 semester hours**

## Psychology Major

*B.S. degree*

*Department of Psychology*

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, not more than 3 hours may be counted from any one unspecified content course.

## Minors

Minors consist of 20-24 credit hours. Credit can be earned through CMU classroom courses, prior learning, and independent study. Some courses listed on minors are not available through CMU Online or Global Campus. 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.

## Applied Business Communication Minor

*Department of Business Information Systems*

This minor is for CMU students who want to develop the knowledge and skills that will make them job ready for the business world upon graduation. Students will develop pathways to success by making connections and building relationships through effective business communication, collaborative technologies, and social media in professional settings. Students will apply what they learn in real-world settings, including managing client projects in the community, through a structured series of courses that build upon one another.

This minor is available online to CMU students regardless of location.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To declare a minor in Applied Business Communication: See an advisor in the Business Information Systems Department after declaring your major.

No more than a total of 27 hours of credit earned in business courses, including business transfer hours, may be counted towards graduation unless the student is majoring in the College of Business Administration .

#### Required Courses I (3 hours)

Select one of the following:

BIS 100 - Introduction to Business 3(3-0)

BUS 100 - Essential Business Skills 3(3-0)

#### Required Courses II (18 hours)

BIS 260WI - Global Business Communication 3(3-0)

BIS 308 - Visual Business Communication and Digital Media 3(3-0)

BIS 315 - Social Media and Emerging Technologies in Business 3(3-0)

BIS 360 - Applied Business Communication 3(3-0)

BIS 470 - Applied Business Communication Integrated Capstone 3(3-0)

BIS 495 - Internship in Applied Business Communication 1-6(Spec)

**Total: 21 semester hours**

## Athletic Coaching Minor

*Department of Physical Education & Sport*

The athletic coaching minor is recommended for students who are interested in coaching in an athletic program sponsored by the Michigan High School Athletic Association or some other state athletic association. This minor is available online to CMU students regardless of location.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

- In order to graduate with this minor a student must:
  - Obtain a 2.5 overall GPA and a 2.75 GPA in the minor.
  - Have current CPR and First Aid Certification.
  - Maintain established standards of professional practice articulated in the CMU Athletic Coaching Internship Manual and reflected in the first four standards constituting Domain 1 – Philosophy and Ethics, in the National Standards for Sport Coaches.
- At least 12 credit hours of coursework within the minor must be taken at CMU.

#### Required Courses (24 hours)

PES 125 - Principles and Foundations of Coaching 3(3-0)

PES 225 - Athletic Conditioning for Coaches 3(3-0)

PES 255 - Athletic Skills and Techniques 2(2-0)

PES 279 - Sport First Aid and Athletic Emergencies 3(3-0)

PES 311 - Psychology of Coaching 3(3-0)

PES 335 - Principles of Effective Coaching Instruction 3(3-0)

PES 410 - Competition Oriented Strategies and Preparations 2(2-0)

PES 445 - Athletic Season Planning and Evaluation 2(2-0)

PES 470 - Athletic Coaching Internship 3(Spec)

**Total: 24 semester hours**

## Community Health Minor

*School of Health Sciences*

### 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.

## Entrepreneurship Minor

*Department of Entrepreneurship*

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To declare a minor in Entrepreneurship, see an advisor in the Department of Entrepreneurship after declaring your major.

This minor is available online to CMU students regardless of location.

### Required Courses (12 hours)

BUS 100 - Essential Business Skills 3(3-0)  
ENT 200 - Introduction to Entrepreneurship 3(3-0)  
ENT 301 - Innovation & Entrepreneurship 3(3-0)  
ENT 495 - Venture Development 3(3-0)

### Electives (9 hours)

Select from the appropriate group for your degree:

#### For students following the BSBA degree (9 hours)

Select 9 hours from the following:  
BIS 315 - Social Media and Emerging Technologies in Business 3(3-0)  
ENT 300 - Digital Entrepreneurship 3(3-0)  
ENT 416 - Entrepreneurship in the Global Economy 3(3-0)  
ENT 419 - Running and Growing an Entrepreneurial Venture in a Global Economy 3(3-0)  
ENT 444 - Internship in Entrepreneurship 3-6(Spec)  
ENT 492 - Emerging Venture Consulting 3(3-0)  
ENT 497 - Special Topics in Entrepreneurship 1-12(Spec)  
MKT 340 - Personal Selling 3(3-0)

#### For students following all other degrees (9 hours)

Select 9 hours from the following:  
BIS 315 - Social Media and Emerging Technologies in Business 3(3-0)  
ENT 210 - Accounting Information for Entrepreneurial Decision Making 3(2-1)  
ENT 213 - Economics for Entrepreneurs 3(3-0)  
ENT 221 - Marketing Strategies for Entrepreneurs 3(3-0)  
ENT 300 - Digital Entrepreneurship 3(3-0)  
ENT 320 - Financial Management of the Entrepreneurial Venture 3(3-0)  
ENT 416 - Entrepreneurship in the Global Economy 3(3-0)  
ENT 419 - Running and Growing an Entrepreneurial Venture in a Global Economy 3(3-0)  
ENT 420 - Legal Aspects of New Ventures 3(3-0)  
ENT 444 - Internship in Entrepreneurship 3-6(Spec)  
ENT 492 - Emerging Venture Consulting 3(3-0)  
ENT 497 - Special Topics in Entrepreneurship 1-12(Spec)  
MKT 340 - Personal Selling 3(3-0)

### Total: 21 semester hour

## Geography Minor

*Department of Geography and Environmental Studies*

### Required Courses I: Core Courses (12 hours)

GEO 105 - Physical Geography 3(2-2)  
GEO 120QR - Environmental Geography 3(3-0)  
GEO 121 - Human Geography and Globalization 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 - A Geography of Modern Europe 3(3-0)  
GEO 373 - Latin America 3(3-0)  
GEO 385 - China: Environment and People 3(3-0)  
GEO 395 - Michigan 3(3-0)

### Elective I (3 hours)

Select three additional hours of Geography.

### Total: 21 semester hours

## Industrial Technology Minor

*School of Engineering and Technology*

The Industrial Technology minor is available for students desiring to increase their understanding and competencies in industrial and engineering technology.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

The engineering and technology degree programs consist of extensive laboratory work that 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.

Students pursuing one of our majors or minors are required to meet with an ET advisor during the first semester of attendance at CMU.

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. No more than 9 credit hours may be transferred in from other institutions to satisfy the requirements of the IT Minor.

### Required Courses (21 hours)

Students may select any combination of 21 semester hours from with the IET or EGR designators. Students may not apply course work from their declared major toward this minor.

## Information Technology Minor

*B.A.A.; B.S. degrees*

*Department of Computer Science*

A minor in Information Technology may not be approved for students with majors in Computer Integrated Manufacturing, or Computer Technology. 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 282QR - 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 382 - Advanced 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)  
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**

## Leadership Minor

*College of Education and Human Services*

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: recreation, parks and leisure services, business, health professions, communications, psychology, political science, and education. The Leadership Minor is administered by the Department of Recreation, Parks and Leisure Services.

### Required Courses I (12 hours)

COM 461 - Communication in Leadership 3(3-0)  
LDR 200 - Introduction to Leadership 3(2-2)  
LDR 302 - Field Experience in Leadership 3(Spec)  
LDR 499 - Contemporary Issues in Leadership 3(3-0)

### Required Courses II (3 hours)

Select one of the following:

PHL 118 - Moral Problems 3(3-0)  
PHL 318 - Business Ethics 3(3-0)

### Electives (9 hours)

Select three (3) courses from the electives listed below, representing at least two (2) different designators. Students should meet with an advisor in the leadership program for consultation on selecting elective courses. Elective courses are designed to help students explore and understand human behavior and development; interpersonal and group interaction; and view leadership in a social, political or historical context.

BCA 210 - Survey of the Mass Media 4(4-0)  
BLR 310 - Alternative Dispute Resolution in Business 3(3-0)  
CGL 145 - Racism and Discrimination in America through Dialogue 3(3-0)  
COM 195 - Intercultural Communication 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)  
HDF 100 - Lifespan Development 3(3-0)  
HSC 203WI - 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 312 - American Military Experience 3(3-0)  
HST 325 - "By Any Means Necessary": African American History, 1877-Present 3(3-0)  
MGT 348 - Dynamics of Organizational Behavior 3(3-0)  
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
PSC 101 - Political Behavior 3(3-0)  
PSC 105 - Introduction to American Government and Politics 3(3-0)  
PSC 125 - African-American Politics 3(3-0)  
PSC 275 - Great Political Thinkers 3(3-0)  
PSC 321 - The American Chief Executive 3(3-0)  
PSY 100 - Introduction to Psychology 3(3-0)  
PSY 330 - Social Psychology 3(3-0)  
PSY 336 - Industrial/Organizational Psychology 3(3-0)  
PSY 340 - Studies in Personality 3(3-0)  
RPL 205 - Outdoor Leadership 3(2-2)  
RPL 206 - Recreation Activity Facilitation 3(3-0)  
SOC 100 - Introductory Sociology 3(3-0)  
SOC 201 - Social Psychology 3(3-0)  
SOC 221 - Social Problems 3(3-0)  
WGS 326/PSC 326 - Women and Politics 3(3-0)

**Note:** You may only count one of PSY 330 or SOC 201.

**Total: 24 semester hours**

## Management Minor

*Department of Management*

This minor is designed to provide sufficient flexibility to accommodate students with varying backgrounds and career objectives.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To declare 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

*Department of Political Science and Public Administration*

A Political Science minor consists of 21 hours. Courses taken on a Credit/No Credit basis may not be counted toward this minor.

This minor is available online to CMU students regardless of location.

No more than 15 credits may be double counted for this minor and the Public and Nonprofit Administration Major or the International Relations Major. Students may not declare both a major and minor in Political Science.

### 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/WGS 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*

PAD 210 - Introduction to Public Administration 3(3-0)  
PAD 313 - Public Budgeting Processes 3(3-0)  
PAD 411 - Public Sector Human Resources 3(3-0)  
PAD 585 - Public Sector Information Technology Management 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 514 - American Public Policy Making 3(3-0)  
PSC 516 - Environmental Politics and Policy 3(3-0)  
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)  
PSC 563 - Politics and Policy in Urban Communities 3(3-0)  
PSC 566 - Intergovernmental Relations in the United States 3(3-0)

#### Field III

*International Relations*

PSC 150 - Introduction to International Relations 3(3-0)  
PSC 151 - The U.S. and the World 3(3-0)  
PSC 351 - International Relations 3(3-0)  
PSC 352 - US - Latin American Relations 3(3-0)  
PSC 353 - Model United Nations 3(3-0)  
PSC 453 - American Foreign Policy 3(3-0)  
PSC 551 - Seminar in International Relations 3(3-0)  
PSC 555 - International Law I 3(3-0)  
PSC 556 - International Law II 3(3-0)

#### Field IV

*Comparative Politics*

PSC 242 - Introduction to Comparative Politics 3(3-0)  
PSC 340 - African Political Systems and Processes 3(3-0)  
PSC 341 - Comparative Politics: Eastern Europe 3(3-0)  
PSC 343 - Southeast Asian Political Systems and Processes 3(3-0)  
PSC 344 - East Asian Political Systems and Processes 3(3-0)  
PSC 345 - Middle Eastern Political Systems 3(3-0)  
PSC 346 - The Politics of Islam 3(3-0)  
PSC 347 - Europe and the European Union 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 280QR - 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 - Modern Ideologies 3(3-0)  
PSC 378 - Modern Democratic Theory 3(3-0)  
PSC 381 - Slavery, Tyranny, Democracy: Classical Origins of Modern Ideas 3(3-0)  
PSC 382 - Modern Political Theory 3(3-0)  
PSC 383 - Contemporary Political Theory 3(3-0)  
PSC 426/PHL 426/WGS 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

*Department of Psychology*

### 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.

### 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

*Department of Political Science and Public Administration*

### Required Courses (15 hours)

PAD 210 - Introduction to Public Administration 3(3-0)

PAD 313 - Public Budgeting Processes 3(3-0)

PAD 411 - Public Sector Human Resources 3(3-0)

PSC 105 - Introduction to American Government and Politics 3(3-0)

PSC 280QR - Introduction to Empirical Methods of Political Research 3(3-0)

### Electives (6 hours)

Select two of the following:

PAD 413 - Organizational Leadership and Behavior 3(3-0)

PAD 414 - Public Policy Analysis 3(3-0)

PAD 523WI - Fundamentals of Grant Writing and Management 3(3-0)

PAD 585 - Public Sector Information Technology Management 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 320 - The American Legislative Process 3(3-0)

PSC 395 - Internship in Government and Politics 1-12(Spec)

PSC 514 - American Public Policy Making 3(3-0)

PSC 516 - Environmental Politics and Policy 3(3-0)

PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

PSC 563 - Politics and Policy in Urban Communities 3(3-0)

PSC 566 - Intergovernmental Relations in the United States 3(3-0)

### Total: 21 semester hours

## Public Affairs Minor

*Department of Journalism*

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.

Students may not apply more than 6 hours of coursework from their declared major towards this 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 450WI - Public Relations Writing 3(3-0)

JRN 551WI - Case Studies in Public Relations 3(3-0)

JRN 556 - Public Relations Seminar 3(3-0)

JRN 559 - Public Relations Internship 1-4(Spec)

PAD 210 - Introduction to Public Administration 3(3-0)

PAD 313 - Public Budgeting Processes 3(3-0)

PSC 320 - The American Legislative Process 3(3-0)

PSC 327 - Lobbying and Interest Group Behavior 3(3-0)

PSC 395 - Internship in Government and Politics 1-12(Spec)

### Total: 24 semester hours

## Visual Merchandising Minor

*B.A.A.; B.S. degrees*

Effective Visual Merchandising allows for an integration of the art and science in the merchandising process, resulting in compelling presentations that influence consumer purchase intention. This minor is intended to complement a wide variety of majors such as Event Management, Public Relations, Advertising, Marketing, and Art. The minor coursework provides an aesthetic foundation and general knowledge of the fashion industry. Additionally, students will learn current technology used by Visual Merchandisers. This minor is appropriate for those interested in careers as visual merchandisers, art directors, stylists, display artists, event planners and entrepreneurs.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

1. Students majoring in Fashion Merchandising and Design with a Fashion Merchandising or Visual Merchandising Concentration are not eligible for this minor.
2. Students majoring in Fashion Merchandising and Design with a Fashion Design or Product Development Concentration are eligible for this minor. Nine (9) credits from their major (FMD 141, 246, 256) will count toward the Visual Merchandising Minor.
3. Students must achieve a C or better in all minor courses in order to graduate with this minor.
4. In order to enroll in a minor course, student must have achieved a C or better in the required minor prerequisite course.
5. Upon receipt of the third C- or lower in a minor course, student will not be allowed to complete the minor.
6. Student must have a minimum program GPA of 2.7 in order to graduate with this minor.

### Required Courses (21 hours)

Select one of the following:

BIS 308 - Visual Business Communication and Digital Media 3(3-0)

FMD 141 - Apparel Design Analysis 3(2-2)

FMD 246 - CAD for Fashion Design and Merchandising 3(0-4)

FMD 256 - Introduction to Fashion Industry 3(3-0)

FMD 356 - Visual Merchandising 3(1-3)

FMD 456 - CAD for Visual Merchandising & Presentation 3(0-4)

FMD 556 - Advanced Visual Merchandising 3(1-3)

### Total: 21 semester hours

## Bachelor of Science (B.S.) With an Option in Community Development

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 85)

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 (34 hours)

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

### Minimum Totals for Graduation: 120 hours

- *To graduate from CMU you must complete a minimum of 120 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 120 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/WGS 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 beat 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)  
 PAD 210 - Introduction to Public Administration 3(3-0)  
 PAD 313 - Public Budgeting Processes 3(3-0)  
 PAD 411 - Public Sector Human Resources 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 261 - State and Local Government 3(3-0)  
 PSC 320 - The American Legislative Process 3(3-0)  
 PSC 322 - Judicial Process and Politics 3(3-0)  
 PSC 326/WGS 326 - Women and Politics 3(3-0)  
 PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

**Total: 12 semester hours**

# Bachelor of Science in Education (B.S. in Ed.)

## Elementary Standard Certificate

### East Lansing and Traverse City, Michigan Centers

Completion of this degree will qualify a student for recommendation to the Michigan State Board of Education for an Elementary Provisional Certificate, which will permit the holder to teach in the elementary schools.

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

See General Education Requirements on pages 63-72.

### Planned Program/Comprehensive Major (45 hours)

**Note:** Many of the courses in the Planned Program/Comprehensive Major double count in the University Program and in majors and minors.

ART 345 - Art in the Elementary School 2(1-2)  
 AST 165 - Foundations of Astronomy 1(0-2)  
 BIO 165 - Life Science for Elementary Teachers 4(3-3)  
 CHM 265QR - Chemical Physical Science for Elementary Teachers 2(0-6)  
 ENG 315WI - Teaching Writing in Elementary and Middle Schools 4(3-1)  
 ENG 381WI - Children's Literature 3(3-0)  
 GEO 120QR - Environmental Geography 3(3-0)  
 GEO 350 - United States and Canada 3(3-0)  
 HSC 343 - Health Education in the Elementary School 2(2-0)  
 HST 210WI - United States History through Michigan Eyes 3(3-0)  
 MTH 151 - Mathematics for Elementary Teachers I 3(3-0)  
 MTH 152 - Mathematics for Elementary Teachers II 3(3-0)  
 MUS 330 - Music for Elementary Classroom Teachers 2(2-0)  
 PES 310 - Physical Education for the Classroom Teacher 2(Spec)  
 PHS 265QR - Quantitative Physical Science 2(1-3)  
 PSC 105 - Introduction to American Government and Politics 3(3-0)  
 SCI 285 - Earth Systems Science for Elementary Teachers 3(2-2)

### Professional Education Sequence Requirements (38 hours)

All of the courses below (except EDU 107 and HDF 100) require students to be admitted to the teacher education program. Students cannot continue in the education program until each previous EDU course is completed with a C+ or better. EDU 432 and EDU 458 may be taken at any point after the course prerequisites are met.

**Note:** For main campus students, all of these courses except EDU 432 and EDU 458 are offered in cohort blocks and must be taken in a specific order. In order to proceed to the next cohort block of classes, all EDU courses in the previous block must be successfully completed with a grade of C+ or better. Read carefully the section on Standards leading to Teacher Certification for additional requirements.

EDU 107 - Introduction to Teaching 3(3-1)  
 EDU 330 - Reading in the Elementary School 3(3-0)  
 EDU 380WI - Interdisciplinary Methods and Pre-Student Teaching 10(Spec)  
 EDU 393 - Learning Theory in Elementary Education 3(3-0)  
 EDU 432 - Student Teaching Seminar 3(3-0)  
 EDU 458 - Student Teaching 10(Spec)  
 HDF 100 - Lifespan Development 3(3-0)  
 SPE 504 - Teaching Students in Inclusive Settings 3(3-0)

### Specialized Studies

#### Option 1 - Choice 1: (Major)

Select a major:  
 Integrated Science Major

#### Minimum Totals for Graduation: 124 hours

- To graduate from CMU you must complete a minimum of 120 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 120 hours for graduation.
- You must earn a minimum overall grade point average of 2.70 in order to graduate with the Bachelor of Science in Education degree.
- Not all major/minor combinations are allowed. Please consult with a university advisor to confirm your choice.
- No more than a total of 27 hours may be taken from the College of Business Administration and counted towards graduation.
- You should read the Requirements for Graduation in this Bulletin for a complete description.
- **Note:** Early advisement and planning are necessary to be able to complete this degree with as few hours as possible.

## Major

### Interdisciplinary

## Integrated Science Major

*B.S. in Ed. degree, Provisional Elementary Certification*

*College of Science and Engineering*

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 state science teaching standards, 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.

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### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

A minimum grade of a C is required for all non-methods courses used in this major. Any course with a C- or lower will be included in the calculation of the major GPA until it is retaken and a grade of a C or better is earned. All courses must be taken for a grade, not for credit/no credit even if offered as an option. Grades in courses transferred to CMU will count in the calculation of the major GPA. A minimum 2.7 GPA (B-) must be earned in the major and must be evident prior to student teaching. The astronomy, chemistry, geology, and physical science courses in the major will replace the science courses in these disciplines required on the Bachelor of Science in Education degree.

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 Blackboard shell 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.

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### Required Courses I (34 hours)

AST 111 - Astronomy 3(3-0)  
 AST 112 - Introduction to Astronomical Observations 1(0-2)  
 BIO 151 - Human Biology 3(3-0)  
 BIO 165 - Life Science for Elementary Teachers 4(3-3)  
 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)  
 PHS 151 - Introductory Physical Science I 3(2-2)  
 PHS 251 - Introductory Physical Science II 3(2-2)

### 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:  
 ESC 400 - Earth Science Education 3(2-2)  
 SCI 410 - Teaching Integrated Science K-8 3(3-0)

**Note:** C+ or better is required for the selected course.

**Total: 40-41 semester hours**

## Bachelor of Science in Engineering Technology (B.S.E.T.) Troy Center

This degree prepares graduates with knowledge, problem solving ability, and hands-on skills to enter careers in the design, installation, testing, evaluation, technical sales, or maintenance of engineering systems. This degree provides students with an opportunity to pursue an approved major in Construction Management, Industrial Engineering Technology, Mechanical Engineering Technology, or Product Design Engineering Technology within the School of Engineering and Technology.

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

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

See *General Education Requirements* on pages 63-72.

### Basic Science and Mathematics Requirements (19-22 hours)

All students pursuing a degree in engineering technology must complete the following basic science and mathematics requirements.

#### Core Courses I (12 hours)

CHM 131 - General Chemistry I 4(3-3)

MTH 130 - Pre-Calculus Mathematics 4(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 .

### Specialized Studies (66 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 Computer Science, Industrial Technology, Mathematics, or Physics.

#### Majors:

Product Design Engineering Technology

### Electives (0-6 hours)

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

### Minimum Total for Graduation: 124 hours

- To graduate from CMU you must complete a minimum of 120 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 120 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*

*School of Engineering and Technology*

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.

The Product Design Engineering Technology Major is accredited by ATMAE.

### Program Educational Objectives for Product Design Engineering Technology

The engineering technology programs have established the following expectations for the accomplishments of our graduates in the first several years following graduation:

1. Attain appropriate employment and practice successfully in a product design engineering technology related profession;
2. Work in multi-disciplinary teams providing technical knowledge and effective communication as engineering technologists;
3. Remain technically current through continuous learning and self-improvement;
4. Understand and exhibit professional, ethical and social responsibility as they pursue their career.

### Product Design Engineering Technology Student Outcomes

By the time of graduation from the Product Design Engineering Technology program, students are expected to have:

1. An ability to select and apply the knowledge, techniques, skills, and modern tools of the discipline to broadly-defined engineering technology activities;
2. An ability to select and apply a knowledge of mathematics, science, engineering, and technology to engineering technology problems that require the application of principles and applied procedures or methodologies;
3. An ability to conduct standard tests and measurements; to conduct, analyze, and interpret experiments; and to apply experimental results to improve processes;
4. An ability to design systems, components, or processes for broadly-defined engineering technology problems appropriate to program educational objectives;
5. An ability to function effectively as a member or leader on a technical team;
6. An ability to identify, analyze, and solve broadly-defined engineering technology problems;
7. An ability to apply written, oral, and graphical communication in both technical and non-technical environments; and an ability to identify and use appropriate technical literature;
8. An understanding of the need for and an ability to engage in self-directed continuing professional development;
9. An understanding of and a commitment to address professional and ethical responsibilities including a respect for diversity;
10. A knowledge of the impact of engineering technology solutions in a societal and global context; and
11. A commitment to quality, timeliness, and continuous improvement.

All Product Design Engineering Technology students are required to complete the following required courses. Students also need to select nine (9) credit hours of Technical Electives in consultation with an advisor.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

The engineering and technology degree programs consist of extensive laboratory work that 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, cau-

tion signs and auditory signals.

On-campus students must meet with an E&T advisor at least once a semester to discuss their progress in meeting the degree requirements. Global Campus students must consult with the Program Plan advisor. Prerequisites will be strictly enforced for all engineering technology coursework.

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.

### Admission Requirements

Any student in good academic standing at CMU may declare a major in Product Design Engineering Technology. However, students must maintain a cumulative GPA of 2.50 or higher to enroll in all 200-, 300-, and 400-level engineering technology (IET) courses.

### Retention & Termination Standards

In order to remain a major in Product Design Engineering Technology, a student must meet the following criteria:

1. Students must select courses in consultation with an engineering technology advisor.
2. Students must maintain a cumulative GPA of 2.50 or higher to enroll in all 200-, 300-, and 400-level engineering technology (IET) courses.
3. At least 30 credits of IET courses must be taken at CMU to graduate with this major.

If a student does not continue to meet the retention standards, s/he may be asked to withdraw from the major. The department maintains the right to terminate a student from the major if s/he is not progressing satisfactorily.

### Required Courses (57 hours)

ART 106 - Introduction to Drawing 3(0-6)  
 EGR 200 - Computer Aided Problem Solving for Engineers 3(2-2)  
 IET 130 - Industrial Materials and Testing 3(2-2)  
 IET 154 - Engineering Design Graphics 3(2-2)  
 IET 170 - Manufacturing Processes I 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 324WI - Product Design and Development 3(2-2)  
 IET 350 - Mechanism Design 3(3-0)  
 IET 365 - Manufacturing Processes II 3(2-2)  
 IET 379 - Mechanics of Materials 3(3-0)  
 IET 424 - Human Factors and Ergonomics 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 499 - Industrial Projects Capstone 3(Spec)  
 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 115 - 2-D Design 3(0-6)  
 ART 118 - 3-D Design 3(0-6)  
 CPS 180 - Principles of Computer Programming 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)  
 EGR 300 - Engineering Economic Analysis 3(3-0)  
 IET 223QR - Lean Six Sigma for Process Improvement 3(3-0)  
 IET 281 - Dynamics 3(3-0)  
 IET 291 - Applied Circuits 3(2-2)  
 IET 327 - Industrial Safety 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 454 - Machine Design 3(2-2)  
 IET 455 - Tool Design 3(2-2)  
 MTH 133 - Calculus II 4(4-0)

**Total: 66 semester hours**

## Undergraduate Certificate - Cybersecurity

*Department of Business Information Systems*

**Note:** This program is offered online through **Global Campus** only. For this standalone certificate, students will take BIS 510 as their first course, followed by BIS 521, BIS 523, and BIS 525 (which can be taken in any order). The culminating course is BIS 530.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

The Undergraduate Certificate in Cybersecurity is designed for regularly admitted undergraduate student who desire to acquire advanced knowledge and skills in cybersecurity.

To be considered for regular admissions, an applicant must:

1. Matriculate as a regular undergraduate student or a Non-degree Special Admission student.
2. Present a cumulative grade point average of 2.0 (C) or higher in the certificate. All courses are letter graded.
3. Demonstrate computer network literacy by prerequisite coursework or professional certifications in computer networking or cybersecurity.
4. File a certificate authorization form by the end of the third week of classes of the term in which the student will complete the certificate.

No more than a total of 27 hours of credit earned in business courses, including business transfer hours, may be counted towards graduation unless the student is majoring in the College of Business Administration.

### Required Courses (15 hours)

BIS 510 - Network & Systems Security Fundamentals 3(3-0)  
 BIS 521 - Governance, Risk, & Compliance in Cybersecurity 3(3-0)  
 BIS 523 - Cybercrime Forensics 3(3-0)  
 BIS 525 - Managing Security & Privacy in the Cloud 3(3-0)  
 BIS 530 - Cybersecurity, Systems, and Network Certification 3(3-0)

**Total: 15 semester hours**

## Undergraduate Certificate - Deafblind Intervener

*College of Liberal Arts and Social Sciences*

The Deafblind Intervener Certificate Program is designed for degree-seeking students of any major and non-degree-seeking students interested in a career working with students who are deafblind, ages birth through twenty-one years. Students will take coursework that will prepare them to implement best practices in working with students who are deafblind and lead to a national intervener credential. It is recommended that students have a volunteer placement or employment at a school where they are assigned to work with a student who is deafblind. Assistance in finding a placement will be available through the Intervener Certificate Program Director.

The program is offered in an online format only.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

In order to be admitted into the program, candidates must have a high school diploma or the equivalent.

Double counting of courses will not be allowed.

### Required Courses (12 hours)

DBI 101 - Introduction to Deafblindness and Intervention 3(3-1)  
 DBI 201 - Building Communication and Language Skills 3(3-1)  
 DBI 301 - Intervention Strategies and Teaming 3(3-1)  
 DBI 302 - Intervention Practicum 3(Spec)

**Total: 12 semester hours**

## Undergraduate Certificate - Technical & Professional Writing

*Department of English Language and Literature*

*This program is offered through CMU Online only.*

This 18-credit-hour certificate is designed for degree-seeking students in any major and non-degree-seeking students who want to become more proficient at writing and editing the kinds of documents common in many workplaces, e.g., business and industry; local, state, and federal government agencies; and non-profit organizations. The program is intended to prepare students for any of several careers: as professionals in particular fields who can write well, as in-house writers in a variety of workplace settings, as freelance technical/professional writers and/or editors, and as graduate students in programs that emphasize technical and professional communication and/or rhetoric and composition.

*Minimum Totals for Graduation: 18 hours*

### **Required Courses (18 hours)**

Students will select 18 credit hours from the following:

ENG 301WI - Nonfiction Writing 3(3-0)  
 ENG 303WI - Technical Writing 3(3-0)  
 ENG 397 - Independent Study 1-9(Spec)  
 ENG 402WI - Argumentation and Expository Writing 3(3-0)  
 ENG 503 - Document Design 3(3-0)  
 ENG 504 - Technical Editing 3(3-0)  
 ENG 514 - Language and Media Discourse 3(3-0)

**Total: 18 semester hours**

## Undergraduate Certificate - Citizen Engagement

*Department of Political Science and Public Administration*

*Not all required courses are available through Global Campus or CMU Online.*

This 15-credit hour certificate is designed for degree-seeking students in any major and non-degree-seeking students who want to learn how to increase citizen participation in civic and political life and how to facilitate deliberation and democratic-decision-making

### **Required Courses (9 hours)**

PSC 105 - Introduction to American Government and Politics 3(3-0)  
 PSC 393 - Practicum in Citizen Engagement 1-12(Spec)  
 PSC 513 - Citizen Engagement in Public Life 3(3-0)

**Note:** 3 credits required for PSC 393.

### **Electives (6 hours)**

Select two courses from one of the following categories:

#### **Electives 1 - Public Opinion Polling**

PSC 280QR - Introduction to Empirical Methods of Political Research 3(3-0)  
 PSC 394 - Practicum in Public Polling 1-12(Spec)

**Note:** 3 credits required for PSC 394.

### **Electives 2 - Elected Institutions and Procedures**

PSC 261 - State and Local Government 3(3-0)  
 PSC 300 - Michigan Politics and Elections 3(3-0)  
 PSC 320 - The American Legislative Process 3(3-0)  
 PSC 321 - The American Chief Executive 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/WGS 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)

### **Electives 3 - Appointed Institutions and Procedures**

PAD 210 - Introduction to Public Administration 3(3-0)  
 PAD 313 - Public Budgeting Processes 3(3-0)  
 PAD 411 - Public Sector Human Resources 3(3-0)  
 PSC 261 - State and Local Government 3(3-0)

**Total: 15 semester hours**

## Undergraduate Certificate - Lawmaking and Legal Processes

*Department of Political Science and Public Administration*

*Not all required courses are available through Global Campus or CMU Online.*

This 15-18 credit hour certificate is designed for degree-seeking students of any major and non-degree-seeking students who desire to understand the ways laws are developed, interpreted and implemented in the United States, along with the skills needed to participate in these processes.

### **Required Courses (12 hours)**

PSC 105 - Introduction to American Government and 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)

### **Electives (3-6 hours)**

Select hours from the following:

BLR 202 - Legal Environment of Business 3(3-0)  
BLR 410 - Regulatory Law 3(3-0)  
PAD 313 - Public Budgeting Processes 3(3-0)  
PAD 411 - Public Sector Human Resources 3(3-0)  
PSC 125 - African-American Politics 3(3-0)  
PSC 261 - State and Local Government 3(3-0)  
PSC 301 - Law and Policy in Michigan State Government 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/WGS 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 453 - American Foreign Policy 3(3-0)  
PSC 514 - American Public Policy Making 3(3-0)  
PSC 516 - Environmental Politics and Policy 3(3-0)  
PSC 520 - American National Government and Politics 3(3-0)  
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

**Total: 15-18 semester hours**

## Undergraduate Certificate - Political Advocacy and Elections

*Department of Political Science and Public Administration*

*Not all required courses are available through Global Campus or CMU Online.*

This 15-18 credit hour certificate is designed for degree-seeking students of any major and non-degree-seeking students who desire to gain an understanding of significant social and political issues confronting the United States, along with the ability to resolve these issues through advocacy and electoral strategies.

### **Required Courses (12 hours)**

PSC 101 - Political Behavior 3(3-0)  
PSC 105 - Introduction to American Government and Politics 3(3-0)  
PSC 327 - Lobbying and Interest Group Behavior 3(3-0)  
PSC 328 - Campaigns and Elections 3(3-0)

### **Electives (3-6 hours)**

Select hours from the following:

COM 365 - Persuasion and Social Influence 3(3-0)  
COM 527 - Political Communication 3(3-0)  
PAD 412 - Nonprofit Administration 3(3-0)  
PSC 300 - Michigan Politics and Elections 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/WGS 326 - Women and Politics 3(3-0)  
PSC 513 - Citizen Engagement in Public Life 3(3-0)  
PSC 514 - American Public Policy Making 3(3-0)  
PSC 516 - Environmental Politics and Policy 3(3-0)  
PSC 583 - Survey Research 3(3-0)

**Total: 15-18 semester hours**

# Master of Arts (M.A.) in Education

College of Education and Human Services

**Note:** This interdisciplinary program is only offered through Global Campus.

## Minimum Totals for Graduation: 30-34 hours

The Master of Arts degree in Education is designed to provide knowledge and skills for individuals required to function effectively in various positions of educational leadership. This is not a certification program for educators, 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 9 semester hours, which includes an integrating experience (Capstone Project, Field Study, or Thesis). An additional 21-25 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: Kaleb G. Patrick, Ed.D., Director, 195 Ojibway Court, EHS 314, Mt. Pleasant, MI 48859; 989-774-3144, [maed@cmich.edu](mailto:maed@cmich.edu).

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 for the Curriculum and Instruction Concentration  
2.7 for the Training & Development Concentration or Community College Concentration  
Entrance Exam: N/A

*See Admission Requirement Details Below*

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

## Admission

Applicants for the MA in Education 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 3.0 or higher (on a 4.0 scale) for the *Curriculum and Instruction Concentration* and 2.7 or higher (on a 4.0 scale) for the *Training and Development Concentration* or the *Community College Concentration*. Conditional admission may be granted when the applicant does not meet the requirements for regular admission and evidence exists to support the applicant's potential for success in the program. Admission decisions are governed by the policies of Graduate Studies.

**Note:** For the Integrated Science concentration, applicants must have completed an undergraduate degree with at least 20 semester hours of undergraduate science, including biology, chemistry, geology (or the equivalent) and possess a current teaching certificate with a science endorsement. An applicant who does not meet the foregoing requirements may be granted Conditional Admission with the understanding that additional coursework may be required. Please note: the total number of credit hours for the MA in Education: Integrated Science is 34 hours.

## Program Requirements

To qualify for graduation, candidates for the Master of Arts (MA) degree in Education must meet all of the following requirements found in the Graduate Degree Requirements and the following requirements:

1. Earned a minimum of 30-34 semester hours of acceptable graduate credit (21-25 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 A or Plan B requirements.

## Degree Requirements

### Program Core I (3 hours)

EDU 590 - Foundations for Learning, Design, and Technology in Education 3(3-0)

### Program Core II (6-9 hours)

Select one of the following options:

#### Option 1 (9 hours)

For a concentration in Community College, select EDU 600 and one of EDL 797 or 798:

EDL 600 - Research for Educational Leadership 3(3-0)  
EDL 797 - Field Study 1-6(Spec)  
EDL 798 - Thesis 1-6(Spec)

#### Option 2 (6 hours)

For Concentrations in Curriculum & Instruction or Integrated Science, select:

EDU 660 - Methods of Educational Research 3(3-0)  
EDU 776 - Seminar: Issues in Education 3(3-0)

#### Option 3 (6 hours)

For a Concentration in Training & Development, select:

EDL 600 - Research for Educational Leadership 3(3-0)  
EDL 797 - Field Study 1-6(Spec)

**Note:** EDU 776 Seminar: Issues in Education, EDL 797 Field Study, or EDL 798 Thesis - 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 student affairs administration, teaching, or training and development 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 (18 hours)

Select from the following:

- EDL 676 - Administration of Community Colleges 3(3-0)
- EDL 705 - The Ontario College System 3(3-0)
- EDL 751 - Program Evaluation and Review 3(3-0)
- EDL 757 - Student Development Theory 3(3-0)
- EDL 760 - Leadership Theory and Practice 3(3-0)
- EDL 778 - Contemporary Issues in Higher Education 3(3-0)

#### Emphasis (3 hours)

Select one of the following emphases:

##### Administration/Student Affairs Emphasis (3 hours)

- EDL 763 - The Academic Profession 3(3-0)

##### College Teaching Emphasis (3 hours)

- EDL 680 - Foundations of Teaching in Higher Education Settings 3(3-0)

##### Training and Development Emphasis (3 hours)

- EDL 612 - Methods and Techniques of Training and Development 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 (18 hours)

- EDU 602 - Strategies and Techniques for Teaching 3(3-0)
- 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 705 - Theory and Practice in Curriculum Development 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)

Select one of the following:

- EDU 515 - Managing Classrooms and Learning Environments 3(Spec)
- EDU 770 - Practicum in Systematic Curriculum Development 3(3-0)

##### Mathematics Emphasis (6 hours)

Select two specific courses in Mathematics for 3 hours each.

##### Reading Emphasis (6 hours)

Select EDU 603 **OR** EDU 606, **plus** EDU 540:

- EDU 540 - Literacy Education: Theory and Practice 3(3-0)
- EDU 603 - Elementary Diagnosis, Remediation and Differentiation of Reading 3(3-0)
- EDU 606 - Secondary Advanced Reading Diagnosis and Instruction 3(3-0)

**Total: 30-33 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 (21 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)
- EDL 710 - Action Research 3(3-0)
- EDL 751 - Program Evaluation and Review 3(3-0)
- EDL 760 - Leadership Theory and Practice 3(3-0)

**Total: 30 semester hours**

# Master of Arts (M.A.) in Educational Technology

*Department of Teacher Education and Professional Development*

## **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**

### **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

In addition to the university's general admission requirements, the student must either hold a valid K-12 teaching certificate or be employed in an educational capacity within their school, school district, community college, or profession. Regular admission in the program requires an undergraduate grade point average of at least 2.7 (on a 4-point scale). Students with a GPA below 2.5 will not be considered for admission for the graduate program in teacher education. A maximum of 9 hours taken before signing the master's program may be counted on the program. Students must earn a B- or better in each graded course within the 9 hours taken.

Advisors for the master's program are assigned only after the student has been regularly or conditionally admitted to Graduate Studies at CMU and has selected an option.

## **Degree Requirements**

### **Required Courses (12 hours)**

EDU 590 - Foundations for Learning, Design, and Technology in Education 3(3-0)  
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 - Creating Instructional Media 3(3-0)  
EDU 643 - Instructional Design 3(3-0)  
EDU 653 - Higher Order Web-Mediated Learning 3(3-0)  
EDU 707 - Issues in Learning, Design, and 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:

EDL 610 - Grants and Fund Procurement 3(3-0)  
EDU 506 - Principles and Techniques for Individualizing Instruction 3(3-0)  
EDU 515 - Managing Classrooms and Learning Environments 3(Spec)  
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)**

# Doctor of Educational Technology (D.E.T.)

Department of Teacher Education and Professional Development

## Minimum Totals for Graduation: 87 hours

This program is offered through Global Campus.

The online doctoral program in educational technology prepares educators in the study of integration of technologies supporting learning and teaching. Specific instruction revolves around the study of the latest educational technologies to increase student achievement in the classroom. Graduates are prepared for careers in K-12 educational technology support, higher education research and teaching, research and development of instructional technologies, and private sector training and development.

The online Doctor of Educational Technology program at Central Michigan University offers students an opportunity to either earn a Master's Degree or matriculate in two years of graduate credit if they currently hold an accredited graduate degree. Certified K-12 teachers in Michigan will also earn the "NP" - educational technology endorsement for their teaching certificate.

Students take an additional 36 credit hours of coursework (12 classes) beyond the Master's level. Upon completion of the apprenticeship/comprehensive exam, students will enroll in 18 dissertation credits to include a proposal writing class.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.5                      Entrance Exam: GRE or MAT  
Priority Deadline: March 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 graduate program grade point average of 3.5 or higher, or currently enrolled in CMU's online MA in Educational Technology program, and must have completed three years of professional education experience and the Graduate Record Exam or Miller Analogy Test.

Review of complete application begins March 1 and continues until the cohort is filled. A completed application packet will include the following materials:

1. a completed graduate application;
2. transcripts of all undergraduate and graduate work;
3. resume of professional education experience;
4. Graduate Record Exam (GRE) or Miller Analogy Test (MAT); within the past 5 years
5. short essay describing the relationship between the applicant's professional goals and the D.E.T. program; and
6. three letters of recommendation (dated and on organizational letterhead) that attest to the applicant's potential to succeed in the program.

After reviewing the credentials of the applicants, the Doctoral Program Committee will select those to be interviewed. The Doctoral Program Committee will make all decisions regarding admissions, selecting the cohort from those interviewed. The total application package will be evaluated holistically.

## Proof of English Proficiency

Proof of English proficiency is required for admission to any of CMU's graduate programs.

Although most international applicants meet that requirement by having an official TOEFL score report sent to us, there are other acceptable methods of proof. Students can meet the requirement by submitting IELTS scores or MELAB scores, or by having completed an entire course of study (bachelor's degree, master's degree, etc.) at an institution where the language of instruction is English. Test score requirements are:

### TOEFL:

Regular Admission: 79 ibt (550 pbt, 213 cbt)

Conditional Admission: 61-78 (500-547, 173-210)

### IELTS:

Regular Admission: 6.5

Conditional Admission: 6.0 or 5.5

### MELAB:

Regular Admission: 80

TOEFL Exempt countries list: [www.grad.cmich.edu/toefl](http://www.grad.cmich.edu/toefl)

## 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 not earned a Master's Degree from an accredited university will be enrolled in the online MA in Educational Technology program.

### Requirements I - Research (9 hours)

The research component encompasses both quantitative and qualitative research methods. The competencies to be developed are essential to interpreting and evaluating research studies to be encountered in all course work as well as to completing the dissertation requirement.

EDU 800 - Educational Technology Research 3(3-0)

EDU 801 - Qualitative Research in Educational Technology 3(3-0)

EDU 802 - Quantitative Research in Educational Technology 3(3-0)

### Requirements II - Academic Core (12 hours)

The academic core component includes all of the critical areas of study for future educational leaders: foundations, organizational and leadership analyses, and the issues which change and dominate over time. The courses are designed to provide students with the underpinnings to understand and to act effectively upon the challenges confronting the educational organization.

EDU 807 - Seminar: Learning Tools in Education Technology 3(3-0)

EDU 808 - Blended and Online Learning 3(3-0)

EDU 814 - Differentiated Instruction in Online Learning 3(3-0)

EDU 853 - Evolving Internet Learning 3(3-0)

### Requirements III - Cognate (15 hours)

There are multiple choices from which students may select a concentration. The specific courses will be determined in consultation between the student and the academic advisor. The cognate, to be determined jointly by the student and advisor, can be completed in one academic discipline or by taking a combination of courses from more than one academic discipline. Students could choose to take a "Leadership" cognate by taking 3 classes currently offered by Educational Leadership and two of the classes below as a cognate.

**Educational Technology Cognate:**

EDU 810 - Grant Writing 3(3-0)

EDU 811 - Motivation in Online and Blended Learning 3(3-0)

EDU 842 - Mobile Learning 3(3-0)

EDU 862 - Data Driven Decision Making 3(3-0)

EDU 870 - Higher Order Learning and New Literacies 3(3-0)

**Comprehensive Exams**

Students will be expected to take written qualifying exams upon the completion of their academic core classes. Comprehensive exams will be administered in the fall and spring of each year. Upon successful completion of the comprehensive exam, students are advanced to candidacy.

**Dissertation**

EDU 898 - Dissertation 1-18(Spec)

The candidate will complete three steps in the dissertation process:

1. the proposal review stage in which there is a formal review of the literature and a journal article submitted for publication; The proposal of the candidate's research, the research question and methodology for conducting the research will be proposed and approved by the candidate's dissertation committee;
2. conducting the research, analyzing the results, and writing the final document including a minimum of one journal article submitted for publication after successful defense; and
3. oral defense of the research.

**Total: 87 semester hours**





# Master of Arts (M.A.) in Educational Leadership

Department of Educational Leadership

## Minimum Totals for Graduation: 30-36 hours

**Note:** This program is offered through Global Campus only.

The Master of Arts in Educational Leadership program prepares students with the knowledge and skills needed to effectively lead schools and meet the needs of 21st Century learners. The purpose of this degree is to provide an academic foundation for school leadership and develop the skills and abilities of educational leaders through performance-based learning. Applicants selecting this program are educators who would like to broaden their career options to include school administration. Students completing this program can apply to the Michigan Department of Education and receive initial administrative certification. This certification is a state requirement for school principals.

The Master of Arts in Educational Leadership is a nationally accredited program by the Council for the Accreditation of Educator Preparation (CAEP).

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### Admission Requirement Snapshot

GPA: 3.0 *Entrance Exam: N/A*  
 Application Deadline: Rolling Application  
 See Admission Requirement Details Below

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

1. Applicants must meet the requirements for admission to Graduate Studies.
2. Regular admission in the program requires an undergraduate grade point average of at least 3.0 (on a 4-point scale).
3. Applicants must provide evidence of promise as an administrator by preparing and submitting an admission portfolio directly to the Department of Educational Leadership. The following items must be included in the contents of the portfolio:
  - a. a current resume identifying training, experience, and professional accomplishments;
  - b. a minimum of two letters of reference (dated and submitted on organizational letterhead) from individuals who can appropriately address the applicant's potential as an administrator and attest to the applicant's potential for success in the program;
  - c. a two page statement incorporating how the applicant's program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
    - Vision for student success and achievement,
    - Involvement of all stakeholders,
    - Leadership for a diverse and complex society, and
    - Demonstration of ethical behavior
  - d. identification of at least two significant activities which indicate experiences, abilities, and potential for educational

leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarize with a self-reflective statement addressing the insight and learning that occurred.

4. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant's statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.

**Additional Admission Requirements** - Must have either a valid teaching certificate and three years of experience or three years of other qualifying experience.

It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission packet and it must be approved before a student is granted regular admission.

## Core Courses (21 hours)

*Required for State Certification*

- EDL 656 - Public School Law 3(3-0)
- EDL 661 - School and Community Relations 3(3-0)
- EDL 662 - School Business Administration 3(3-0)
- EDL 670 - The Principalship 3(3-0)
- EDL 690 - Administration of School Curriculum 3(3-0)
- EDL 694 - Educational Leadership Capstone 3(3-0)
- EDL 699 - Leadership Internship 1-15(Spec)

**Note:** 3 hours of EDL 699.

## Required Course (3 hours)

- EDL 600 - Research for Educational Leadership 3(3-0)

## Emphasis Area

Select one of the following:

### Emphasis Area: Supervision (6 hours)

- EDL 660 - Principles of Educational Administration 3(3-0)
- EDL 773 - Instructional Supervision and Leadership 3(3-0)

### Emphasis Area: Charter School Leadership (6 hours)

- EDL 645 - Charter School Leadership 3(3-0)
- EDL 678 - Emerging Issues and Reform Efforts in Educational Leadership 3(3-0)

### Emphasis Area: Rural Education Leadership (6 hours)

- EDL 620 - Administration Within Diverse Populations 3(3-0)
- EDL 669 - Rural School Leadership 3(3-0)

### Emphasis Area: Special Education Supervisor (12 hours)

- EDL 663 - Human Resources Administration 3(3-0)
- SPE 640/EDL 675 - Administration of Special Education 3(3-0)
- SPE 750 - Consultation and Collaboration in Special Education 3(3-0)
- SPE 785 - Assessment and Program Improvement in Special Education 3(3-0)

**Note:** You may only count one of SPE 640 or EDL 675, not both.

**Professional Portfolio**

Students are required to complete a Professional Portfolio that consists of evidence of significant scholarship and ability relating to competence in administration and leadership. The portfolio is developed and maintained by the student during the graduate educational experience. Portfolios should include evidence of his or her competence in the standard of the Educational Leadership Constituents Council (ELCC) standards.

The portfolio is composed of the student's resume and professional platform.

- Resumé - Detailed educational and professional experiences.
- Professional Platform - A series of personal statements that provide performance-based evidence that demonstrates mastery of the knowledge and skills required for effective leadership (ELCC, 2011). The platform provides the foundation that guides the student's thinking and decisions he or she makes about educational leadership issues and speaks to the performance outcomes necessary to effectively lead an organization.
- Supporting Documents - The portfolio also includes relevant documents that the student has created throughout his or her graduate experience that support the professional platform and serve as key examples of the student's scholarly work and performance.

Portfolios are developed in the capstone course and require departmental approval prior to graduation.

**Exit Exam***Praxis SLLA*

The Exit Examination is proctored during the capstone course and a passing score is required to complete the program. Students seeking Michigan Administrator Certification must pass the Praxis SLLA administered by ETS®. Students are responsible for scheduling the SLLA at a testing center of their choosing. A full list of locations and registration information can be found at: <https://www.ets.org>.

**Total: 30-36 semester hours**

# Specialist in Education (Ed.S.) in General Educational Administration

*Department of Educational Leadership*

## Minimum Totals for Graduation: 30 hours

The Specialist in Education (Ed.S.) in General Education Administration is an advanced degree program that prepares professional educators with instructional and leadership skills beyond the master's level of competence. The purpose of this degree is to extend the academic foundation, skills, and abilities of educational leaders and to build leadership capacity in a variety of educational settings. The Ed.S. degree is based upon the satisfactory completion of 30 semester hours of graduate-level coursework. Applicants may choose one of two concentration areas (Administrative Leadership K-12 or Instructional Leadership K-12). The program is aligned to state standards and is approved by the state of Michigan.

Applicants who successfully complete the Administrative Leadership K-12 concentration and the Exit Examination may apply to the Michigan Department of Education for administrative certification.

## ADMISSION REQUIREMENTS; RETENTION & TERMINATION STANDARDS

### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0

Entrance Exam: N/A

*See Admission Requirement Details Below*

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

1. Applicants for the Educational Specialist degree must have three years of experience in an educational setting.
2. Applicants must meet the requirements for admission to Graduate Studies at CMU.
3. Applicants must have completed a master's degree in education or related field.
4. Applicants must provide evidence of promise as an administrator by preparing and submitting an admission portfolio directly to the Department of Educational Leadership. The following items must be included in the contents of the portfolio:
  - a. a current resume identifying training, experience, and professional accomplishments;
  - b. a minimum of two letters of reference (dated and submitted on organizational letterhead) from individuals who can appropriately address the applicant's potential as an administrator and attest to the applicant's potential for success in the program;
  - c. a two-page statement incorporating how the applicant's program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
    - Vision for student success and achievement,
    - Involvement for all stakeholders,
    - Leadership for a diverse and complex society
    - Demonstration of ethical behavior;

- d. identification of a minimum of two significant activities that indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarized with a self-reflective statement addressing the insight and learning that occurred.
5. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the Educational Specialist degree. The applicant's statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the Educational Specialist degree.
6. It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission's packet, and it must be approved before a student is granted regular admission.

## Exit Exam: Praxis SSA (School Leadership Series-School Superintendent Assessment)

Students are responsible for scheduling the Praxis SSA at a testing center of their choosing. A full list of locations and registration information can be found at: <https://www.ets.org/praxis/register/>

## Required Courses (12 hours)

- EDL 710 - Action Research 3(3-0)
- EDL 751 - Program Evaluation and Review 3(3-0)
- EDL 765 - Organizational Change in Educational Institutions 3(3-0)
- EDL 775 - Educational Policy Analysis 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 (15 hours)

- EDL 745 - Administration of the School District 3(3-0)
- EDL 761 - School and Community Relations for the District Leader 3(3-0)
- EDL 766 - Advanced Educational Law 3(3-0)
- EDL 767 - Public School Finance 3(3-0)
- EDL 773 - Instructional Supervision and Leadership 3(3-0)

### Concentration II: Instructional Leadership K-12 (15 hours)

- EDL 773 - Instructional Supervision and Leadership 3(3-0)
- Plus 12 hours of electives to be chosen in consultation with program advisor.

## Capstone Project (3 hours)

Select either Plan A or Plan B (Plan A may only be taken with the Instructional Leadership K-12 Concentration):

### Plan A: Thesis

- EDL 798 - Thesis 1-6(Spec)

### Plan B: Field Based Project

- EDL 780 - District Level Leader Internship 1-15(Spec)

**Total: 30 semester hours**

# Doctor of Education (Ed.D.) in Educational Leadership

Department of 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

Priority Application Deadline: February 1

Regular Application Deadline: April 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, February 1 and April 1. Preference will be given to February 1 applicants. Admission will continue until the cohort is filled. A completed application packet will include the following materials:

*To Graduate Studies:*

1. Graduate Application
2. Application Fee
3. Official transcript(s) pertaining to all previous undergraduate and graduate coursework

*To the Department of Educational Leadership:*

1. Three Recommendations: Use the EdD Letter of Recommendation Form (found on EDL website) and submit recommendations from three individuals who can attest to the applicant's leadership ability and potential for success in this program.
2. Personal Statement: A two- or three-page typewritten statement incorporating how the applicant's program goals and beliefs about leadership connect to the Educational Leadership program and these principles:
  - a. Vision for student success and achievement,
  - b. Involvement of all stakeholders,
  - c. Leadership for a diverse and complex society, and
  - d. Demonstration of ethical behavior.
3. A two-page written statement that identifies at least two significant activities which indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) and resources

used, and summarize with a self-reflective statement addressing the insight and learning that occurred.

4. GRE Score: An official score report from the Graduate Record Examination (GRE) earned within the last five years.
5. Current Resume or Vita identifying training, experience, and professional accomplishments. Applicant must have at least three years of experience in education or a related field.
6. Signed Declaration of Commitment (found on EDL website)
7. Participation in Doctor of Education Interview/Group Process
8. TOEFL Score: If your native language is not English, submit an official score report from the Test of English as Foreign Language (TOEFL). The TOEFL is required of all non-native speakers unless they have completed two years of university-level coursework in an English-language institution.

The Doctoral Program Committee will make all decisions regarding admissions, selecting the cohort from those interviewed. Preference will be given to those applicants who have a demonstrated history of educational leadership and who have career goals consistent with the expectations of this program. The total application package will be evaluated holistically.

Exam for those who seek Michigan Central Office Administration Certification: Praxis SSA (School Leadership Series-School Superintendent Assessment)

Students are responsible for scheduling the Praxis SSA at a testing center of their choosing. A full list of locations and registration information can be found at: <https://www.ets.org/praxis/register/>

**Program Requirements.** Progress through the program is based upon obtaining satisfactory grades (a 3.25 GPA average overall), passing written and oral comprehensive exams, and completing a doctoral dissertation. Students who have an earned Educational Specialist degree may be able to waive some program requirements.

**Continuous Progress Policy.** In order to encourage degree completion and current knowledge of the dissertation process and research methodology, the faculty in the Department of Educational Leadership enact the following policy:

- EdD students have one calendar year following their final course (EDL 897) or comprehensive exam; whichever is the latter, to successfully defend their dissertation proposal.
- In the event that a student does not successfully defend his/her proposal within the allotted one-year time frame, the student will be required to take or retake EDL 897 within six months of the one-year date. If the course is a retake, the three credits will not count toward the student's degree completion. If the student fails to take EDL 897 within the required timeframe, the student may be dismissed from the program.
- In the event that a student does not successfully defend his/her dissertation proposal within two years following the final course (EDL 897) or comprehensive exam, whichever is the latter, the student will be required to retake EDL 700 and EDL 897 within 6 months of the two year date. If the student fails to take EDL 700 and EDL 897 within the required timeframe, the student may be dismissed from the program. The course retake will not count toward the student's degree completion.
- In the event that a student has not successfully defended his/her dissertation proposal within three years following his/her final course (EDL 897) or comprehensive exam, whichever is the latter, the student will be dismissed from the program.

(continued)

**Research Requirements (9 hours)**

The research component encompasses both quantitative and qualitative research methods. The competencies to be developed are essential to interpreting and evaluating research studies to be encountered in all course work as well as to completing the dissertation requirement.

EDL 700 - Educational Research Design 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 - Issues in Learning, Design, and 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

Department of Educational Leadership

## 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 learning theory, student learning objectives, assessment, course design, high impact teaching practices, understanding diverse student learners, classroom teaching theory and strategies, online/hybrid or distance education, and the professoriate. Students enrolled in the Graduate Certificate in College Teaching will take 15 credit hours, selected with their advisor from the courses listed below.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

- Undergraduate degree with cumulative GPA of 3.0 or higher from an accredited institution.
- Master's degree in student's teaching-related discipline with a cumulative GPA of 3.0 or current enrollment in a master's degree program.
- Official transcripts from all undergraduate and graduate schools you have attended.
- Current resumé identifying training, experience, and professional accomplishments.
- A one-page personal statement addressing 1) what courses or discipline you intend to teach; 2) your interest in pursuing the Graduate Certificate in College Teaching as it relates to your professional goals.
- Applicants must meet the requirements for admission to Graduate Studies.

All Graduate Certificate in College Teaching (GCCT) students are first granted conditional admission to the program. After students have completed six credit hours of the GCCT program at Central Michigan University with a B+ or better grade in each course, they may be reclassified for regular admission. Students who fail to earn a B+ or higher in their first six credits may be dismissed from the program.

Students may utilize certificate courses (a maximum of six (6) semester credits) to meet program requirements for other degrees, allowing for a concurrent awarding of both a degree and an earned certificate. Students must be accepted into both a degree program and the certificate option to obtain both options and work with their advisor to determine appropriate courses and eligibility. Students may also enroll in the certificate option alone. Students must receive a B+ or better in their first six (6) hours to remain in the program.

A Master's degree is required for admission into the Graduate Certificate in College Teaching unless one is not offered in your field. Applicants must then provide evidence of disciplinary content knowledge and expertise suitable to being hired to teach at the community college level in their chosen field or discipline. The department of Educational Leadership will be responsible for the final determination of evidence suitability for waiving the Master's degree requirement.

Individuals interested in teaching and in post-secondary education settings should know that to be eligible to teach at a community college, they must first earn a master's degree in an academic discipline and have completed a minimum of 18 graduate credit hours in each discipline that they hope to teach. Individuals hoping to teach at a four-year institution typically must earn at least a master's degree to teach undergraduate students and a doctoral degree to teach graduate students. In addition, some professional programs at a four-year institution require 18 graduate credit hours in the academic discipline. This Graduate Certificate in College Teaching is not a substitute for any of the above noted educational requirements.

### Required Courses (15 hours)

- Select from the following:
- EDL 677 - The American College Student 3(3-0)
  - EDL 680 - Foundation of Teaching in Higher Education Settings 3(3-0)
  - EDL 681 - Teaching with Technology in Higher Education Settings 3(3-0)
  - EDL 682 - Course Design and Assessment in Higher Education Settings 3(3-0)
  - EDL 685 - High-Impact Teaching Practices in Higher Education Settings 3(3-0)
  - EDL 697 - College Teaching Internship 1-6(Spec)
  - EDL 763 - The Academic Profession 3(3-0)

**Total: 15 semester hours**

# Master of Arts (M.A.) in Counseling

Department of Counseling and Special Education

## Minimum Totals for Graduation: 60 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 and national certified counselors. Full-time counselor education faculty hold doctoral degrees in counselor education or a related field. Teaching excellence is a top priority of the faculty.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

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 and national certified counselors. Full-time counselor education faculty hold doctoral degrees in counselor education or a related field. Teaching excellence is a top priority of the faculty.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 Entrance Exam: GRE  
 Application Deadline: February 1 for Summer/Fall admission OR  
 September 1 for Spring admission  
 See Admission Requirement Details Below

## Admission Requirements

To be eligible for Admission to the M.A. in Counseling program, a complete application includes:

- a graduate application;
- all transcripts from undergraduate and graduate degree work,
- recent (not more than five years old) Graduate Record Exam (GRE) score to be sent directly to the College of Graduate Studies (please use the CMU designator code #1106 when having your GRE scores sent to the university);
- written statement of purpose and general plans for graduate study; and
- Two (2) signed letters of recommendation (one professional [e.g. supervisor, employer, academic professor/instructor] and one personal [not a family member]) sent to the Department of Counseling and Special Education ([cse@cmich.edu](mailto:cse@cmich.edu)).

The GRE assesses verbal reasoning, quantitative reasoning, and analytical writing. Testing centers, test dates and seating availability can be found here: <https://mygre.ets.org/greweb/action/RegPortal>. When selecting a test date, make sure your scores will be reported in time for your application deadlines of February 1st or September 1st (use 1106 as your institution code). For computer-delivered tests, scores reports are sent to your designated score recipients approximately 10–15 days after your test date, but can take up to six weeks for paper-based scoring. CMU must receive the official score report from the testing company, rather than from the applicant.

The written statement should consist of a 2-3 page APA formatted essay detailing the following: (1) an explanation of why the applicant wants to enter the Counseling program/profession, (2) what skills the applicant possesses that would make the applicant successful in the graduate program in Counseling, and (3) how the Counseling program is congruent with the applicant's career goals.

Two letters of recommendation are required for your application. One should be a professional reference from an academic instructor, current/past supervisor, colleague etc. The second should be a personal reference from a mentor, advisor, volunteer manager, etc. **Letters must include an original signature.** Letters written from family members or friends are not acceptable. For more information, visit [www.cse.cmich.edu](http://www.cse.cmich.edu).

The applicant's cumulative undergraduate grade point average (GPA) (2.7 minimum), 2 letters of recommendation, written statement of purpose and general plans for graduate study, and GRE score all are considered in determining admission. Students who have below a 2.7 minimum undergraduate GPA are still encouraged to apply and will receive consideration. All application materials and GRE score must be received in the Department of Counseling and Special Education before a decision will be made whether to invite the applicant on-campus for the in-person interview process. Application deadlines are: February 1 for Summer/Fall admission and September 1 for Spring admission.

If an applicant has met all of the requirements and is invited on campus for the interview process by department faculty, the applicant will participate in a ½ day in-person interview on the main campus in Mount Pleasant, MI. Attendance at the interview is mandatory and the dates of the interview will be made available in advance for you to make accommodations to be there.

Upon successful completion of the initial screening process and in-person interview, the applicant will be recommended for admission. This decision will be sent to Graduate Studies and if approved, the applicant will receive Regular Admission with Stipulations. To be eligible for removal of stipulations, the student must first complete a minimum of 9 semester credit hours of course work in the Counselor Education program with a minimum 3.0 GPA and receive a faculty vote of confidence.

## Program Requirements

The Addiction Counseling, Clinical Mental Health Counseling, and School Counseling concentrations require each candidate to successfully complete a minimum of 60 credit hours. Students will gain knowledge and experience in research, group techniques, counseling theories, counseling techniques, ethics, counseling philosophy, multicultural counseling, testing procedures, career development, and consulting. Practicum and internship experiences will complete the minimum requirements. Elective courses will provide students additional studies and experience in areas of personal interest.

Each student will participate in a supervised counseling experience (practicum) in the Center for Community Counseling and Development on CMU's campus (Global Campus students' practicum will take place in the field), and a field-based 600 hour internship experience. This program also requires successful completion of a comprehensive examination.

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 concentrations:

**Counseling: Addiction Counseling Concentration**

This concentration prepares students interested in qualifying for licensure as a Professional Counselor (LPC) in Michigan and who wish to work in the addiction field. Potential work settings would include: community-based social service agencies, institutions of higher education, criminal justice institutions, counseling personnel in public and private schools, and private practice.

**Core Courses (36 hours)**

CED 610 - Career Counseling 3(3-0)  
 CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)  
 CED 630 - Ethics & Consultation in Counseling 3(3-0)  
 CED 640 - Assessment in Counseling 3(3-0)  
 CED 650 - Theories and Techniques of Group Counseling 3(3-0)  
 CED 660 - Counseling Techniques 3(3-0)  
 CED665 - Personal and Professional Development Across the Lifespan 3(3-0)  
 CED 677 - Counseling Theories 3(3-0)  
 CED 690 - Counseling Practicum 1-6(Spec)  
 CED 695 - Research in Counseling 3(3-0)  
 CED 699 - Diagnosis & Treatment Planning in Counseling 3(3-0)

**Additional Requirements (12 hours)**

CED 641 - Introduction to Counseling for Addictions 3(3-0)  
 CED 642 - Neuropsychopharmacology 3(3-0)  
 CED 643 - Etiology of Addiction 3(3-0)  
 CED 644 - Addiction Oriented Systems and Methods of Care 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 60.

**Plan B Requirement (6 hours)**

Satisfied by CED 691 (6 hours) and Comprehensive Examination.  
 CED 691 - Internship 1-6(Spec)

**Total: 60 semester hours**

**Counseling: Clinical Mental Health Counseling Concentration**

This concentration prepares students interested in qualifying for licensure as a Professional Counselor (LPC) in Michigan. 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 (36 hours)**

CED 610 - Career Counseling 3(3-0)  
 CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)  
 CED 630 - Ethics & Consultation in Counseling 3(3-0)  
 CED 640 - Assessment in Counseling 3(3-0)  
 CED 650 - Theories and Techniques of Group Counseling 3(3-0)  
 CED 660 - Counseling Techniques 3(3-0)  
 CED 665 - Personal and Professional Development Across the Lifespan 3(3-0)  
 CED 677 - Counseling Theories 3(3-0)  
 CED 690 - Counseling Practicum 1-6(Spec)  
 CED 695 - Research in Counseling 3(3-0)  
 CED 699 - Diagnosis & Treatment Planning in Counseling 3(3-0)

**Additional Requirements (12 hours)**

CED 603 - Introduction to Clinical Mental Health Counseling 3(3-0)  
 CED 641 - Introduction to Counseling for Addictions 3(3-0)  
 CED 679 - Crisis and Trauma Counseling 3(3-0)  
 CED 686 - Psychopathology 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 60.

**Plan B Requirement (6 hours)**

Satisfied by CED 691 (6 hours) and Comprehensive Examination.  
 CED 691 - Internship 1-6(Spec)

**Total: 60 semester hours**

**Counseling: School Counseling Concentration**

This concentration is designed for students who are interested in a school counseling endorsement or school counseling licensure. Students with a valid Michigan teaching certificate may seek a school counseling endorsement on their teaching certificate. Upon completion of the degree program, these students may apply through CMU's EHS Center for Student Services to add a counseling endorsement to their teaching certificate. Students who do not have a valid Michigan teaching certificate may apply for school counseling licensure through CMU's EHS Center for Student Services upon completion of the degree program. In addition, graduates will meet the academic requirements for licensure as a Professional Counselor (LPC) in Michigan.

**Core Courses (36 hours)**

CED 610 - Career Counseling 3(3-0)  
 CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)  
 CED 630 - Ethics & Consultation in Counseling 3(3-0)  
 CED 640 - Assessment in Counseling 3(3-0)  
 CED 650 - Theories and Techniques of Group Counseling 3(3-0)  
 CED 660 - Counseling Techniques 3(3-0)  
 CED 665 - Personal and Professional Development Across the Lifespan 3(3-0)  
 CED 677 - Counseling Theories 3(3-0)  
 CED 690 - Counseling Practicum 1-6(Spec)  
 CED 695 - Research in Counseling 3(3-0)  
 CED 699 - Diagnosis & Treatment Planning in Counseling 3(3-0)

**Additional Requirements (18 hours)**

CED 604 - Introduction to School Counseling 3(3-0)  
 CED 615 - Postsecondary Planning for School Counselors 3(3-0)  
 CED 641 - Introduction to Counseling for Addictions 3(3-0)  
 CED 645 - School Counseling Seminar 3(3-0)  
 CED 651 - Counseling Children and Adolescents 3(3-0)  
 CED 679 - Crisis and Trauma Counseling 3(3-0)

**Plan B Requirement (6 hours)**

Satisfied by CED 691 (6 hours) and Comprehensive Examination.  
 CED 691 - Internship 1-6(Spec)

**Total: 60 semester hours**

# Master of Arts (M.A.) in Special Education: The Master Teacher

*Department of Counseling and Special Education*

## Minimum Totals for Graduation: 33 hours

The Master of Arts in Special Education is designed for students who seek advanced study in special education. These programs are designed to provide training experiences leading to the development of those competencies specifically related to working with persons with disabilities in a variety of public education and community settings as a teacher or teacher consultant.

## The Master Teacher

The Master of Arts Degree in Special Education: The Master Teacher is conceptualized as a degree designed specifically to build upon the strengths of certified educators. It is intended to expand their skills and knowledge base in order to prepare them to assume the role of what the Carnegie Institute refers to as "The Master Teacher."

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.00 Entrance Exam: N/A  
*Application Deadline:* At least 6 weeks before desired enrollment;  
 6-12 weeks for International students  
*See Admission Requirement Details Below*

Beyond the standards of Graduate Studies admission, Special Education requires the following:

1. Prior to admission to a master's degree program, the candidate must have a bachelor's degree and a valid Michigan Elementary or Secondary Standard, Permanent, or Life certificate or special education endorsement. If applicants do not meet this requirement, they should contact the EHS Center for Student Services (421 EHS Building, CMU, Mt. Pleasant, MI 48859, 989-774-3309).
2. Admission to the Master of Arts degree program in Special Education requires an undergraduate cumulative grade point average of 3.00. (Applicants below the required grade point average may appeal through the chairperson for exception.) Additionally, applicants are required to submit a current statement of purpose for pursuing the degree, and two letters of recommendation regarding the applicant's performance with Special Education populations.

## Prerequisites:

Special Education endorsement **OR** the following courses within the last ten years.

SPE 126 - Introduction to Special Education 3(3-0)

SPE 550WI - Teaching Diverse Students in Educational Settings 3(3-0)

## Retention and Termination Standards

These graduate programs lead to a Master of Arts degree in Special Education. The degree is based upon satisfactory completion of a minimum of 33 semester hours of graduate work and satisfactory demonstration of the competencies identified within the stated objectives and activities of the program.

## Degree Requirements

### Core Courses (15 hours)

SPE 600 - Current Issues and Historical Trends in Special Education 3(3-0)

SPE 679 - Behavioral and Curricular Interventions for Individuals with Mild Disabilities 3(3-0)

SPE 695 - Research for Special Education 3(3-0)

SPE 750 - Consultation and Collaboration in Special Education 3(3-0)

SPE 785 - Assessment and Program Improvement in Special Education 3(3-0)

### Additional Requirements (15 hours)

Required classes to be selected in consultation with an advisor.

### Plan B Requirement (3 hours)

SPE 790 - Special Education Graduate Capstone 3(3-0)

### AND

Comprehensive Examination

### Total: 33 semester hours

# Master of Science (M.S.) in Nutrition and Dietetics

Department of Human Environmental Studies

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.

Options A through C of the M.S. in Nutrition and Dietetics Program course work can be completed entirely online. The program utilizes web-based technology to provide course content. Option D is completed through online coursework and an on-campus internship.

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

### ADMISSION REQUIREMENT SNAPSHOT

*GPA:* 3.0 (in the last 60 hours undergrad course work)

*Entrance Exam:* N/A

*Internat'l Application Deadline:* July 1 (Fall), Oct. 1 (Spring)

*See Admission Requirement Details Below*

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, III, or IV, 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, III, or IV, a description of the significant scholarship (e.g. project, extensive paper) the student intends to perform to meet the requirements. 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. No 700 level coursework may be taken until the Credit by Examination is completed.
9. FNS 799 capstone coursework must be completed as the final course in the student's program and may not be taken if there is outstanding coursework, or in the same semester as other courses.

### 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 and Biostatistics 3(3-0)
- FNS 798 - Thesis in Nutrition and Dietetics 1-6(Spec)

The Plan A also includes:

1. E-portfolio
2. Six (6) hours of electives selected with the approval of the student's advisor.
3. An oral examination on the thesis topic.

**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 and Biostatistics 3(3-0)
- FNS 799 - Capstone in Nutrition and Dietetics 3(3-0)

The Plan B also includes:

1. E-portfolio.
2. Three (3) hours of electives selected with the approval of the student's advisor.
3. An oral examination over course work completed as part of FNS 799 course requirements.

(continued)

**Note:** FNS 799 must be taken in a student's final semester, as the only course in that semester. All students must take FNS 678 Research Methods in Nutrition prior to enrollment in FNS 799. Permission to be hand-registered is required. Please see FNS 799/CBE policy.

**Note:** FNS 670 is a variable credit courses. Students on this option are required to take 1 credit hour of FNS 670.

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 advisor for the policy on Credit by Examination for Dietetic Internship Experience.

### **Option III - Plan C: Course Work Option (33 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 and Biostatistics 3(3-0)

FNS 799 - Capstone in Nutrition and Dietetics 3(3-0)

The Plan C also includes:

1. E-portfolio.
2. Nine (9) additional hours of electives selected with the approval of the student's academic advisor.
3. An oral examination over all course work, completed as part of FNS 799 course requirements.

**Note:** FNS 799 must be taken in a student's final semester, as the only course in that semester. All students must take FNS 678 Research Methods in Nutrition prior to enrollment in FNS 799. Permission to be hand-registered is required. Please see FNS 799/CBE policy.

**Note:** FNS 670 is a variable credit course. Students in this program MUST enroll in FNS 670 three times (1 hour each) under different subject themes.

**Total: 31-37 semester hours**

# Master of Business Administration (M.B.A.)

College of Business Administration

## 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

### ADMISSION REQUIREMENT SNAPSHOT

GPA: See below      Entrance Exam: GMAT (see details below)  
 Internat'l Application Deadline: March 15 (Fall), November 15 (Spring)  
 See Admission Requirement Details Below

## Admission Requirements

**Minimum GPA: 2.7; Minimum GMAT: 450.**

To be considered for admission to the MBA program, an applicant must first be admitted to Graduate Studies. The application should be submitted online at least six weeks prior to the beginning of the first semester of anticipated enrollment in classes.

GMAT requirements will be waived for applicants who meet one of the following conditions:

1. Applicants with a Doctorate Degree obtained from U.S. universities.
2. Applicants with a Masters' Degree obtained from U.S. universities with an overall GPA of 3.0.
3. Applicants with an undergraduate degree with no work experience: Degree obtained from U.S. universities with an overall GPA of 3.0.
4. Applicants with an undergraduate degree with no work experience: Degree obtained from U.S. universities with an overall GPA of 3.25 for the last 60 provided the overall undergraduate GPA is at least 2.7.
5. Applicants with an undergraduate degree with five (5) years professional work experience: Degree obtained from U.S. universities with an overall GPA of 2.9.
6. Applicants with an undergraduate degree with five (5) years professional work experience: Degrees obtained from U.S. Universities with an overall GPA of 3.0 for the last 60 hours, provided the overall undergraduate GPA is at least 2.7.

**GMAT will not be waived for applicants who earned their academic degree from foreign universities:**

1. Applicants who have all their academic degrees from foreign universities.
2. Applicants who only have a bachelor's degree and that degree is granted by a foreign university.

**Regular Admission.** To be granted regular admission to the Master of Business Administration program, an applicant must meet the university requirements for admission to Graduate Studies; if necessary, possess an acceptable GMAT score; meet the minimum GPA, and have successfully completed the prerequisite courses or equivalent. Applicants who need to complete the prerequisite courses may be granted non-degree admission only.

**Conditional Admission.** Applicants who have satisfied the GMAT requirement (if necessary), but are lacking only prerequisites are allowed to enroll in a maximum of 12 credit hours of MBA degree requirements while completing prerequisite requirements.

Any exceptions to the above admission requirements must be approved by the Graduate Studies Committee of the College of Business Administration.

## Degree Requirements I (0-18 hours)

### Foundation Courses (Prerequisites)

Applicants must present evidence of a working knowledge of advanced business applications in spreadsheet, database, and presentation graphics.

In addition, the following courses or equivalents may be completed before or after admission to the MBA program.

- MBA 503 - Professional Business Communications 2(2-0)
- MBA 504 - Using Financial Accounting Information 2(2-0)
- MBA 505 - The Economic Environment of Business 2(2-0)
- MBA 506 - Legal Environment of Business 2(2-0)
- MBA 507 - Introduction to Marketing Management 2(2-0)
- MBA 508 - Management and Organization 2(2-0)
- MBA 509 - Production/Operations Management 2(2-0)
- MBA 510 - Financial Management and Analysis 2(2-0)
- MBA 511 - Statistics for Managerial Decisions 2(2-0)

(continued)

**Degree Requirements II (27 hours)***MBA Program Core Courses*

- MBA 610 - Managing Information Systems in a Global Economy 3(3-0)  
 MBA 620 - Managerial Accounting: A Management Perspective 3(3-0)  
 MBA 630 - Managing and Leading Individuals and Groups in Organizations 3(3-0)  
 MBA 640 - Data Analysis for Managers 3(3-0)  
 MBA 650 - Marketing-Based Management 3(3-0)  
 MBA 660 - Global Business and Sustainability 3(3-0)  
 MBA 670 - Financial Analysis and Risk Management 3(3-0)  
 MBA 680 - Global Economic Environment 3(3-0)  
 MBA 690 - Strategic Management: Integrative Experience 3(3-0)

**Plan B Requirement.** The Plan B requirement is fulfilled through successful completion of MBA 690.

**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 Enterprise Systems (SAP)

*College of Business Administration*

**Minimum Totals for Graduation: 16 hours****ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

The Graduate Certificate in Enterprise Systems is designed for regularly admitted graduate students who desire to acquire advanced knowledge and skills in the enterprise software, SAP. If admission requirements to the MBA program are met and the MBA core courses are taken by the students, credits successfully earned with this certificate program may be used towards the MIS (SAP emphasis) concentration in the MBA program. Students will not be allowed to use the same course for two different concentrations. To be considered for regular admission, an applicant must have:

1. Admission into the graduate college.
2. Computer literacy as demonstrated by BIS 104 or CPS 100 or equivalent.

**Required Courses (13 hours)**

- BIS 647 - Enterprise Systems for Management using SAP Software 3(3-0)  
 BIS 656 - Business Intelligence using SAP Software 3(3-0)  
 BIS 658 - Configuration & Implementation for Global Systems using SAP Software 3(3-0)  
 BUS 698 - Integration of Business Processes for Management using SAP Software 4(Spec)

**Electives (3 hours)**

- BIS 657 - ABAP Programming for ES 3(3-0)  
 BUS 697 - Special Topics in Business 1-12(Spec)

**Total: 16 semester hours**

**Note:** Students will take BIS 647 as their first course, then BIS 658. The third course in this sequence is BUS 698. BIS 656, BIS 657, and BUS 697 may be taken in any sequence.

## Graduate Certificate in Cybersecurity

*Department of Business Information Systems*

**Minimum Totals for Graduation: 15 hours**

This is a standalone certificate in the Department of Business Information Systems in College of Business Administration. At the current time, this certificate is offered through Global Campus only.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

The Graduate Certificate in Cybersecurity is designed for regularly admitted graduate students who meet graduate school admissions requirements who desire to acquire advanced knowledge and skills in cybersecurity.

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

1. A bachelor's degree with a cumulative GPA of 2.7 from an accredited institution.
2. Computer network literacy as demonstrated by prerequisite coursework or professional certifications in computer networking or cybersecurity.

See an advisor for more information.

**Required Courses (15 hours)**

Students will take BIS 510 as the first course, followed by BIS 521, 523, and 525 (which may be taken in any order). The culminating course is BIS 530.

- BIS 510 - Network & Systems Security Fundamentals 3(3-0)  
 BIS 521 - Governance, Risk, & Compliance in Cybersecurity 3(3-0)  
 BIS 523 - Cybercrime Forensics 3(3-0)  
 BIS 525 - Managing Security & Privacy in the Cloud 3(3-0)  
 BIS 530 - Cybersecurity, Systems, and Network Certification 3(3-0)

**Total: 15 semester hours**

# Master of Entrepreneurial Transactions (M.E.T.)

Department of Entrepreneurship

## Minimum Totals for Graduation: 36 hours

The Master of Entrepreneurial Transactions program prepares students to start and develop high growth ventures. Students will learn how to: organize and finance new ventures; form and motivate entrepreneurial teams; identify and protect inventions, brands and other forms of intellectual property; utilize crowdfunding and social media platforms as well as other technology tools; negotiate strategic partnerships; manage growth and risks; and harvest economic gains (e.g., by selling what they helped create).

A balanced team of practitioners and traditional faculty help students master the nuts and bolts of, and principles underlying, these transactions.

Full-time students should be able to complete the program in one year. Part-time students should be able to complete the program in two years. MET students also take part in CMU's annual New Venture Competition. Candidates may include recent college graduates as well as professionals who would like to give their entrepreneurial dreams a shot while mastering complex transactions that involve entrepreneurship, law, finance, and other business topics.

Upon graduation, some students will likely continue to run and grow the ventures they launched during their studies. However, other graduates may pursue roles at other emerging ventures, careers in entrepreneurial finance, or positions at traditional firms that value the transferable knowledge and skills that will be acquired.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

Candidates must meet the requirements for admission to Graduate Studies. Candidates must also submit a 1-page Summary of Entrepreneurial Goals directly to the Entrepreneurship Department. The Summary of Entrepreneurial Goals should describe why the candidate is interested in the Master of Entrepreneurial Transactions program.

## Required Courses (36 hours)

ENT 600 - Business Foundations for Entrepreneurs 3(3-0)  
 ENT 605 - Foundations of Entrepreneurship 3(3-0)  
 ENT 620 - New Venture Formation & Governance 3(3-0)  
 ENT 625 - New Venture Hires, Filings & Reports 3(3-0)  
 ENT 630 - Seed Financings & Securities Regulation 3(3-0)  
 ENT 640 - Intellectual Property for Entrepreneurs 3(3-0)  
 ENT 650 - Crowdfunding 3(3-0)  
 ENT 660 - Technology for Entrepreneurs 3(3-0)  
 ENT 670 - Venture Capital 3(3-0)  
 ENT 680 - Growth & Risks at Emerging Ventures 3(3-0)  
 ENT 690 - Entrepreneurial Acquisitions & Exits 3(3-0)  
 ENT 695 - Entrepreneurial Transactions Capstone 3(3-0)

**Total: 36 semester hours**

## ACCELERATED MASTER OF ENTREPRENEURIAL TRANSACTIONS

*(Currently enrolled CMU Undergraduate students only)*

Undergraduate students majoring or minoring in Entrepreneurship may pursue a Master of Entrepreneurial Transactions (MET) degree during the final year of their Bachelor's degree program. The Accelerated MET program allows students to reduce the total number of credits required to complete the combined undergraduate and MET degrees by applying up to 50 percent of the MET program requirements towards both degrees. Thus, with advising and planning, it is possible for students to complete their MET requirements the summer after receiving their undergraduate degree.

To enroll in the Accelerated MET program, students must submit both an application for admission to the MET program and an Accelerated Master's Degree Program: Acknowledgement & Approval Form. Students interested in the Accelerated MET program should visit Grawn 164 (or call 989-774-3270) to discuss the process with the MET Program Director.

## Admission Criteria

Students are encouraged to apply early in their junior year. Further, in order to enroll in the Accelerated MET program, a student must:

- Have completed a minimum of 86 credit hours toward a Bachelor's degree with an overall cumulative GPA of at least 3.30.
- Have completed ENT 495 - Venture Development (or enroll to take ENT 495 in Fall of Year 4).
- Meet with faculty for ENT 600 and 605 to devise a strategy and timetable for satisfying the credit by exam requirements.

During Year 4, students will complete 18 credits of MET coursework that will count towards both their undergraduate and MET degrees. If a student does not earn a 3.0 GPA or higher in each course that is intended to apply to the MET degree, the student will be dematriculated from the accelerated program and the ENT courses taken in the accelerated MET program may only be used on the student's undergraduate program. The student may subsequently apply for regular admission to the MET program but will need to retake or replace any previously earned credits.

Below is a sample Year 4 curriculum for a student who has already completed 91 credit hours of undergraduate course work.\*

## Fall (15 hours):

*Undergraduate courses (9 hours)*

ENT 620 - New Venture Formation & Governance (3 hours)  
 ENT 625 - New Venture Hires, Filings & Reports (3 hours)

## Spring (15 hours):

*Undergraduate course(s) (3 hours)*

ENT 630 - Seed Financings & Securities Regulation (3 hours)  
 ENT 640 - Intellectual Property for Entrepreneurs (3 hours)  
 ENT 650 - Crowdfunding (3 hours)  
 ENT 660 - Technology for Entrepreneurs (3 hours)

*(Undergraduate degree conferred.)*

## Summer (18 hours):

ENT 600 - Business Foundations for Entrepreneurs  
 (3 hours via credit by exam)\*\*  
 ENT 605 - Foundations of Entrepreneurship  
 (3 hours via credit by exam)\*\*  
 ENT 670 - Venture Capital (3 hours)  
 ENT 680 - Growth & Risks at Emerging Ventures (3 hours)  
 ENT 690 - Entrepreneurial Acquisitions & Exits (3 hours)  
 ENT 695 - Entrepreneurial Transactions Capstone (3 hours)

*(MET degree conferred.)*

\* This sample Year 4 curriculum assumes a bachelor's degree requirement of 120 credits. If the undergraduate degree requires 124 credits, the sample curriculum would be for a student who has already completed 95 credit hours of undergraduate course work.

\*\* Before enrolling in the MET program, students must meet with faculty for ENT 600 and 605 to devise a strategy and timetable for satisfying the credit by exam requirements.

# Master of Science (M.S.) in Information Systems

Department of Business Information Systems

## Emil Boasson, Director of MSIS Program

322 Grawn Hall; 989-774-3588

### Minimum Totals for Graduation: 36 hours

#### The Program

The mission of the Master of Science in Information Systems Program (MSIS) is to prepare students to be effective information systems professionals. Graduates from the program will be able to:

- Demonstrate the ability to collaboratively develop information systems to solve business problems.
- Demonstrate the ability to provide accurate information to key stakeholders.
- Demonstrate competency in core business knowledge.
- Demonstrate effective business writing and oral communication skills.

#### Degree Requirements:

Students are required to complete a minimum of 36 graduate credits and pass a comprehensive examination.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 (or 3.0 in the last two years of study)

Application Deadline: See below.

See Admission Requirement Details Below

Admission is valid only for the semester stated in Letter of Admission or Certificate of Admission.

#### Placement Exam

All entering MSIS students are required to take a placement examination. Results from the exam are used to help design an initial course work curriculum. The exam tests a student's fundamental knowledge in computer literacy and business processes.

A student who passes the exam may register for courses immediately. A student who does not pass a component(s) of the exam may be required to take one or two foundation course(s) as determined by the director of the MSIS Program. Foundation courses are in addition to the regular courses required for the MSIS degree.

#### Admissions Process and Deadlines for Master of Science in Information Systems

Who may apply	Application Due Date*	Decision Notification
<i>Fall Admission, classes begin late August:</i>		
All Applicants	June 15*	July 15
<i>Spring Admission, classes begin January:</i>		
All Applicants	October 15*	November 15
*Completed Applications Only		

The admissions committee reviews completed applications according to the preceding schedule. Therefore, it is prudent to apply early. International applicants are encouraged to apply even earlier as visa process usually takes time.

## Degree Requirements

### Required Courses (18 hours)

- BIS 601 - Information Systems 3(3-0)
- BIS 605 - Communication in Professional Contexts 3(3-0)
- BIS 628 - Application Development 3(3-0)
- BIS 636 - Systems Analysis and Design 3(3-0)
- BIS 638 - Database Management for Business Systems 3(3-0)
- BUS 501 - Project Management Fundamentals 3(3-0)

### MSIS Program Tracks (9 hours)

A planned course of study in one of the following tracks approved by the graduate advisor. Students selecting a track must complete the required nine hours in that track.

#### Enterprise Systems using SAP Software Track (9 hours)

- BIS 647 - Enterprise Systems for Management Using SAP Software 3(3-0)
- BIS 657 - ABAP Programming for ES 3(3-0)
- BIS 658 - Enterprise System Configuration Using SAP Software 3(3-0)

#### Cybersecurity Track (9 hours)

##### Required Course I (3 hours)

- BIS 510 - Network & Systems Security Fundamentals 3(3-0)

##### Required Courses II (6 hours)

Select two of the following:

- 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)

#### Project Management Track (9 hours)

- BUS 503 - Applied Lean Six Sigma 3(3-0)
- BUS 505 - Application of Project Management Principles 3(3-0)
- BUS 507 - Advanced Project Management Methodologies 3(3-0)

#### Electives (6 hours)

Six hours of graduate-level elective courses are required for the completion of the MSIS program. These courses must come from BIS, BUS, or other College of Business Administration graduate-level courses approved by the graduate advisor.

#### Plan B Requirement (3 hours)

Plan B Requirement is met by the successful completion of BIS 698 and by passing the comprehensive examination. The comprehensive exam is taken in a student's final semester and covers material from the core MSIS program courses. If the exam is not passed the first time, it can be retaken once.

- BIS 698 - Information Systems Project 3(3-0)

### Total: 36 credit hours

# Master of Public Administration (M.P.A.)

Department of Political Science and Public Administration

## Minimum Totals for Graduation: 37 hours

Program Director: Dr. Thomas Greitens, 989-774-3862; [greit1t@cmich.edu](mailto:greit1t@cmich.edu)

## Vision Statement

The Master of Public Administration (MPA) program at Central Michigan University offers a nationally accredited applied professional degree that seeks to be an internationally recognized program for enriching public service and educating practitioners and pre-service students to lead and manage in a variety of public sector settings.

## Mission Statement

The mission of the Master of Public Administration program at Central Michigan University is to provide practitioners and pre-service students enriching learning experiences that prepare and advance their intellectual growth, ensure effective and accountable decision-making as they lead, manage, and serve in the public sector, and increase the likelihood of successful public governance via respect for citizens and clients in a variety of public service settings, from government organizations to non-profit agencies and international bodies.

## Public Service Values

To achieve our mission and realize our vision, the MPA program at Central Michigan University emphasizes the following NASPAA public service values.

Students and alumni from the MPA program at Central Michigan University will:

- Pursue the public interest with accountability and transparency.
- Serve professionally with competence, efficiency, and objectivity.
- Act ethically so as to uphold the public trust.
- Demonstrate respect, equity, and fairness to dealings with citizens and fellow public servants.

## Universal Competencies

To implement its Vision and Mission statements, the MPA program at Central Michigan University has adopted the following set of NASPAA required competencies in its curriculum.

Students in the MPA program at Central Michigan University will develop and enhance their ability:

- To lead and manage in public governance.
- To participate in and contribute to the policy process.
- To analyze, synthesize, think critically, solve problems, and make decisions.
- To articulate and apply a public service perspective.
- To communicate and interact productively with a diverse and changing workforce and citizenry.

## Program Requirements

The requirements for the MPA degree consist of 37 hours of course work. First, completion of a set of nine 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 two ways:

- a. by selecting a specific concentration in either Nonprofit Management or State and Local Government; or
- b. by selecting a set of generalized courses with the General Concentration.

Advisors may make substitutions to the course requirements to fit the student's focus and the availability of course work. However, students can only take up to 6 hours of credit at the 500 level, and for the entire program students can only take 9 hours of credit outside of PSC or PAD.

The pre-service student will also complete an internship of 3 hours (PAD 795) in place of an elective course.

Before enrollment in PAD 730 Public Service Competencies, students will consult with their advisor to determine the date(s) of their public service competency assessment.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### Admission Requirement Snapshot

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. Evidence of successful completion of an undergraduate statistics or research methods course is required.
3. 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 Graduate Studies at CMU.
4. Three letters of recommendation from former professors, professionals in the field of public service, or alumni of the MPA program, that attest to the applicant's potential to succeed in the program.
5. A current resume.
6. If the applicant is an international student for whom English is not the first language, a score of 550 on the written-based (or 213 on the computer-based) Test of English as a Foreign Language (TOEFL).
7. Per university policy, conditional admission may be considered for applicants with backgrounds or grade point averages that do not meet these requirements. Courses taken to meet these requirements may not be counted toward graduate degree requirements. Regular admission status should be requested upon completion of all conditional requirements.
8. Up to 9 semester hours of graduate credit may be transferred from another institution with approval of the advisor and the Vice President/Dean of the Office of Research and Graduate Studies.

**Required Courses I (24 hours)**

PAD 610 - Foundations of Public Administration 3(3-0)  
 PAD 623 - Public Policy Processes and Evaluation 3(3-0)  
 PAD 711 - Public Personnel Administration Practice 3(3-0)  
 PAD 713 - Public Budgeting and Finance 3(3-0)  
 PAD 714 - Program Analysis and Evaluation 3(3-0)  
 PAD 773 - Administration and Ethics in Public Service 3(3-0)  
 PAD 775 - Organization Theory and Behavior 3(3-0)  
 PAD 780 - Public Sector Research Methods 3(3-0)

**Required Courses II (0-3 hours)**

PAD 795 - Internship in Public Administration 1-6(Spec)

**Note:** In-service students with experience are not required to take an internship (PAD 795). Students without experience will take 3 hours of internship, reducing their number of elective courses by 1 course, or 3 credit hours.

**Required Courses III (1 hour)**

PAD 730 - Public Service Competencies 1(Spec)

**Note:** After the successful completion of the core curriculum (excluding any internship requirement for pre-service students), students are required to register for PAD 730. Students must inform their advisor before the start of the semester of their intentions to take the Public Service Competencies Assessment.

**Concentrations**

Select one of the following concentrations:

**General Concentration****Required Courses IV (3 hours)**

PAD 785 - Strategic Leadership 3(3-0)

**Electives (6-9 hours)**

With the approval of a program plan signed by the MPA Director, a student chooses 6-9 hours of coursework in Public Administration or another cognate subject area. A cognate subject is one outside of but related to the principal discipline of Public Administration:

**Total: 37 semester hours**

**Nonprofit Management Concentration****Required Courses IV (6 hours)**

PAD 620 - Nonprofit Management 3(3-0)  
 PAD 621 - Board Governance and Executive Leadership 3(3-0)

**Electives (3-6 hours)**

With the approval of a program plan signed by the MPA Director, a student chooses 3-6 hours of coursework emphasizing public service competencies utilized in nonprofit organizations.

**Total: 37 semester hours**

**State and Local Government Concentration****Required Courses IV (6 hours)**

PAD 655 - Managing Modern Local Government 3(3-0)  
 PAD 661 - Administration and Policy in American State Government 3(3-0)

**Electives (3-6 hours)**

With the approval of a program plan signed by the MPA Director, a student chooses 3-6 hours of coursework emphasizing public service competencies utilized in state and local governments:

**Total: 37 semester hours**

# Master of Science in Administration (M.S.A.)

College of Graduate Studies

## 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)

### 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

To be admitted to the Master of Science in Administration program, a candidate must meet the requirements for regular admission to Graduate Studies at CMU (a baccalaureate degree from a college or university of recognized standing with a cumulative GPA of at least 2.7 or, optionally, 3.0 in the final 60 semester hours of graded coursework toward the bachelor's degree). At least 60 semester hours of undergraduate coursework must be graded. Applicants who possess an undergraduate GPA less than 2.7 may be considered for conditional admission. Those students not meeting the requirements for regular admission to the MSA program must provide a statement of purpose explaining both their undergraduate performance and their success strategy. A maximum of 6 hours taken before admission to the MSA program may be counted toward the degree.

## Competencies

Students are recommended to take the following courses and/or acquire knowledge in the following two courses:

Principles of Statistics  
Financial Accounting

Several MSA administrative core courses (MSA 600 and MSA 602) have competency-based prerequisites. The prerequisites will be waived for students with regular admission status during the first advising session. Students receiving conditional admission status may be required to demonstrate accounting and/or statistics competency. The competency may be satisfied in the following ways

1. Pass a competency assessment. Competency assessments may be taken twice and must be passed with at least 70% accuracy. Students are limited to two attempts; or
2. 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.

3. Take the CLEP Financial Accounting test and submit official results of 50 or better. Take the DSST Principles of Statistics exam and submit official results of 400 or better.

The free competency assessment is administered online, and each takes approximately 90 minutes to complete. To prepare for the competency assessment, 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. The review materials will serve as a refresher and provide working knowledge on the subject matter that will be utilized in future MSA coursework. Review of this material is recommended for all MSA students prior to taking MSA 600 and 602. For more information on competency requirements and competency assessment preparation, see <https://www.cmich.edu/global/advising/Pages/msa-competencies.aspx>.

## Satisfactory Progress

Students must maintain a cumulative GPA of 3.0 or higher to remain in good standing. If a student's cumulative GPA falls below 3.0, the student will be placed on academic probation. Students on probation will be allowed an opportunity to raise the cumulative GPA to a 3.0 according to Graduate Studies policy. Students dismissed from the program may petition for readmission no sooner than one academic year after the semester they were dismissed. Coursework which is over seven years old may not be used toward the MSA degree and graduate certificates.

## English Language Requirements for International Students

International students who meet the requirements of Global Campus admission should review the International Student Admission section on *English Proficiency Standards*.

## Online Courses and MSA International Students

International students on student visas must obtain departmental approval in order to take online courses.

## Advising

Upon admission to the MSA program, the student will be assigned an advisor. The student is required to meet with his or her advisor to determine prerequisite(s) and core area requirements and to select the courses to meet the concentration's requirements. A record of the program authorization will be placed in the student's file in Graduate Studies. Any course taken without the express written consent of the MSA Director may not be approved for fulfillment of the degree requirements. When appropriate, other courses may be substituted in a concentration with the approval of the MSA Director. Conditionally admitted students should review their admission letter as they may be required to complete accounting and statistics competency requirements within their first 9-12 semester credits. Students are also strongly encouraged to take MSA 600 before the mid-point of their program.

## Graduate Transfer Credit

The MSA Program will consider graduate transfer credit for courses taken by correspondence. Courses must either be recommended by ACE for graduate credit or graduate level courses taken at a regionally accredited institution. Credit will be based on applicability of the courses to the student's concentration and the MSA Program. Students should also review the Graduate Transfer Credit policy found in this bulletin for additional requirements.

(continued)

### 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 698 or 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/2017/gr/administrative/academic/graduation.asp>) for the Graduate Bulletin or <https://bulletins.cmich.edu/2017/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 or 698). This includes all Institutional Review Board (IRB) or Research Review Application Process requirements.
4. Successfully completed these required courses: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604, and MSA 699 or 698.
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, BUS, 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.
  - 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 the following Global Campus majors: Integrated Leadership Studies, Community Development, or Administration, or any main campus major with the approval of the Registrar's Office may pursue a Master of Science in Administration degree in any selected concentration, while fulfilling the final year requirements for their Bachelor's degree. The Accelerated Master of Science in Administration program allows students to reduce the total number of credits to complete their undergraduate degree and graduate level degrees by applying up to 12 credits toward the graduation requirements on both degree programs.

#### Admission Criteria

To be eligible for the Accelerated Master of Science in Administration program, the student must have:

- A. An overall cumulative undergraduate grade point average (GPA) of at least 3.0 including all General Education requirements (including transfer and AP credits), the semester that they apply for admission to the Accelerated MSA program. This includes all forms of credit to include transfer credit from another institution.
- B. CMU undergraduate grade point average (GPA) of at least 3.0 the semester that they apply for admission to the Accelerated MSA program
- C. Minimum of 86 credit hours toward a Bachelor's degree with no less than 18 remaining credit hours to complete the undergraduate degree.

During the final academic year, students will complete 12 credits of MSA coursework that will be the final courses taken and counted toward both the undergraduate and graduate degrees. The student must earn a minimum of a 3.0 GPA or higher in each course below. If the student does not earn a 3.0 GPA or higher in each course that is intended to be applied to the graduate degree, the student will be dematriculated from the accelerated program and the MSA courses taken in the accelerated MSA program can only be used on the student's undergraduate program. The student may apply for regular admission to the MSA program and will need to retake or replace the previous credits. The following courses are used for dual counting for the Bachelor's degree and the Accelerated MSA Program:

#### First Semester

MSA 601 – Organizational Dynamics and Human Behavior 3(3-0)

MSA 604 – Administration, Globalization and Multiculturalism 3(3-0)

#### Second Semester

MSA 600 – Foundations of Research Methods in Administration 3(3-0)

MSA 603 – Strategic Planning for the Administrator 3(3-0)

**Note:** Early undergraduate advising required.

\*Student appeals for concurrent admission into the Accelerated MSA Program are submitted to and reviewed by the MSA department.

## 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 I (15 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)

##### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

##### Required Courses (6 hours)

MGT 533 - Purchasing Strategy 3(3-0)  
MSA 611 - Contract Administration 3(3-0)

##### Electives (9-12 hours)

Select three or four of the following:

IET 500 - Production Concepts 3(3-0)  
IET 527 - Industrial Safety Management 3(3-0)  
MGT 542 - Inventory and Materials Management 3(3-0)  
MGT 543 - Management and Control of Quality 3(3-0)  
MSA 504 - Strategies and Proposals in Government Acquisitions 3(3-0)  
MSA 540 - Legal Considerations of Contract Administration 3(3-0)  
PAD 712 - Implementation and Reform of Public Programs 3(3-0)  
PAD 714 - Program Analysis and Evaluation 3(3-0)  
PSC 514 - American Public Policy Making 3(3-0)  
PSC 522 - Regulatory Processes and Administrative Law 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 I (15 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)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 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 I (15 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)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

#### General Administration Concentration Areas (15-18 hours)

##### Guide to Choosing Courses

Students are encouraged to complete courses listed within a broad range of categories. Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the advisor and approved by the MSA Director.

#### Concentration Courses I

##### Information Systems and Analysis

*The integration of computer and production systems into administrative decision making.*

BIS 601 - Information Systems 3(3-0)  
CPS 603 - Computer Information Systems 3(3-0)  
IET 500 - Production Concepts 3(3-0)  
MKT 555 - Market and Sales Forecasting 3(3-0)  
MSA 640 - Quantitative Applications in Decision Making 3(3-0)

#### Concentration Courses II

##### International Systems, Issues, and Problems

*The study of systems, issues, and problems that impact upon dynamic organizations operating within a global environment.*

COM 667 - Seminar in Intercultural Communication 3(3-0)  
FIN 573 - International Finance 3(3-0)  
MGT 667 - International Business 3(3-0)  
MKT 560 - International Marketing 3(3-0)  
MSA 510 - Global Leadership Perspectives 3(3-0)  
MSA 618 - International and Comparative Employment Relations 3(3-0)  
PSC 555 - International Law I 3(3-0)

(continued)

**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)

MSA 609 - Ethical and Legal Dimensions of Private Sector Organizations 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(3-0)

COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)

MGT 643 - Human Resource Management 3(3-0)

MGT 646 - Labor Relations Issues 3(3-0)

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)

MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)

MSA 503 - Gender and Generational Supervision 3(3-0)

MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

MSA 608 - Succession Planning 3(3-0)

MSA 647 - People and Project Administration 3(3-0)

PAD 711 - Public Personnel Management 3(3-0)

PAD 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 607 - Program Management in Complex Organizations 3(3-0)

MSA 660 - Marketing Administration 3(3-0)

MSA 677 - Disruption, Innovation, Transformation and Change 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)

PAD 622 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)

PHL 518 - Professional Ethics 3(3-0)

SOC 512 - Industrial Sociology 3(3-0)

**Note:** Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Cognate Courses (0-3 hours)**

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)

MSA 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**

**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 I (15 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)

**Required Core II (3 hours)**

Select one of the following:

MSA 698 - Directed Administrative Portfolio 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 611 - Healthcare Administration and Ethical Compliance 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 507 OR 611 and only 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 538WI - 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 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)

HSL 641 - Health Economics and Policy Implication 3(3-0)

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)

MSA 608 - Succession Planning 3(3-0)

MSA 647 - People and Project Administration 3(3-0)

MSA 660 - Marketing Administration 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 I (15 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)

### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 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)  
PAD 711 - Public Personnel Management 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)  
MSA 618 - International and Comparative Employment Relations 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(3-0)  
COM 560 - Communication and Social/Organizational Change 3(3-0)  
COM 561 - Communication in Conflict Management 3(3-0)  
MGT 649 - Seminar in Organizational Development 3(3-0)  
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)  
MSA 503 - Gender and Generational Supervision 3(3-0)

**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)  
MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)  
MSA 608 - Succession Planning 3(3-0)  
MSA 647 - People and Project Administration 3(3-0)  
PSY 536 - Personnel Psychology 3(3-0)  
PSY 636 - Advanced 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

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

## 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 I (15 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)

### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

### 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 - Information Systems Process Management 3(3-0)  
CPS 510 - Software Systems Engineering 3(3-0)

**Note:** Students may not count both CPS 510 and BIS 630 on an IRM concentration or certificate.

### Required Courses IV (3 hours)

Select one of the following:

BIS 635 - Business Systems Applications 3(3-0)  
CPS 612 - Software Project Management 3(3-0)

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

### Electives (3-6 hours)

One to two specialized courses determined by the MSA Director.

### Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 634 - Managerial Accounting Concepts 3(3-0)  
MSA 635 - Financial Management 3(3-0)  
MSA 640 - Quantitative Applications in Decision Making 3(3-0)  
MSA 660 - Marketing Administration 3(3-0)  
MSA 681 - Administrative Practicum 1-3(Spec)  
MSA 690 - Internship 1-3(Spec)  
MSA 696 - Special Topics 3(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

(continued)

### 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 I (15 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)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

#### Required Courses (15-18 hours)

Select from the following:

ANT 506/SOC 506 - Comparative Cultural Systems 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
FIN 573 - International Finance 3(3-0)  
MGT 667 - International Business 3(3-0)  
MKT 560 - International Marketing 3(3-0)  
MSA 510 - Global Leadership Perspectives  
MSA 618 - International and Comparative Employment Relations 3(3-0)  
PSC 551 - Seminar in International Relations 3(3-0)  
PSC 555 - International Law I 3(3-0)  
PSC 642 - Problems and Processes of International Development I 3(3-0)  
PSC 651 - Comparative Political & Economic Systems 3(3-0)

**Note:** When appropriate, other courses may be substituted with the approval of the MSA Director.

#### Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 634 - Managerial Accounting Concepts 3(3-0)  
MSA 635 - Financial Management 3(3-0)  
MSA 640 - Quantitative Applications in Decision Making 3(3-0)  
MSA 660 - Marketing Administration 3(3-0)  
MSA 681 - Administrative Practicum 1-3(Spec)  
MSA 690 - Internship 1-3(Spec)  
MSA 696 - Special Topics 3(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**

### 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 I (15 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)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

#### Required Course (3 hours)

Select one of the following:

MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)

#### Electives (12-15 hours)

CED 555 - Human Relations Skills 3(3-0)  
COM 560 - Communication and Social/Organizational Change 3(3-0)  
COM 561 - Communication in Conflict Management 3(3-0)  
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
ECO 515 - Collective Bargaining and Labor Law 3(3-0)  
MGT 646 - Labor Relations Issues 3(3-0)  
MGT 649 - Seminar in Organizational Development 3(3-0)  
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)  
MSA 503 - Gender and Generational Supervision 3(3-0)  
MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)  
MSA 510 - Global Leadership Perspectives 3(3-0)  
MSA 607 - Program Management in Complex Organizations 3(3-0)  
MSA 608 - Succession Planning 3(3-0)  
MSA 609 - Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)  
MSA 647 - People and Project Administration 3(3-0)  
MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)  
MSA 696 - Special Topics 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)  
PHL 518 - Professional Ethics 3(3-0)  
PSY 531 - Group Dynamics 3(3-0)  
PSY 535 - Organizational Psychology 3(3-0)

Plus one specialized course determined by the MSA Director

**Note:** Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Note:** Students may only count MSA 677 or PAD 785 as an elective if not counted as a required course above.

#### Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 634 - Managerial Accounting Concepts 3(3-0)  
MSA 635 - Financial Management 3(3-0)  
MSA 640 - Quantitative Applications in Decision Making 3(3-0)  
MSA 660 - Marketing Administration 3(3-0)  
MSA 681 - Administrative Practicum 1-3(Spec)  
MSA 690 - Internship 1-3(Spec)  
MSA 696 - Special Topics 3(3-0)

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

**Total: 36 semester hours**

### Philanthropy and Fund Raising

The purpose of the concentration is to provide an appropriate educational experience for students who intend to pursue careers in the field of philanthropy and fundraising. Students will gain an understanding of the history and cultural traditions of philanthropic and fundraising organizations as well as the knowledge to manage such organizations. Decision-making skills, analysis and integration of theory and application will strengthen students' understanding of the roles, influence and impact of the discipline in the economic, political, and social arena.

#### Required Core I (15 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)

**Required Core II (3 hours)**

Select one of the following:

- MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

**Required Courses (15 hours)**

- MSA 612 - Grants Fiscal Administration 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)  
MSA 646 - Foundations of Philanthropic Organizations 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 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)  
RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

**Total: 36 semester hours**

**Project Management**

This program is designed to develop practitioners in the field of project management. Curricula focuses on project management fundamentals, such as decision making, planning, scheduling, risk management, quality assurance, cost and value management, and organizational behavior. The program will integrate theory with the development of both hard skills- budgeting, planning and technical knowledge and soft skills such as motivation, community relations, communication and conflict resolution. Graduates will prepare for leadership positions as project management professionals and gain important preparation for the Project Management Professional certification exam.

**Required Core I (15 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)

**Required Core II (3 hours)**

Select one of the following:

- MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

**Required Courses (12 hours)**

- BUS 501 - Project Management Fundamentals 3(3-0)  
BUS 505 - Application of Project Management Principles 3(3-0)  
BUS 507 - Advanced Project Management Methodologies 3(3-0)  
MSA 647 - People and Project Administration 3(3-0)

**Electives (3-6 hours)**

Select from the following:

- COM 560 - Communication and Social/Organizational Change 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
MSA 607 - Program Management in Complex Organizations 3(3-0)  
MSA 609 - Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)  
MSA 611 - Contract Administration 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**

**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:

1. the political, social, and economic environment of public administration;
2. public management process;
3. public policy analysis;
4. research and analytic methods; and
5. organization theory and behavior.

**Required Core I (15 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)

**Required Core II (3 hours)**

Select one of the following:

- MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

**Required Courses (15-18 hours)**

Select five or six from 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)  
PAD 610 - Foundations of Public Administration 3(3-0)  
PAD 622 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)  
PAD 655 - Managing Modern Local Government 3(3-0)  
PAD 661 - Administration and Policy in American State Government 3(3-0)  
PAD 711 - Public Personnel Administration Practice 3(3-0)  
PAD 713 - Public Budgeting and Finance 3(3-0)  
PAD 714 - Program Analysis and Evaluation 3(3-0)  
PAD 775 - Organization Theory in Public Administration 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)  
PSC 514 - American Public Policy Making 3(3-0)  
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)  
PSC 563 - Politics and Policy in Urban Communities 3(3-0)  
PSC 566 - Intergovernmental Relations in the United States 3(3-0)

**Note:** Only one of the following may be used to fulfill concentration requirements: ECO 515, COM 665, or MGT 646.

**Cognate Courses (0-3 hours)**

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

- MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 634 - Managerial Accounting Concepts 3(3-0)  
MSA 635 - Financial Management 3(3-0)  
MSA 640 - Quantitative Applications in Decision Making 3(3-0)  
MSA 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**

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## 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 I (15 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)

### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

### Required Courses (6 hours)

RPL 611 - Evaluation in Recreation and Leisure Services 3(3-0)  
RPL 618 - Issues in Leisure 3(3-0)

### Electives (9-12 hours)

Select from the following:

MSA 660 - Marketing Administration 3(3-0)  
RPL 511 - Liability and Risk Management in Leisure Services 3(3-0)  
RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)  
RPL 545 - Marketing of Leisure Services 3(3-0)  
RPL 636 - Recreation Facility Operations and Management 3(3-0)  
RPL 640 - Recreation Program and Event Administration 3(3-0)

**Note:** Select only one of RPL 545 **OR** MSA 660, not both.

### Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 634 - Managerial Accounting Concepts 3(3-0)  
MSA 635 - Financial Management 3(3-0)  
MSA 640 - Quantitative Applications in Decision Making 3(3-0)  
MSA 660 - Marketing Administration 3(3-0)  
MSA 681 - Administrative Practicum 1-3(Spec)  
MSA 690 - Internship 1-3(Spec)  
MSA 696 - Special Topics 3(3-0)

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

**Total: 36 semester hours**

## Research Administration

The purpose of the concentration is to provide an appropriate educational experience to Research Administration professionals that will allow them to gain insight into the most recent developments in the field, gain practical experience, meet the growing data and informational needs and demands in their respective organizations, and to advance in the research administration profession.

### Required Core I (15 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)

### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

### Required Courses (12 hours)

MSA 611 - Contract Administration 3(3-0)  
MSA 612 - Grants Fiscal Administration 3(3-0)  
MSA 613 - Project Administration 3(3-0)  
MSA 614 - Ethics in Research Administration 3(3-0)

### Electives (6 hours)

Select from the following:

MSA 615 - Sponsored Project Administration 3(3-0)  
MSA 616 - The Practice of Research Administration 3(3-0)  
MSA 617 - Clinical Research Administration 3(3-0)  
MSA 622 - Research Facilities Administration and Cost 3(3-0)

**Total: 36 semester hours**

## Training and Development

This program is designed to develop practitioners with the knowledge and skills necessary to lead, support, diagnose problems and implement solutions that enhance organizational performance. Graduates will prepare for leadership positions as human resource professionals, training and development specialists, organizational development consultants, instructional designers, and performance technologists.

### Required Core I (15 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)

### Required Core II (3 hours)

Select one of the following:

MSA 698 - Directed Administrative Portfolio 3(3-0)  
MSA 699 - Applied Research Project in Administration 3(Spec)

### Required Courses (12 hours)

EDL 612 - Methods and Techniques of Training and Development 3(3-0)  
EDL 624 - Planning for Instruction in Nontraditional Settings 3(3-0)  
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)  
MSA 503 - Gender and Generational Supervision 3(3-0)

### Electives (6 hours)

Select two of the following:

COM 560 - Communication and Social/Organizational Change 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
EDL 620 - Administration Within Diverse Populations 3(3-0)  
EDL 626 - The Adult Learner 3(3-0)  
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)  
MSA 608 - Succession Planning 3(3-0)  
MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)

**Total: 36 semester hours**

## Graduate Certificates

### Minimum Totals for Graduation: 15-18 hours

The 15-18 credit hour MSA Graduate Certificate program is designed for regularly admitted graduate students who desire advanced training in the field of administration. Credits successfully earned with the certificate program may be used toward the MSA degree, if the concentration is the same. A maximum of six (6) semester hours from a previous or concurrent graduate degrees or certificate can be transferred towards a graduate certificate. Students may substitute courses only with the approval of the MSA Director. Students may use up to 6 transfer credits providing they meet the criteria for transfer credit outlined in this bulletin. Course work and other requirements must be completed within seven years prior to the awarding of a graduate certificate. Prior learning credit may not be used on the certificate program.

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)

MSA 611 - Contract Administration 3(3-0)

##### Electives (9 hours)

Select three of the following:

IET 500 - Production Concepts 3(3-0)

IET 527 - Industrial Safety Management 3(3-0)

MGT 542 - Inventory and Materials Management 3(3-0)

MGT 543 - Management and Control of Quality 3(3-0)

MSA 504 - Strategies and Proposals in Government Acquisitions 3(3-0)

MSA 540 - Legal Considerations of Contract Administration 3(3-0)

PAD 712 - Implementation and Reform of Public Programs 3(3-0)

PAD 714 - Program Analysis and Evaluation 3(3-0)

PSC 514 - American Public Policy Making 3(3-0)

PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

#### Total: 15 semester hours

### Administrative Essentials Certificate

#### Minimum Totals for Graduation: 18 hours

The 18 credit MSA Graduate Certificate program is designed for regularly admitted graduate students who desire advanced training in the field of administration. A maximum of six (6) semester hours from a previous or concurrent graduate degree or certificate can be transferred toward 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.

The Administrative Essentials graduate certificate program is designed to develop administrative professionals with the knowledge and skills necessary to lead, support, diagnose problems and implement solutions that enhance organizational performance. Those earning this credential will be prepared for leadership positions in a variety of industries. If the graduate student decides to pursue the MSA degree, MSA 601, MSA 602, MSA 603, and MSA 604 credit may be used toward the MSA degree. Credit earned for MSA 501 and/or MSA 609 may be applied as concentration or cognate credit, depending on the student's concentration.

Note: Students may not use more than 12 credits of College of Business courses.

#### Required Courses (18 hours)

MSA 501 - Managing Change with Emotional Intelligence 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 609 - Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)

When appropriate, other courses may be substituted with the approval of the MSA Director.

#### Total: 18 semester hours

### Engineering Management

#### Minimum Totals for Graduation: 18 hours

##### Required Courses (18 hours)

IET 500 - Production Concepts 3(3-0)

IET 501 - Application of Industrial Management Principles 3(3-0)

IET 524 - Technology and Environment 3(3-0)

IET 650 - Project Management 3(3-0)

IET 670 - Lean Manufacturing & Six Sigma Quality 3(3-0)

IET 680 - Sustainability and Green Technology 3(3-0)

#### Total: 18 semester hours

### General Administration Certificate

#### Minimum Total for Graduation: 15 hours

Students are encouraged to complete courses listed within a broad range of categories. If not taken as part of the core curriculum, any one (1) MSA designator course may be completed to partially fulfill the requirements of the General Administration concentration.

Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the advisor and approved by the MSA Director.

##### Required Courses (15-18 hours)

BIS 601 - Information Systems 3(3-0)

CED 555 - Human Relations Skills 3(3-0)

COM 560 - Communication and Social/Organizational Change 3(3-0)

COM 561 - Communication in Conflict Management 3(3-0)

COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)

COM 667 - Seminar in Intercultural Communication 3(3-0)

CPS 603 - Computer Information Systems 3(3-0)

ECO 515 - Collective Bargaining and Labor Law 3(3-0)

EDL 610 - Grants and Fund Procurement 3(3-0)

FIN 573 - International Finance 3(3-0)

IET 500 - Production Concepts 3(3-0)

IET 524 - Technology and Environment 3(3-0)

JRN 670 - Public Relations Management 3(3-0)

MGT 643 - Human Resource Management 3(3-0)

MGT 646 - Labor Relations Issues 3(3-0)

MGT 667 - International Business 3(3-0)

MKT 555 - Market and Sales Forecasting 3(3-0)

MKT 560 - International Marketing 3(3-0)

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)

MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)

MSA 503 - Gender and Generational Supervision 3(3-0)

MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

MSA 510 - Global Leadership Perspectives 3(3-0)

MSA 607 - Program Management in Complex Organizations 3(3-0)

MSA 608 - Succession Planning 3(3-0)

(continued)

MSA 609 - Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)  
 MSA 618 - International and Comparative Employment Relations 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 647 - People and Project Administration 3(3-0)  
 MSA 660 - Marketing Administration 3(3-0)  
 MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)  
 PAD 622 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)  
 PAD 711 - Public Personnel Management 3(3-0)  
 PAD 785 - Strategic Leadership 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)  
 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 611 - Healthcare Administration and Ethical Compliance 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 507 OR HSL 611 and only 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 538WI - 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 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)  
 HSL 641 - Health Economics and Policy Implication 3(3-0)  
 MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
 MSA 608 - Succession Planning 3(3-0)  
 MSA 647 - People and Project Administration 3(3-0)  
 MSA 660 - Marketing Administration 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)

PAD 711 - Public Personnel Management 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)

MSA 618 - International and Comparative Employment Relations 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:

CEC 555 - Human Relations Skills 3(3-0)

COM 560 - Communication and Social/Organizational Change 3(3-0)

COM 561 - Communication in Conflict Management 3(3-0)

MGT 649 - Seminar in Organizational Development 3(3-0)

MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)

MSA 503 - Gender and Generational Supervision 3(3-0)

**Note:** Students may not count both COM 560 and COM 561 within the HRA certificate or 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)

MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

MSA 608 - Succession Planning 3(3-0)

MSA 647 - People and Project Administration 3(3-0)

PSY 536 - Personnel Psychology 3(3-0)

PSY 636 - Advanced 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 - Information Systems Process Management 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)  
MSA 618 - International and Comparative Employment Relations 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 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**

Select one of the following:

MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)

**Electives (12 hours)**

CED 555 - Human Relations Skills 3(3-0)  
COM 560 - Communication and Social/Organizational Change 3(3-0)  
COM 561 - Communication in Conflict Management 3(3-0)  
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
ECO 515 - Collective Bargaining and Labor Law 3(3-0)  
MGT 646 - Labor Relations Issues 3(3-0)  
MGT 649 - Seminar in Organizational Development 3(3-0)  
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)  
MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)  
MSA 503 - Gender and Generational Supervision 3(3-0)  
MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)  
MSA 510 - Global Leadership Perspectives 3(3-0)  
MSA 607 - Program Management in Complex Organizations 3(3-0)  
MSA 608 - Succession Planning 3(3-0)  
MSA 609 - Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)  
MSA 647 - People and Project Administration 3(3-0)  
MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)  
MSA 696 - Special Topics 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)  
PHL 518 - Professional Ethics 3(3-0)  
PSY 531 - Group Dynamics 3(3-0)  
PSY 535 - Organizational Psychology 3(3-0)

When appropriate, other courses may be substituted with the approval of the MSA Director.

**Note:** Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Note:** Students may only count MSA 677 or PAD 785 as an elective if not counted as a required course above.

**Total: 15 semester hours**

**Philanthropy and Fund Raising**

**Minimum Totals for Graduation: 18 hours**

**Required Courses (15 hours)**

MSA 612 - Grants Fiscal Administration 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)  
MSA 646 - Foundations of Philanthropic Organizations 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 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)  
RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

**Total: 18 semester hours**

**Project Management Certificate**

**Minimum Totals for Graduation: 15 hours**

**Required Courses (12 hours)**

BUS 501 - Project Management Fundamentals 3(3-0)  
BUS 505 - Application of Project Management Principles 3(3-0)  
BUS 507 - Advanced Project Management Methodologies 3(3-0)  
MSA 647 - People and Project Administration 3(3-0)

**Electives (3 hours)**

Select from the following:

COM 560 - Communication and Social/Organizational Change 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
MSA 607 - Program Management in Complex Organizations 3(3-0)  
MSA 609 - Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)  
MSA 611 - Contract Administration 3(3-0)

**Total: 15 semester hours**

**Public Administration Certificate**

**Minimum Total for Graduation: 15 hours**

**Required Courses (15 hours)**

COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)  
ECO 515 - Collective Bargaining and Labor Law 3(3-0)  
MGT 646 - Labor Relations Issues 3(3-0)  
PAD 610 - Foundations of Public Administration 3(3-0)  
PAD 622 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)  
PAD 655 - Managing Modern Local Government 3(3-0)  
PAD 661 - Administration and Policy in American State Government 3(3-0)  
PAD 711 - Public Personnel Administration Practice 3(3-0)  
PAD 713 - Public Budgeting and Finance 3(3-0)  
PAD 714 - Program Analysis and Evaluation 3(3-0)  
PAD 775 - Organization Theory in Public Administration 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)  
PSC 514 - American Public Policy Making 3(3-0)  
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)  
PSC 563 - Politics and Policy in Urban Communities 3(3-0)  
PSC 566 - Intergovernmental Relations in the United States 3(3-0)

**Note:** Only one of the following may be used to fulfill certificate requirements: ECO 515, COM 665, or MGT 646.

**Total: 15 semester hours**

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**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 (12 hours)**

Select from the following:

MSA 660 - Marketing Administration 3(3-0)

RPL 511 - Liability and Risk Management in Leisure Services 3(3-0)

RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

RPL 545 - Marketing of Leisure Services 3(3-0)

RPL 636 - Recreation Facility Operations and Management 3(3-0)

RPL 640 - Recreation Program and Event Administration 3(3-0)

**Note:** Select only one of RPL 545 **OR** MSA 660, not both.

**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**

**Training and Development Certificate****Minimum Totals for Graduation: 18 hours****Required Courses (12 hours)**

EDL 612 - Methods and Techniques of Training and Development 3(3-0)

EDL 624 - Planning for Instruction in Nontraditional Settings 3(3-0)

MSA 502 - Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)

MSA 503 - Gender and Generational Supervision 3(3-0)

**Electives (6 hours)**

Select two of the following:

COM 560 - Communication and Social/Organizational Change 3(3-0)

COM 667 - Seminar in Intercultural Communication 3(3-0)

EDL 620 - Administration Within Diverse Populations 3(3-0)

EDL 626 - The Adult Learner 3(3-0)

MSA 501 - Managing Change with Emotional Intelligence 3(3-0)

MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

MSA 608 - Succession Planning 3(3-0)

MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)

**Total: 18 semester hours**

## Master of Arts (M.A.) in Sport Administration

Department of Physical Education and Sport

### Minimum Totals for Graduation: 36 hours

This is a 36-hour graduate program designed specifically to meet the National Association for Sport and Physical Education-North American Society for Sport Management standards for accreditation.

The master's degree in sport administration is designed to prepare the student for a career in administration in a sport-related field. The program is flexible and designed to provide both theoretical and practical experience that will meet the needs and interests of the individual.

This degree is accredited by the Commission on Sport Management Accreditation (COSMA).

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

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

### Admission

To be considered for admission to the Master of Arts in Sport Administration degree program, a student must meet the general requirements for admission to CMU Graduate Studies.

In addition, the applicants for the MA in Sport Administration must submit three letters of recommendation, and a resume, along with all other application materials. Based upon the undergraduate GPA, resume, professional experience, and the three letters of recommendation, the candidate may be accepted for regular or conditional admission. For regular admission, the minimum undergraduate GPA must be 3.0 or higher on a 4.0 scale.

### Required Courses (30-36 hours)

#### Required Courses I

PES 602 - Sport Event Management: Theory & Application 3(Spec)  
 PES 603 - Administration of Sport and Athletics 3(3-0)  
 PES 625 - Athletic Facility Design and Management 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 - Internship in Sport Management 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**

## Master of Public Health: Public Health Practice Concentration (M.P.H.)

School of Health Sciences

### Minimum Totals for Graduation: 48 hours

Public Health is organized efforts in a community to improve the health of its population. It applies systematic and analytic reasoning to evaluate the etiologies of disease and illness causation within a population. The MPH is recognized as the flagship degree in public health. The program at CMU is designed for students with a Bachelor's degree and for working professionals who already have a Bachelor's degree and wish to have a graduate degree. The program explores challenges and problems affecting the population's health, particularly the health of rural and underserved groups, by focusing on areas of study such as epidemiology, biostatistics, environmental health, rural health, public health leadership, program planning and evaluation, and health policy and management. Students build competencies in understanding the major social, behavioral, cultural, political, environmental, and regulatory factors affecting the health of populations. This understanding enables students to apply specific new and innovative techniques to address the health challenges of rural and underserved populations across the state, country and globally. While the program is not yet CEPH accredited, the curriculum is designed to meet the standards of the accrediting body. The intent is to attain CEPH accreditation.

All students in the program must complete 13 courses, one internship, and a culminating experience. There are two options for doing so, depending on previous experience of students.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 *Entrance Exam: GRE, GMAT, or MCAT*  
*International Deadline: June 1 (Fall), Oct. 1 (Spring)*  
 See Admission Requirement Details Below

### Admission Requirements:

The program reviews all applications and submitted documents in making a determination on admission and makes such recommendations to the College of Graduate Studies.

1. Bachelor degree from an accredited institution of higher learning. Students must provide official documents including official transcripts of classes completed. Students who have graduated from a Council for Education of Public Health (CEPH) certified program will have priority consideration for admission.
2. A GPA of 3.0 on a 4.0 scale as an undergraduate. Applicants with an overall GPA of less than 3.00 may be considered for regular admission if they have a 3.00 GPA in the last 60 hours of course work. Applicants with an overall GPA of 2.50 to 3.00 and who do not have a GPA of 3.00 for the last 60 hours taken may be considered for conditional admission following the process for conditional admission below.

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3. Resume that includes at least the following:
  - Educational experience;
  - Professional goals and objectives;
  - Work history;
  - Professional experiences, memberships, and participation in professional activities.
4. Personal statement (1-2 pages) that conveys the applicant's reasons for pursuing a graduate degree in public health; and how admission to the CMU program relates to the applicant's professional aspirations.
5. Two letters of reference that can attest to the applicant's ability and likelihood of success in a graduate program.
6. Submit GRE, GMAT, or MCAT examination scores.

**Note:** Waiver of Standardized Test Requirement:

The requirement will be waived for students who meet one of the following conditions:

- A. Applicants with a Doctorate Degree obtained from U.S. universities or foreign universities listed in the International Association of Universities' World Higher Education Database (IAU WHED).
- B. Applicants with a Master's Degree obtained from U.S. universities or foreign universities listed in the International Association of Universities' World Higher Education Database (IAU WHED) with an overall GPA of 3.0 or higher.
- C. Applicants with an Undergraduate Degree obtained from U.S. universities or foreign universities listed in the International Association of Universities' World Higher Education Database (IAU WHED) AND:
  - i. Applicants with an undergraduate degree with no work experience: Degree obtained with an overall GPA of 3.0 or higher.
  - ii. Applicants with an undergraduate degree with no work experience: Degree obtained with an overall GPA of 3.25 or higher for the last 60 hours provided the overall undergraduate GPA is at least 2.7.
  - iii. Applicants with an undergraduate degree with at least 3 years professional work experience: Degree obtained with an overall GPA of 2.9 or higher.
  - iv. Applicants with an undergraduate degree with at least 5 years professional work experience: Degree obtained with an overall GPA of 3.0 or higher for the last 60 hours, provided the overall undergraduate GPA is at least 2.7.
5. Because of the nature of the program and academic content, it is recommended that the applicant have competency in the following areas: math and statistics, biology, and written and verbal skills. Applicants who may not have had such courses or developed these competencies should ensure they develop them prior to starting the program.
6. TOEFL, IELTS, or other English proficiency exam is required if a graduate is from a non-English speaking country. Applicants must be able to study and communicate in English, and achieve the minimum score required by the CMU College of Graduate Studies. Students who take the IELTS exam must achieve a minimum IELTS overall score of 5.5 for conditional admission or 6.5 or higher for regular admission. Students who take the TOEFL exam must achieve an overall score of 79 (iBT).

For students who may not meet one or more of the admission requirements, a conditional admission may be considered by the program. In such cases the student will need to earn at least a 3.00 GPA during the first nine credits taken in the program. Applicants wishing to be considered for conditional admission will need to submit a rationale for granting such conditional admission which will then be reviewed by the program which has the final authority in making a decision on conditional admission.

**Retention Requirements:**

1. Students must maintain a cumulative 3.00 GPA.
2. Students who may be admitted conditionally must demonstrate during the first semester that they can achieve a 3.00 GPA.
3. Students who do not maintain a cumulative 3.00 GPA or who have more than two C or C+ grades in foundational or required courses may be placed on academic probation. Continued academic probation in multiple terms will result in dismissal from the program.
4. Students will be allowed to repeat a course no more than two times in order to improve the grade. Students may not have more than two C or C+ grades in foundational and required courses to graduate. Grades of C- or less do not count for graduation.

**Transfer Credits:**

Students may transfer into the degree program up to nine credits of course work from another regionally accredited graduate degree program, provided that the student earned a grade of B or better in the course and the course is determined by the Program to be equivalent to courses taught in the degree program. The determination of the Program is final in determining what courses, if any, can transfer.

The MPH courses are sequenced to start in each fall semester of the academic calendar. Students admitted in the spring program should take courses that might not have stringent prerequisites or with the permission of the instructor. In the initial stages, students admitted in the spring semester of the program may be delayed for at least one semester of the expected completion date; this will be offset when classes are taught in each semester.

**Foundational Courses (19 hours)**

MPH 640 - Biostatistics in Public Health 4(3-1)  
 MPH 642 - Health Education Theories 3(3-0)  
 MPH 646 - Epidemiology for Public Health 3(3-0)  
 MPH 648 - Health Policy and Management 3(3-0)  
 MPH 650 - Biological Basis of Public Health 3(3-0)  
 MPH 652 - Public Health Environmental Science 3(3-0)

**Required Courses (14 hours)**

MPH 644 - Rural Health 3(3-0)  
 MPH 654 - Public Health Leadership 3(3-0)  
 MPH 655 - Program Planning and Evaluation 3(3-0)  
 MPH 670 - Methods in Public Health Research 3(3-0)  
 MPH 790 - Applied Practice Experience 2(Spec)

**Required Culminating Experience (6 hours)**

Select one of the following:  
 MPH 796 - Integrative Learning Experience 1-6(Spec)  
 MPH 798 - Thesis 1-6(Spec)

**Public Health Practice Concentration (9 hours)**

MPH 664 - Public Health Communication and Informatics 3(3-0)  
 MPH 666 - Substance Abuse Services 3(3-0)  
 MPH 667 - Maternal and Child Health 3(3-0)

**Total: 48 semester hours**

# Master of Health Administration (M.H.A.)

School of Health Sciences

## Minimum Totals for Graduation: 51 hours

The Master of Health Administration (MHA) is designed for students interested in a career as executives or senior staff in healthcare institutions and organizations. The program includes curriculum content that meets established competencies accepted in the field and includes healthcare administration and management, organizational behavior, managerial epidemiology, healthcare finance, reimbursement, statistics and quantitative methods, health policy, health economics, research, human resource management, health informatics, and comparative health systems. Applicants for the program may come from students who recently completed an undergraduate degree, persons who are interested in changing careers, and professionals in the field who desire the MHA degree. While the program is not yet accredited by the Commission on Accreditation for Healthcare Management Education (CAHME), the curriculum is designed to meet the standards of this accrediting body and when the program is eligible to apply, the intent is to do so and attain CAHME accreditation.

The MHA degree is part of the continuum of health administration and health policy education offered at Central Michigan University. These include an AUPHA certified undergraduate major in Health Administration, two graduate level certificates in International Health and in Health Systems Leadership, and the Doctor of Health Administration. In addition, the Health Administration Division is responsible for the Health Administration courses included in the Health Services Administration concentration in the MSA degree offered through CMU Global Campus.

The MHA degree is offered primarily in an online format, but may also be available in the classroom at designated campuses of the University. This allows professionals in the field and working adults interested in the field to enroll from almost anywhere in the world. All students in the program must complete a capstone experience. There are three options for doing so, depending on previous experience of students in the field of Healthcare Administration. These are usually full time field experiences in healthcare administration areas.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

### Admission Requirements:

The program reviews all applications and submitted documents in making a determination on admission and makes such recommendations to the College of Graduate Studies.

1. Graduation from a regionally accredited undergraduate degree program. Students who have graduated from an Association of University Programs in Health Administration (AUPHA) certified program will have priority consideration for admission.
2. At least a 3.00 GPA as an undergraduate. Applicants with an overall GPA of less than 3.00 may be considered for regular admission if they have a 3.00 GPA in the last 60 hours of course work. Applicants with an overall GPA of 2.50 to 3.00 and who do not have a GPA of 3.00 for the last 60 hours taken may be considered for conditional admission following the process for conditional admission below.
3. Resume that includes at least the following:
  - a. Educational experience
  - b. Professional goals and objectives
  - c. Work history
  - d. Professional experiences, memberships, and participation in professional activities
4. Personal statement (500 to 1000 words) that conveys the applicant's reasons for pursuing a graduate degree in health administration; and how admission to the CMU program relates to the applicant's professional aspirations.
5. Three letters of reference that can attest to the applicant's ability and likelihood of success in a graduate program.
6. There is no requirement for applicants to submit the GMAT, GRE or MAT examinations; however, if the applicant has taken one of these examinations and wishes to submit the results, he/she is welcome to do so.
7. Because of the nature of the program and academic content, it is recommended that the applicant have competency in the following areas: math and statistics, basic accounting, economics, and in written and verbal skills. Applicants who may not have had such courses or developed these competencies should ensure they develop them prior to starting the program.
8. Students must meet the accounting competency requirement before they may enroll in MSA 602, Financial Analysis, Planning and Control, a required course for this degree. Accounting competency may be achieved in any one of the following ways:
  - a. Successful completion (final grade of "C" or better) of CMU's ACC 201 or ACC 203 course
  - b. A transcript showing completion of an equivalent accounting course in the last seven (7) years
  - c. Achieving 70% or higher on CMU's accounting competency exam (only two attempts are permitted)
  - d. Demonstrating accounting proficiency through experience (submit an accounting experience summary)
9. TOEFL Internet Based Test (iBT) exam is required if a graduate is from a non-English speaking country. Applicants must achieve a minimum overall score of 94 with the following minimum scores:
  - Reading 22 minimum
  - Listening 22 minimum
  - Speaking 26 minimum
  - Writing 24 minimum

For students who may not meet one or more of the admission requirements, a conditional admission may be considered by the program. In such cases the student will need to earn at least a 3.00 GPA during the first nine credits taken in the program. Applicant's wishing to be considered for conditional admission will need to submit a rationale for granting such conditional admission which will then be reviewed by the program which has the final authority in making a decision on conditional admission.

### Retention Requirements:

1. Students must maintain a 3.00 GPA to graduate and may not have more than two C or C+ grades in required courses to graduate.
2. Students who may be admitted conditionally must demonstrate during the first semester that they can achieve a 3.00 GPA. Grades of C- or less do not count for graduation.
3. Students who do not maintain a 3.00 GPA or who have more than two C or C+ grades in required courses may be placed on academic probation. Continued academic probation in multiple terms may be considered in determining whether a student will be allowed to continue in the program.
4. Students will be allowed to repeat a course no more than two times in order to improve the grade.

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5. **Transfer Credits:** Students may transfer into the degree program up to nine credits of course work from another regionally accredited graduate degree program, provided that the student earned a grade of B or better in the course and the course is determined by the Program to be equivalent to courses taught in the degree program. The determination of the Program is final in determining what courses, if any, can transfer.

A student must participate in at least 120 hours of synchronous learning. This can be met by enrolling in either face-to-face courses or through online synchronous opportunities built into such courses.

**Required Courses (45 hours)**

- HSL 611 - Healthcare Administration and Ethical Compliance 3(3-0)  
 HSL 621 - Healthcare Operations and Structures 3(3-0)  
 HSL 631 - Healthcare Law, Compliance and Risk Management 3(3-0)  
 HSL 641 - Health Economics and Policy Implication 3(3-0)  
 HSL 651 - Fundamentals of Healthcare Finance 3(3-0)  
 HSL 661 - Healthcare Planning & Marketing 3(3-0)  
 MGT 643 - Human Resource Management 3(3-0)  
 MHA 601 - Statistics for Health Professionals 3(3-0)  
 MHA 602 - Managerial Epidemiology 3(3-0)  
 MHA 603 - Health Informatics and Quality Improvement 3(3-0)  
 MHA 604 - Quantitative Decision-Making for Health Administration 3(3-0)  
 MHA 605 - International Health Systems, Policy and 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)

**Other Requirements (6 hours)**

Select one of the following in consultation with academic advisor:

- MHA 697 - Health Administration Field Experience 6(Spec)  
 MHA 698 - Health Administration Graduate Thesis 1-6(Spec)  
 MHA 699 - Health Administration Internship 6(Spec)

**Total: 51 semester hours**

# Doctor of Health Administration (D.H.A.)

School of Health Sciences

## 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 twelve (12) credits of course work taken in another regionally accredited doctoral program. The applicant must request the transfer and identify which courses he/she wishes to transfer. The DHA Program will review the request and make a determination as to the relevancy of the courses to the program, whether the courses are equivalent to any of the DHA courses, and whether the request will be granted. No transfer credits will be accepted to meet the dissertation requirement nor DHA 714 or DHA 726. 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. Transfer credits are subject to the eight-year expiration rule for completion of course work in the degree. 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, prospectus/proposal, implementation, and defense before 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 a five (5) year degree plan. Students choosing the three-year option will enroll in two (2) courses per term and generally begin on the dissertation in the third year after passing the comprehensive examination. Those choosing the five-year option will normally enroll in one (1) course per term and generally begin the dissertation in the fourth year after passing the comprehensive examination.

## 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 three (3) years of responsible experience at the mid to senior level in health administration, management, clinical leadership, and/or health or public health policy. While it is not necessary to be a manager, the applicant must demonstrate that he/she has significant influence in decision making, planning, clinical programming, policy or other aspects of health beyond being in a staff role or supervisory role. The determination of what is considered significant, mid to senior level experience is made by the Program director.
- Oral and written English language proficiency. Applicants whose native language is not English will be required to submit the results of the Test of English as a Foreign Language (TOEFL) scores or another test of English equivalency (such as the ECFMG for physicians who were foreign medical students). This requirement may be waived if prior academic experience and success in other United States colleges/universities or employment settings can be satisfactorily demonstrated.
- Submission of a career goal statement and a current curriculum vitae or resume.
- Submission of a research paper based on a premise that the DHA Program Office will provide to applicants. The instructions for how to prepare the paper will be provided at time of application inquiry.
- At least three (3) letters of recommendation from professional colleagues that speak to the applicant's potential to do doctoral work, transcripts and other documentation customarily required for admission to Graduate Studies will be required.
- Successful completion of an admission interview with the program faculty.
- Students admitted to the Program must attend the new DHA student orientation on CMU's main campus. If an admitted applicant cannot attend the orientation, he/she will need to defer to the next year.

### Retention and Graduation Requirements:

Students must maintain a 3.00 GPA for graduation with no more than two (2) grades of C or C+ in the required courses for the degree. Students are only allowed to repeat a course twice to earn a higher grade. Students must pass the comprehensive examination in order to declare candidacy for the degree. A student may not register for dissertation credits until they have declared candidacy. Students may only repeat the comprehensive examination twice.

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**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 Healthcare 3(3-0)  
 DHA 725 - Seminar in Strategic Planning for Health Organizations 1(1-0)  
 DHA 726 - Applied Leadership 3(3-0)  
 DHA 728 - Comparative Health Systems 3(3-0)

**Required Courses III (12 hours)**

DHA 898 - Dissertation 1-12(Spec)

**Total: 63 semester hours**

## Graduate Certificate in International Health

*School of Health Sciences*

**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 emphasizes international travel as a key component of the curriculum, recognizing international travel as fundamental to learning about international health. The objectives of the program center on facilitating a better understanding of international health issues and opportunities, the role of cultural differences in health and wellness, comparative health systems, and cross-cultural communication. Students enrolling in the certificate program must be admitted to the university as graduate students and be in good academic standing with Graduate Studies. Students interested in the program should speak with a faculty member in the Health Administration Division, School of Health Sciences for program details and advisement. The certificate curriculum is as follows:

**Required Courses I (5-6 hours)**

HSC 516 - Travel Course in Health Education 1-15(Spec)  
 MHA 605 - International Health Systems, Policy and Administration 3(3-0)

**Note:** HSC 516 for Required Courses I must be different from HSC 516 listed in Required Courses II and Electives.

**Required Courses II (2-3 hours)**

HSC 516 - Travel Course in Health Education 1-15(Spec)

**Note:** This course must be different from HSC 516 listed in both Required Courses I and Electives.

**Required Courses III (3 hours)**

Select one of the following:

DHA 704 - Population Health 3(3-0)  
 DHA 728 - Comparative Health Studies 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

School of Health Sciences

## 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 Graduate Studies. The certificate may be taken either online or in the classroom where offered by the University or in combination between classroom and online.

## ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To be admitted to the Graduate Certificate, a student must have an earned undergraduate degree from a regionally accredited university in the United States or an equivalent degree if from a non-U.S. college or university. The student must have an undergraduate cumulative GPS of at least a 2.7, with a 3.00 being optimal. Prerequisite course work in accounting, economics, statistics, and English composition must have at least a 2.00 Grade Point (C or above). Central Michigan University equivalent courses would be ACC 201, 202, or 250; ECO 201, 202, or 203; STA 282 or PSY 211QR; and ENG 101 and 201. International students must meet the language requirements of Graduate Studies.

Students must complete an application for admission as a graduate student at the University and meet the admission requirements for graduate status. There is no requirement for a GMAT, GRE or similar entrance examination; however, if a student wishes to submit scores from these examinations they can be considered in the application process. Admission and enrollment in the program can occur at the beginning of any term. Students must also submit official transcripts from any degree program attempted or completed and three letters of reference from people who can comment on the applicant's ability to do graduate level work.

Students must maintain a 3.00 cumulative GPA to graduate with the certificate. Courses where a grade of C- or lower is earned do not count for graduation and must be repeated for a satisfactory grade. Students who do not maintain a 3.00 cumulative GPA may be considered for academic probation or suspension from the certificate. A student cannot have more than two courses with a C or C+ grade for graduation.

Transfer credits: A maximum of 6 semester hours may be transferred into the certificate from another graduate degree program from a regionally accredited university or college, providing that the student earned a grade of B or better in the course and the course being requested for transfer is equivalent to one of the courses in the certificate. Courses used for a previously awarded graduate degree or graduate certificate may not be counted toward the graduate certificate.

Students who do not have any healthcare administration or management experience may wish to consider doing an internship type experience when they complete the requirements for the certificate since such experiences may enhance their opportunity for employment. Such internships may be done by enrolling in HSC 595 or could be an experience arranged by the student independent of the University.

## Required Courses (18 hours)

HSL 611 - Healthcare Administration and Ethical Compliance 3(3-0)  
 HSL 621 - Healthcare Operations and Structures 3(3-0)  
 HSL 631 - Healthcare Law, Compliance and Risk Management 3(3-0)  
 HSL 641 - Health Economics and Policy Implication 3(3-0)  
 HSL 651 - Fundamentals of Healthcare Finance 3(3-0)  
 HSL 661 - Healthcare Planning & Marketing 3(3-0)

**Total: 18 semester hours**

# Course Descriptions

Listed here are descriptions for courses in the DHA, Au.D., MSA, MA, Bachelor of Science, Bachelor of Applied Arts degrees and graduate certificate curricula. Not all courses are available at all program centers. Other course descriptions not listed here are listed in the CMU undergraduate or graduate Bulletins. These catalogs are available in program center offices.

A student may register for a class only if he or she has met the prescribed prerequisites or the requirements stated in this Bulletin. Procedures for granting exceptions vary by program. Students should check with their academic advisor to determine waiver procedures for their program.

## Key to Designators

AAD	-	Academic Advancement
ACC	-	Accounting
AFL	-	Air Force Leadership
ACT	-	Actuarial Science
AMS	-	American Studies
ANT	-	Anthropology
ARB	-	Arabic
ART	-	Art
ASL	-	American Sign Language
AST	-	Astronomy
ATR	-	Athletic Training
AUD	-	Audiology
BCA	-	Broadcast and Cinematic Arts
BIO	-	Biology
BIS	-	Business Information Systems
BLR	-	Business Law and Regulation
BUS	-	Business
CDO	-	Communication Disorders
CED	-	Counselor Education and Personal Development
CGL	-	Cultural and Global Studies
CHM	-	Chemistry
CHN	-	Chinese
CNE	-	Credit, no equivalent
COM	-	Communication
CPS	-	Computer Science
CRM	-	Cultural Resource Management
CSD	-	Communication Sciences and Disorders
DAN	-	Dance
DBI	-	DeafBlind Intervener
DHA	-	Degrees in Health Administration
DOL	-	Doctor of Organizational Leadership
ECE	-	Early Childhood Education
ECO	-	Economics
EDL	-	Educational Leadership
EDU	-	Teacher Education
EES	-	Earth and Ecosystem Science
EGR	-	Engineering
EHS	-	Education and Human Services
ELI	-	English Language Institute
ENG	-	English Language and Literature
ENS	-	Environmental Science
ENT	-	Entrepreneurship
ENV	-	Environmental Studies
ESC	-	Earth Science
EUR	-	European Studies
FIN	-	Finance
FLN	-	Foreign Language
FMD	-	Fashion Merchandising & Design
FNS	-	Foods & Nutrition
FRN	-	French
FYE	-	First Year Experience
GEL	-	Geology
GEO	-	Geography
GER	-	German
GRK	-	Greek
GRN	-	Gerontology
HAN	-	Human Anatomy
HDF	-	Human Development & Family Studies
HNS	-	Environmental Health and Safety
HOA	-	Hotel Administration (AT UNLV)
HON	-	Honors
HPS	-	Health Professions
HSA	-	Hospitality Services Administration
HSC	-	School of Health Sciences
HSL	-	Health Systems Leadership
HST	-	History
HUM	-	Humanities
IET	-	Industrial and Engineering Technology
IND	-	Interior Design
IPR	-	Integrative Public Relations
IPS	-	International Program Studies
ITC	-	Information Technology
JPN	-	Japanese
JRN	-	Journalism
LAR	-	Liberal Arts
LAT	-	Latin
LDR	-	Leadership Studies
LIB	-	Library
MAR	-	Marine Science
MBA	-	Master of Business Administration
MDP	-	Media, Design, and Production
MED	-	College of Medicine
MET	-	Meteorology
MHA	-	Master of Health Administration
MGT	-	Management
MKT	-	Marketing
MLE	-	Middle Level Education
MMD	-	Multimedia Design
MPH	-	Master of Public Health
MSA	-	Master of Science in Administration
MSL	-	Military Science and Leadership
MST	-	Museum Science
MTH	-	Mathematics
MTR	-	Music Theatre
MUS	-	Music
NSC	-	Neuroscience
NUR	-	Nursing
OJB	-	Ojibwe
PAD	-	Public and Nonprofit Administration
PED	-	Sports Instructional Program (Activity)
PES	-	Physical Education and Professional Courses
PHA	-	Physician Assistant
PHL	-	Philosophy
PHS	-	Physical Science
PHY	-	Physics
POR	-	Portuguese
PSC	-	Political Science
PSY	-	Psychology
PTH	-	Physical Therapy
REL	-	Religion
RLA	-	Recreation and Leisure Activities
RPL	-	Recreation, Parks, and Leisure Services Administration
RUS	-	Russian
SAM	-	Science of Advanced Materials
SCI	-	Sciences
SCJ	-	Social and Criminal Justice
SEP	-	Sustainability and Environmental Policy
SLP	-	Speech-Language Pathology
SOC	-	Sociology
SPE	-	Special Education
SPN	-	Spanish
SSC	-	Social Sciences
STA	-	Statistics
SWK	-	Social Work
TAI	-	Theatre and Interpretation
UNV	-	Prior Learning
WGS	-	Women and Gender Studies

## Key to Course Descriptions

### 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.

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 it 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 website 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 in the third year of doctoral study 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 fourth year 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.

### Credit and Attendance Hours

Central Michigan University complies with the federal credit hour definition. "one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester" 34CFR 600.2 (11/1/2010). This credit policy applies to all courses regardless of the delivery format. Laboratory, internship, practica, studio, and similar non-lecture courses will require at least an equivalent amount of work.

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, 2 hours of laboratory.

### Prerequisites

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.

### Definitions

- Prerequisite – Any course(s) and/or other requirement(s) that must be completed prior to enrolling in a particular course.
- Pre/Co-requisite(s) – Any course and/or other requirement(s) that students may take prior to, or concurrently, with the particular course.
- Co-requisite – Any course and/or other requirement(s) that students must take concurrently with a particular course.
- Recommended – Any course and/or other requirement(s) that might be useful for students to complete prior to enrolling in a particular course.

### Syntax Guidelines

- Multiple Course Requirements are separated by a comma. Example: ART 105, 115.
- Compound requirements are separated by a semi-colon. Example: ART 105, 115; Admission to the Teacher Education Program.
- Alternative courses are separated by "or". Example: ART 105 or 115.
- Multiple alternative courses are preceded by the use of "One of:". Example: One of: ART 105, 115, 215.
- Default prerequisites. "or permission of instructor" and "or equivalent" are default prerequisites and therefore apply to any course. It is understood that students may contact a faculty member for permission to register for a class (with a bump card) or have previous coursework evaluated for equivalency (with a bump card). Thus, these phrases should not appear in course descriptions.
- "Or graduate standing" should appear only in 500 level classes to permit graduate students to register without CMU's undergraduate requirements.

### 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).

### Distance Learning, Online, or Hybrid Courses

Distance learning courses include online courses, hybrid courses, and other courses that do not have the traditional face-to-face classroom format. Course approved for offering in a distance learning format are identified in each course description when the course is approved for distance learning, hybrid, or online.

### Other Designation

- CR/NC Credit/No Credit, see index for more information.
- *Italic Type* Indicates the course is approved for the University Program
- Courses are listed in alphabetical order by designator.

## AAD - Academic Advancement

### AAD 104 College Strategies for Nontraditional Students 2(2-0)

Provides information and strategies to strengthen the academic and personal skills needed for successful completion of college. Primarily for nontraditional students. This course is approved for offering in a distance learning format.

## ACC - Accounting

### ACC 201 Concepts of Financial Accounting 3(3-0)

Students gain an understanding of the accounting system used to develop financial statements. The emphasis is on interpreting financial data used in business decision making. This course is approved for offering in a distance learning format. Recommended: completion of MTH 105.

### ACC 202 Concepts of Managerial Accounting 3(3-0)

Students gain an understanding of how the information provided by an accounting information system is used for managerial decision making. This course is approved for offering in a distance learning format. Prerequisite: minimum grade of C- in ACC 201.

### 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 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.

## ANT - Anthropology

### ANT 170 Cultural Anthropology 3(3-0)

Comparative study of contemporary cultures and impact of globalization on cultural diversity, including methods and theories employed. May be offered as Writing Intensive. (University Program Group III B: Studies in Social Structures)

### ANT 171 Human Origins: Introduction to Physical Anthropology 3(3-0)

Introduction to human and primate evolution, and the origin of human hereditary variations. (University Program Group II-A: Descriptive Sciences)

### ANT 173 Laboratory in Physical Anthropology 1(0-2)

Laboratory practicum surveying the techniques and procedures by which evidence is developed and analyzed in studying human variation and evolution. Satisfies University Program Group II laboratory requirement. Pre/Co-requisite: ANT 171 or 110. (University Program Group II-A: Descriptive Sciences)

### ANT 320 North American Indian Cultures 3(3-0)

Diversity of North American Indian cultures, their experiences of colonization and culture change, and their contributions to American and global cultures. This course may be offered in an online or hybrid format. (University Program Group IV-C: Studies in Racism and Cultural Diversity in the United States)

### ANT 322 Cultures of Africa 3(3-0)

Cultures of Africa, their history and contemporary diversity. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition)

### ANT 506 Comparative Cultural Systems 3(3-0)

Explores theories of cultural development, with particular emphasis on urban and post-industrial cultures. Students investigate cultures different from their own. Identical to 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.

## ART - Art

### ART 106 Introduction to Drawing 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)

To develop an aesthetic awareness, appreciation, and understanding of the visual arts through an introduction to media, formal analysis, and interpretation. This course may be offered in an online format. May be offered as Writing Intensive. (University Program Group I-B: The Arts)

### ART 345 Art in the Elementary School 2(1-2)

This course investigates the essential role of art in adolescent learning. Requisite knowledge, skills, and pedagogies are acquired through readings, lecture, studio, and clinical practice. Prerequisite: Tier One – Pre-Admission of Candidacy to Teacher Education.

## ASL - American Sign Language

### ASL 100 Introduction to the Deaf Community and Deaf Culture 3(3-0)

An introduction to the audiological, social, linguistic, and cultural aspects of Deafness and the Deaf Community. This course may be offered in an online format.

### ASL 101 American Sign Language, Level I 3(3-0)

Basic receptive and expressive American Sign Language (ASL) vocabulary and grammatical structure; fingerspelling; and conversational behavior. Basic understanding of Deaf Culture and ASL linguistics. This course may be offered in an online format.

## 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 165 Foundations of Astronomy 1(0-2)

Inquiry-based survey of astronomy including the observation and interpretation of the sky using the naked eye. Topics include solar system, stars, and galaxies.

## BCA - Broadcast and Cinematic Arts

### BCA 101 History and Appreciation of the Cinema 3(2-2)

History and critical analysis of outstanding fiction films and filmmakers. Innovations from early silents to the present. This course may be offered in an online or hybrid format. (University Program Group I-A: Human Events and Ideas)

### BCA 310 Understanding New Communication Technologies 3(3-0)

A study of new and emerging communication technologies applied in mass media industries with emphasis on industrial, social, public policy, and technological changes. This course may be offered in an online or hybrid delivery format.

### BCA 503WI 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. Writing Intensive. Prerequisites: BCA 210 with a C or better or signed Cinema Studies minor or graduate standing.

### 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.

## BIO - Biology

### BIO 101 General Biology 3(2-2)

The study of living organisms. Fundamental principles of biology are integrated with local and global issues of current interest. No credit toward Biology major or minor. May be used toward satisfying the requirements of Integrated Science major or minor for students seeking certification in Elementary education only. Credit may not be earned in more than one of: BIO 101, BIO 105, BIO 110, and 165. Satisfies University Program Group II laboratory requirement. This course may be offered in a hybrid or online format. (University Program Group II-A: Descriptive Sciences)

### BIO 105QR Introductory Quantitative Biology 3(2-2)

Introduction to basic biological principles, including quantitative treatments of ecology, evolution, cellular processes, genetics and diversity. No credit towards Biology Major or Minor. This course may be offered in an online or hybrid format. Satisfies University Program Group II laboratory requirement. Quantitative Reasoning. (University Program Group II-B: Quantitative and Mathematical Sciences)

### BIO 151 Human Biology 3(3-0)

An introduction to human biology as a scientific discipline, cell biology, genetics, homeostasis, selected organ systems, biotechnology and current issues. This course may not be used to satisfy the requirements for a Biology major or minor. This course may be offered in a hybrid or online format. (University Program Group II-A: Descriptive Sciences)

**BIO 165 Life Science for Elementary Teachers 4(3-3)**

Survey of life science content aligned with state and national science education standards and introduction to science pedagogy for students seeking elementary teaching certification. This course satisfies the Group II laboratory requirement. Does not count toward Biology major or the Biology minor. (University Program Group II-A: Descriptive Sciences)

**BIO 229 Nature Study 3(2-3)**

Introduction to the ecology and evolution of organisms, populations, and communities of the Great Lakes Region. Emphasizes identification of characteristic flora and fauna. Does not count toward Biology majors or the Biology minor. This course satisfies the University Program Group II laboratory requirement. (University Program Group II-A: Descriptive Sciences)

**BIO 315 Human Genetics 3(3-0)**

Inheritance in humans, including genetic mechanisms, human populations, medical syndromes, eugenics and genetic counseling. Does not count toward Biology major or the Biology minor. This course is approved for offering in a distance learning format.

**BIO 338 Human Ecology 3(3-0)**

The relationship of humans to their environment and the environmental consequences of human activities. Topics include climate change, biological invasions, biodiversity loss, emerging infectious diseases. Does not count toward biology majors or the biology minor. This course may be offered in an online format. This course may be offered as Writing Intensive.

**BIS - Business Information Systems****BIS 100 Introduction to Business 3(3-0)**

Introduction to principles and problems of interrelated functions of business. Business organizations as social structures and their interaction with the domestic and global environments.

**BIS 101WI 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. Writing Intensive. Prerequisite: BUS 100.

**BIS 104 Computers and Society 3(3-0)**

Fundamental concepts and applications of computers. Impact of the computer on human events and social institutions. Control, predictions, and implications of future computer developments. Does not count on CPS major or minor. 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 255 Information Systems 3(3-0)**

An introduction to the development and use of Information Systems (IS) in business, including the use of software applications to solve business problems. This course may be offered in an online or hybrid format. Prerequisites: GPA of 2.5 or higher; ACC 250; BLR 235; ECO 204; one of MTH 132 or 217 or STA 282 or 382; Co-requisite: ACC 255. For signed Accounting Majors, BLR 235 and ECO 204 may be co-requisites.

**BIS 260WI Global Business Communication 3(3-0)**

A focus on business communication skills necessary for success in the global business environment. This course may be offered in an online or hybrid format. Writing Intensive. 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 315 Social Media and Emerging Technologies in Business 3(3-0)**

Design and implementation of social media strategies using emerging technologies in real-world business settings. This course may be offered in an online or hybrid format. Prerequisite: BUS 100 or BIS 100.

**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 470 Applied Business Communication Integrated Capstone 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. This course may be offered in an online format. Prerequisite: BIS 360; Admission to Professional Business Studies or listed on a signed major or minor.

**BIS 495 Internship in Applied Business Communication 1-6(Spec)**

A full-time or part-time work experience for one or more semesters dealing with aspects of business and organizational communication. Prerequisite: Permission of department chairperson or major advisor; 56 semester hours completed; either admission to Professional Business Studies or listed on a signed major or minor.

**BIS 502 Network Fundamentals 3(3-0)**

Basic concepts of network communication using the Open Systems Interconnection (OSI) model, as well as media, access protocols, routing, reliability, and network services. This course may be offered in an online or hybrid format. Prerequisite: Graduate student status or 86 hours undergraduate credits completed.

**BIS 510 Network & Systems Security Fundamentals 3(3-0)**

Developing Skills needed to effectively and accurately analyze security risks related to networks and related systems, including issues of authenticity, confidentiality, integrity, and availability. This course may be offered in an online or hybrid format. Prerequisites: BIS 380 or CPS 565.

**BIS 512 Cybersecurity Analysis 3(3-0)**

Using behavioral analytics and tools to improve IT security. Configuring and using threat detection tools and performing data analysis. This course may be offered in an online format. Prerequisites: BIS 380 or 510.

**BIS 520 Teaching & Training at the Post-Secondary Level 3(3-0)**

Learning process, planning and delivering instruction and training, assessing learning, using technology, adult learners, and current research. Designed for collegiate-level business instructors or trainers. This course is approved for offering in a distance learning format. Prerequisites: BIS 350 or admission to the MSIS or MBA program or graduate standing.

**BIS 521 Governance, Risk, & Compliance in Cybersecurity 3(3-0)**

Investigating external and internal threats that compromise data and digitized intellectual property. Implementing effective policies for mitigating risks and security and remediation measures in organizations. This course may be offered in an online or hybrid format. Prerequisite: 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 531 Advanced Cybersecurity, Systems, and Network 3(3-0)**

A course in advanced cybersecurity topics covers the higher-level security domains typically used by experienced cybersecurity professionals. Uses preparation tools/techniques to become a CISSP. This course may be offered in an online format. Prerequisite: BIS 530.

**BIS 588 Business Analytics using GIS 3(3-0)**

Addresses concepts and methods in Business Analytics using Geographic Information Systems (BAGIS) and the application of GIS in business research, finance, marketing, logistics and decision-making. This course may be offered in an online format. Prerequisites: BIS 255 or BIS 601 or MBA 610. Recommended: BIS 422 or BIS 638.

**BIS 597 Special Studies in Business Information Systems 1-12(Spec)**

Selected topics not normally included in existing courses, with current topics listed in Course Search and Registration. Repeatable up to 12 credits with different topics. This course may be offered in an online or hybrid format. Prerequisites: See Course Search and Registration.

**BIS 601 Information Systems 3(3-0)**

Introduction to the development and use of Information Systems (IS) in organizations, contemporary IS issues, and the use of software to solve business problems. This course may be offered in an online or hybrid format.

**BIS 605 Communication in Professional Contexts 3(3-0)**

Students will investigate the role of communication in professional contexts and continue to develop core abilities: audience analysis, writing, presentations, interpersonal communication, and intercultural communication. This course may be offered in an online 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 web sites using Hypertext Markup Language (HTML), Cascading Style Sheet (CSS), client-side JavaScript, and XHTML 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 Information Systems Process Management 3(3-0)**

Overview of the system development life cycle covering information gathering, process analysis, and reporting activities from the analysis phase to the maintenance and support phase. This course may be offered in an online 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: BIS 601.

**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 636 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 format. Prerequisite: Admission to the MSIS Program.

**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. Prerequisite: BIS 601.

**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.

**BIS 656 Business Intelligence Using SAP Software 3(3-0)**

A study of business intelligence using SAP software. Enterprise data warehousing and business intelligence solutions are covered. The course may be offered in an online format. Prerequisites: BIS 601 and BIS 647.

**BIS 657 ABAP Programming for ES 3(3-0)**

Application of ABAP programming language to implement business processes using the SAP system as an example of contemporary enterprise software. This course may be offered in an online or hybrid format. Prerequisites: BIS 628 and BIS 647.

**BIS 658 Enterprise System Configuration Using SAP Software 3(3-0)**

Configuration issues, concepts, and application of enterprise software (SAP) for global business organization integration. This course may be offered in an online or hybrid format. Prerequisites: BIS 630, 647.

**BIS 698 Information Systems Project 3(3-0)**

A capstone, project-oriented study of the planning, analysis, design, development, implementation and testing of information systems projects using modeling tools, databases, and advanced programming languages. This course may be offered in an online format. Prerequisites: Completed 24 hours in the MSIS Program, BIS 605, BIS 628, 636, and 638.

**BLR - Business Law and Regulation****BLR 202 Legal Environment of Business 3(3-0)**

*Introduction to the concept and use of law as a social institution. Open to both nonbusiness and business students. BLR 202 may not be applied toward the University Program requirements if a student is earning the Bachelor of Science in Business Administration degree. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. (University Program Group III-B: Studies in Social Global Cultures)*

**BLR 235 Business Law 3(3-0)**

Introduction to law applicable to business transactions; case studies in torts, property, contracts, sales, agency, business organizations. Employment law. May be offered as Writing Intensive. This course may be offered in an online format. Prerequisites: BIS 101, Tier 1 Continuing Admission to Professional Business Studies.

**BUS - Business****BUS 100 Essential Business Skills 3(3-0)**

Introduces students to the concept of a business, its disciplines, and essential business skills including decision making, team work, and oral and written communication. This course is approved for offering in a distance learning format.

**BUS 300QR Applied Business Statistics 3(3-0)**

Applications of statistical analysis to support business decision making. Covers collection of business data, analysis of business datasets, and presentation of results. This course may be taught in an online format. Quantitative Reasoning. Prerequisites: STA 282 or 382; 26 hours completed.

**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 501 Project Management Fundamentals 3(3-0)**

Covers foundational terms, concepts, and processes of project management, providing an opportunity to apply key elements of project management to a simulated project. This course may be offered in an online or hybrid format. Prerequisite: Graduate student status or 86 hours undergraduate credits completed.

**BUS 503 Applied Lean Six Sigma 3(3-0)**

This course applies principles and practices of Lean Six Sigma (LSS) and other operations improvements that have been demonstrated to bring value to business. LSS builds on a business statistics foundation. This course may be offered in an online format. Quantitative Reasoning. Prerequisites: STA 282 or 382 and 56 semester hours completed; or graduate school admission.

**BUS 505 Application of Project Management Principles 3(3-0)**

Building on fundamentals, students analyze and apply project organization, staffing, and behavioral and qualitative skills in a simulated project to develop core project management competencies. This course may be offered in an online or hybrid format. Prerequisite: BUS 501.

**BUS 507 Advanced Project Management Methodologies 3(3-0)**

Evaluate and create project management solutions appropriate for projects/programs through the complete life cycle, using key processes and knowledge areas of project management. This course may be offered in an online or hybrid format. Prerequisite: BUS 505.

**BUS 619 Voice of the Customer 3(3-0)**

Examination of the marketing research methodologies utilized to capture the "voice of the customer" in a competitive marketplace. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director; graduate status.

**BUS 629 Corporate Governance & Social Responsibility 3(3-0)**

The study of corporate governance and social responsibility within the contemporary business world. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director and graduate status.

**BUS 639 Process Improvement 3(3-0)**

Process improvement as it relates to organizations within the contemporary business world. Methodologies, tools and techniques used for process improvement will be examined. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director; graduate status.

**BUS 697 Special Topics in Business 1-12(Spec)**

Special topics of interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. This course may be offered in an online or hybrid format. Prerequisites: Admission to MBA program, permission of the MBA director, and graduate status.

**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)****CED - Counselor Education and Personal Development****CED 101 Career and Self-Exploration 1(1-0)**

This course prepares students with self-awareness, career awareness, and academic awareness skills leading to career development. This course may be offered in an online format.

**CED 502 Student Development in Higher Education 3(3-1)**

The college student personnel movement, its social, psychological, and cultural foundations. Student development functions; career program models; legal, ethical, and professional considerations; role of professionals. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

**CED 555 Human Relations Skills 3(3-0)**

An introduction to the theories, skills, and models utilized in developing helping relationships in organizations. This course may be offered in an online format. Prerequisites: Senior standing or graduate status.

**CED 603 Introduction to Clinical Mental Health Counseling 3(3-0)**

This course includes survey of historical, cultural, and political dimensions and trends in community mental health. This course may be offered in an online format.

**CED 604 Introduction to School Counseling 3(3-0)**

This course provides a history and philosophy of school counseling programs. The role and function of school counselors will be explored. This course may be offered in an online format.

**CED 605 Introduction to Couple and Family Counseling 3(3-0)**

This course is an entry-level graduate course that provides an overview of professional identity and professionalism in marriage, family, and couples counseling. This course may be offered in an online format.

**CED 608 Clinical Skills in Couple and Family Counseling 3(3-0)**

This course provides an overview of relevant topics, theories, and interventions for working with couples and families that affect relationships and influence individual behavior. This course may be offered in an online format.

**CED 610 Career Counseling 3(3-0)**

This course provides a critical survey of theories, techniques, and trends in career counseling. This course may be offered in an online format.



**CHM 127 Introductory Chemistry Laboratory 1(0-2)**

Elementary laboratory experiments which parallel the syllabus for CHM 120. Recommended for students in dietetics, sports medicine, health education, and elementary/middle school education. No credit toward chemistry or biochemistry major or minor. Satisfies University Program Group II Laboratory requirement. Pre/Co-requisite: CHM 120. (University Program Group II-B: Quantitative and Mathematical Science)

**CHM 131 General Chemistry I 4(3-3)**

Fundamental concepts of chemistry including stoichiometry, gas laws, thermochemistry, and molecular structure. CHM 131 is a first course for science majors. Satisfies University Program Group II Laboratory requirement. Recommended: High school algebra or MTH 107; high school chemistry or CHM 120. (University Program Group II-B: Quantitative and Mathematical Sciences)

**CHM 211QR Quantitative Analysis 4(3-5)**

Analysis and interpretation of quantitative chemical information from volumetric, electrochemical, 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 265QR Chemical Physical Science for Elementary Teachers 2(1-3)**

Physical science with an emphasis on chemical concepts for elementary teachers. Chemical reactivity and atomic structure principles are explored in a contextual format. May not be applied to Chemistry or Biochemistry majors or minor. Quantitative Reasoning. Prerequisite: MTH 152 with C- or better.

**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/field activity development for use in middle and 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 571 Topics in Chemistry 1-9(Spec)**

Special topics in chemistry presented at an advanced undergraduate - beginning graduate level. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: See Course Search and Registration.

**COM - Communication****COM 103 Oral Communication in the Online Environment 3(3-0)**

General education approach to theory and process of human communication, especially communication tailored for electronic media. This course may be offered in an online or hybrid format.

**COM 195 Intercultural Communication 3(3-0)**

Content focuses on how values, attitudes and beliefs influence communication among people from different cultural backgrounds. This course may be offered in an online or hybrid format.

**COM 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. This course may be offered in an online format.

**COM 357 Public Speaking 3(3-0)**

Theories and techniques for creating public speeches. Designed for students who seek to improve public-speaking skills.

**COM 361 Interpersonal Communication 3(3-0)**

Assists the student in understanding the interpersonal communication process and in analyzing barriers to its effectiveness.

**COM 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 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. This course may be offered in an online or hybrid format. Prerequisites: COM 251, 301 with C (2.0) or better; or LDR 200 and junior standing.

**COM 511 Crisis Communication 3(3-0)**

Current communication theories and practices in organizational crisis management and external crisis communication. Emphasis on public relations and communication. This course may be offered in an online format. Prerequisites: COM 251, 301, with a grade of C (2.0) or better and completion of 56 credit hours; or JRN 350, 369 with a grade of C (2.0) or better and completion of 56 hours; or graduate standing.

**COM 525 Virtual Team Communication 3(3-0)**

Examines communication issues and best practices for successful virtual teams. Includes processes for developing and maintaining virtual team identity/roles, leadership, performance, project planning/organization, and evaluation. This course may be offered in an online format. Prerequisites: COM 225; COM 251, 301 with a C or better; or graduate standing.

**COM 527 Political Communication 3(3-0)**

This course considers the influence of political communication in American society. The course addresses the connections between political discourse, the American people, and the media. Prerequisites: COM 251, 301 with a grade of C or better; junior standing.

**COM 560 Communication and Social/Organizational Change 3(3-0)**

Research and methods of communicating changes into existing social systems. This course may be offered in an online or hybrid format. Prerequisite: COM 251, 301, with grades of C or better; or IPR major with junior standing; or graduate standing.

**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. Prerequisite: COM 251, 301 with grades of C or better; or IPR major with junior standing; or graduate standing.

**COM 563 Health Communication Campaigns 3(3-0)**

Research and methods of communicating health messages for education and disease prevention. This course may be offered in an online or hybrid format. Prerequisites: COM 251, 301 each with a grade of C or better; or graduate standing.

**COM 569 Communication in the Classroom 3(3-0)**

Integrates research from several fields describing communication patterns between students and teacher-to-student within school settings. Designed for students interested in teaching or administration. Prerequisite: completion of 56 hours of undergraduate credit.

**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 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; Co-requisite: MTH 175.

**CPS 282 Introduction to Multimedia Design 3(3-0)**

Introduction to multimedia concepts. Survey of multimedia applications in fields such as education, business and entertainment. Introduction to multimedia authoring tools. Hands-on projects.

**CPS 395 Internship in Computer Science 1-9(Spec)**

Supervised work experience in computer science. Only 3 hours may count toward the major. Any additional hours must provide a significantly different educational experience. CR/NC only. Prerequisites: CPS 210 or ITC 291; permission of department chairperson.

**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 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. Prerequisite: permission of instructor.

**CPS 501 Survey of Computer Science 3(3-0)**

Computer organization, low and high level computer languages, various computer applications. Does not count toward CPS major or minor or the M.S. in Computer Science except the Teaching Minor in Computer Science on the secondary education curriculum. This course is approved for offering in a distance learning format.

**CPS 510 Software Systems Engineering 3(3-0)**

Covers requirements analysis and techniques to develop a system from those requirements. Credit will not be given for both CPS 410 and CPS 510. Does not count for the M.S. in Computer Science. This course is approved for offering in a distance learning format. Prerequisites: CPS 340; MTH 175.

**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. This course is approved for offering in a distance learning format. Prerequisite: CPS 501.

**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. This course is approved for offering in a distance learning format. Prerequisites: CPS 510.

## CSD - Communication Sciences & Disorders

### CSD 130 Normal Speech and Language Acquisition 3(3-0)

Study of normal acquisition of language and speech of children examined on the basis of current linguistic theory. (University Program Group III-A: Behavioral Sciences)

### CSD 230 Introduction to Speech, Language, and Hearing Disabilities/Differences in Society 3(3-0)

Study of types and management of communicative disorders experienced by people of all ages/cultures; with emphasis on portrayal of disabilities in literature/film and societal responses.

### CSD 278 Normal Speech Developmental/Descriptive Phonetics 3(3-0)

Study of speech sound acquisition emphasizing broad and narrow transcription of normal and disordered American English speech sound production using the International Phonetic Alphabet.

### CSD 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.

### CSD 331 Introduction to Audiology 3(3-0)

Anatomy and basic psychophysics of hearing, pathologies causing hearing loss, and measurement procedures used to test hearing. Prerequisite: 24 credit hours. Recommended: Math competency and one course in the natural sciences.

### CSD 335 The Anatomy and Physiology of Speech and Hearing 3(3-0)

Anatomical structures and functions for speech and hearing.

### CSD 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.

### CSD 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 enhancing communication and language. Prerequisites: SPE 530; senior or graduate status.

## DBI - Deafblind Intervener

### DBI 101 Introduction to Deafblindness and Intervention 3(3-1)

Covers the diversity of the population that is deafblind, introduces the role of the intervener, and the practice of intervention for students who are deafblind. This course will be offered only in an online format.

### DBI 201 Building Communication and Language Skills 3(3-1)

An introduction to communication and language development, with an emphasis on strategies for increasing the communication repertoires of students who are deafblind. This course will be offered only in an online format. Prerequisite: DBI 101.

### DBI 301 Intervention Strategies and Teaming 3(3-1)

A range of strategies that can be used by interveners in the field, including teaming and collaboration. This course will be offered only in an online format. Prerequisite: DBI 201.

### DBI 302 Intervention Practicum 3(Spec)

Final class for the Intervener Certificate Program. Student portfolios demonstrating the Council for Exceptional Children (CEC) Competencies for interveners are completed. This course will be offered only in an online format. Prerequisite: DBI 301.

## 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program; DHA 702.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program; DHA 702. Recommended: DHA 706.

### DHA 713 Seminar in Health Services Research 1(1-0)

This seminar will examine research activity and reporting in the areas of health-care financing, organization, delivery, access and outcomes of health services. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program; DHA 712.

### DHA 714 Health Systems Thinking and Practice 3(3-0)

This class examines systems thinking and organizational effectiveness. Students will practice using a variety of systems tools as applied to different organizational problems. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### DHA 720 Health Economics 3(3-0)

Foundational economic and specific health economic theory, trends, market issues and applications are presented to include health insurance and payment theory, practice and applications. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### 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. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

### DHA 724 Fiscal Responsibility and Accountability in Healthcare 3(3-0)

Healthcare financial issues related to healthcare administration and policy including the impact of financial and economic impacts on the delivery of healthcare and healthcare policy. This course may be offered in an online format. Prerequisites: admission to the Doctor of Health Administration program.



























































# Code of Student Rights, Responsibilities, and Disciplinary Procedures

This publication presents the Code of Student Rights, Responsibilities and Disciplinary Procedures at Central Michigan University. It establishes the procedures followed and outlines the possible consequences for students found in violation of the "Code of Conduct." The disciplinary procedures outlined in this document do not replace or substitute for filing charges through law enforcement agencies if it is determined that such action is appropriate.

This document originally was formally adopted by the Board of Trustees for Central Michigan University on December 16, 1972. Since that time, it has been periodically reviewed and revised as needs changed. This revision was approved by the President and the Board of Trustees on June 24, 2014 and amended by the President on December 12, 2014 and March 16, 2015.

The President is responsible for promulgating rules and regulations pertaining to student rights and responsibilities, including regulations governing student organizations, in keeping with the policies and goals established by the Board of Trustees. In fulfilling this responsibility, the President is obligated to assure the right of due process for students.

The President has designated the Associate Vice President for Student Affairs as the person charged with the administration of student discipline. The Associate Vice President for Student Affairs appoints Conduct Proceedings Officers to answer questions concerning the rights and responsibilities of students, to receive complaints as they are reported, and to follow through with discipline cases to their resolution.

Student Affairs Office  
March 16, 2015

## 1. Preamble

The students, faculty, and staff of Central Michigan University constitute an academic community that is committed to the preservation, communication, and discovery of knowledge, and to the active pursuit of truth. Consistent with this purpose, the university recognizes its obligation to afford each student the opportunity to develop the student's educational potential while retaining free exercise of rights and freedoms as a citizen. Such opportunity should be limited only by the necessity of insuring equality of opportunity to all students, and by the corollary requirement of orderly operation of the educational processes. Each member of the Central Michigan University community assumes an obligation regarding self-conduct to act in a manner consistent with a respect for the rights of others and with the university's function as an educational institution. As guides for individual and group actions within this community, the university affirms the following general principles of conduct. These principles serve as the basis for regulations concerning student conduct.

**1.1** The community requires a system of order supportive of the educational process that is the purpose of the university. Primary responsibility for preserving the system of order rests upon the individuals making up the community. Each individual must accept responsibility for their 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*, *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 for Enrollment and Student Services is the designated officer responsible to the president for conducting discretionary review of a decision of the Appeals Board to suspend a student for more than one week or to dismiss a student. The Associate Vice President for Student Affairs is the designated officer responsible to the President for the administration of student conduct policies. All misconduct of students is reported to the Associate Vice President for Student Affairs or to the persons designated by the AVP for Student Affairs to receive such reports.

**3.1.2** This Code applies to student conduct that occurs either on or off campus, especially when such conduct affects the interests of the university. 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. A student committing a criminal offense, whether that offense occurs on or off campus, that is also a violation of the Code of Student Rights, Responsibilities and Disciplinary Procedures, may be subject to University discipline. In other cases, where the health and safety of members of this community are clearly involved, the university shall assert its authority.

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 that student's own efforts. Plagiarism, cheating, and all other forms of academic dishonesty are prohibited. Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Alleged violations of this section shall be adjudicated in accordance with CMU's Policy on Academic Integrity. Copies of the Policy on Academic Integrity may be accessed via the Office of Student Conduct website (<https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx>).

**3.2.2 False Information.** A student shall not furnish, or attempt to furnish, false or misleading information to university officials or on official university records. Furthermore, a student shall not forge, alter, or misuse the university name, the name of any university employee, documents, records of identification, or attempt to do the same.

**3.2.3 Disruption of Learning.** A student shall not obstruct, disrupt or interfere, or attempt to obstruct, disrupt or interfere with another student's right to study, learn or complete academic requirements. This includes acts to destroy or prevent or limit access to information or records used by other students in connection with their university responsibilities.

**3.2.4 Disruptive Behavior During Class.** A student shall not obstruct, disrupt or interfere, or attempt to obstruct or interfere with another student's right to study, learn, participate, or a teacher's right to teach during a class. Whether in the classroom or online, this includes but is not limited to such behaviors as talking at inappropriate times, drawing unwarranted attention to oneself, engaging in loud or distracting behaviors, or refusing to leave a classroom when ordered to do so.

**3.2.5 Disruption of University Authorized and Scheduled Events.** A student, group of students, or registered student organization shall not obstruct or disrupt, or attempt to obstruct or disrupt, teaching, research, administration, disciplinary procedures, or other university activities. This includes, but is not limited to: acts to destroy or prevent or limit access to information or records used by other students in connection with their university responsibilities or impeding classes, the carrying forward of the university's business, or the arrangements for properly authorized and scheduled events. A person attempts to disrupt when, with the intent to disrupt, that person does any act that constitutes a material step toward disruption.

**3.2.6 Access to Facilities.** A student shall not enter, or attempt to enter, closed university facilities or facilities clearly under the authorized control of another individual, e.g., student vehicles, rooms or apartments; disrupt or attempt to disrupt, the scheduled use of university facilities; block, or attempt to block, access to or from university facilities; or remain within, or attempt to remain within, university facilities after their closing unless authorized to do so by the President, or the President's designated representative, or the student authorized to and in control of said facility or facilities.

**3.2.7 Threat/Endangerment/Assault.** A student shall take no action that threatens or endangers the safety, health, or life, or 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 or battery.

**3.2.7.1 Sexual Assault.** A student shall adhere to the university's Sexual Misconduct Policy (#3-39) and the policies contained therein. Copies of the Policy on Sexual Misconduct may be accessed via the Office of Student Conduct website (<https://www.cmich.edu/ess/studentaffairs/StudentConductOffice/Pages/default.aspx>).

**3.2.8 Disruptive Self-Injurious Behavior.** A student shall not engage or threaten to engage in self-injurious behavior that negatively impacts or is disruptive to the learning/living environment of others.

**3.2.9 Property Damage.** A student shall take no action that damages or tends to damage property not the student's own.

**3.2.10 Theft.** A student shall not appropriate for the student's own use, sale, or other disposition, property not the student's own without consent of the owner or the person legally responsible for it. This includes embezzlement, misappropriation and/or theft of university and/or student organizational resources and theft of personal information.

**3.2.11 Disorderly Conduct.** A student shall not act as a disorderly person or engage in disorderly conduct or disturb the peace, as defined by state statute or local ordinance. This includes acts of indecent exposure or lewd conduct.

**3.2.12 Controlled Substances.** A student shall not possess, use, manufacture, produce, or distribute, or aid in the use, manufacture, production, or distribution of, any controlled substance except as expressly permitted by law and university policy. Violation of the Residence Life Alcohol and Controlled Substances Policy is a violation of this section. Controlled substances are defined in the Controlled Substances Act of 1971, as amended.

The use or abuse of prescription drugs or over-the-counter substances, such as inhalants or herbals, in any way other than the intended or appropriate use, may be interpreted as a violation under this policy.

**3.2.13 Violation of Alcohol Policy.** A student shall not possess, consume or furnish, or aid in the consumption or furnishing of, alcoholic beverages except as permitted by law and university policy. Violation of the Residence Life Alcohol & Controlled Substances Policy is a violation of this section.

**3.2.14 Firearms/Explosives/Weapons.** A student shall not possess or use firearms; explosives (including, but not limited to, fireworks and black powder); dangerous chemicals; weapons; knives with a blade longer than three inches, hunting knives, fixed blade knives, switchblade knives, throwing knives, daggers, razors, other cutting instruments the blade of which is exposed; or items that forcibly eject projectiles (including BB, CO2-powered, pellet and air soft guns); and any other device that may be injurious to others, except as part of an approved university activity and under the supervision of a university official. Firearms (including BB, CO2-powered, pellet and air soft guns) may not be stored in university residences. Any replica of any of the foregoing weapons is also prohibited. Firearms used for hunting must be properly registered with the CMU Police Department and stored in compliance with university regulations.

The State of Michigan has enacted a concealed carry law that prohibits carrying a concealed pistol into a dormitory (residence hall) or classroom of a university.

**3.2.15 Complying with University Agents.** A student shall comply with the directions of university agents acting in the performance of their regular or delegated duties and must identify him self or her self to these agents upon request.

**3.2.16 Payment of Fines/Restitution.** A student shall pay fines or restitution levied by a proper hearing body or university authority by the deadline established.

**3.2.17 Misuse of Buildings/Facilities/Services.** A student must observe rules and regulations concerning the use of campus buildings and other university owned or operated facilities, vehicles, equipment and services.

**3.2.18 Computer Abuse.** A student shall not abuse university computer time or equipment, including but not limited to: CMU-hosted Blackboard, online chat rooms, Skype meetings and other social media technologies, when such resources are accessed or utilized using CMU's computers, networks, servers, or other CMU-provided technologies. Abuse includes but is not limited to: unauthorized entry or transfer of a file, unauthorized downloading or uploading of copyrighted information, unauthorized use of another individual's identification and password; use of computing facilities to interfere with the work of a student, faculty members or university officials; or use of computing facilities to interfere with normal operation of the university; or improper use of the learning management system (LMS) and digital environments. A student shall adhere to the rules and practices promulgated by the university Office of Information Technology ([www.oit.cmich.edu](http://www.oit.cmich.edu)) and the policies contained therein, including but not limited to the Copyright Infringement Responsible Use of Computing and Data Stewardship Policies.

**3.2.19 Bullying/Hazing/Harassment.** A student shall not bully, haze or harass any person or group of persons. Telephone harassment, texting, email, computer or online social media harassment, are included under this policy, as are all other forms of bullying and harassment.

**3.2.20 Civil Disorder.** A student shall not participate in a riot or civil disorder, which is defined as five or more persons, acting in concert, who intentionally or recklessly cause 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, firefighter 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 their 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 Registered Student Organization Manual shall be treated as an offense under these regulations.

**3.2.26 Violation of Residence Hall Rules.** Violation of "Residence Hall Rules" shall be treated as an offense under these regulations.

**3.2.27 Collusion.** A student who shall with any one or more persons enter into a combination or agreement, expressed or implied, to commit a violation of any of these regulations, is in violation of the 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 the student 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 the student had directly committed such violation.

**3.2.29 Violation of Federal/State/Local Law.** Violation of federal, state or local law in a manner that affects the university shall be treated as an offense under these regulations.

**3.2.30 Retaliation.** A student, group of students, or registered student organization shall not retaliate against any student who files a complaint or grievance; requests an administrative hearing; participates in an investigation; appears as a witness in an administrative hearing; or opposes an unlawful act, discriminatory practice, or policy.

**3.2.31 Violation of University Regulations.** Violation of other university regulations, policies or established procedures shall be treated as an offense under these regulations.

**3.2.32 Unauthorized Fires.** No student shall start or allow to be started a fire with the intent to destroy property including their own and/or rubbish.

**3.2.33 Arson.** A person who uses, arranges, places, devises, or distributes an inflammable, combustible, or explosive material, liquid, or substance or any device in or near a building, structure, other real property, or personal property with the intent to commit arson or who aids, counsels, induces, persuades, or procures another to do so is in violation of arson.

#### 4. Official University Sanctions

**4.1 Sanctions. Sanctions that may be imposed for violation of university regulations include the following:**

**4.1.1 Reprimand:** A written reprimand, including the possibility of more severe disciplinary sanctions in the event of the finding of a subsequent violation of university regulations within a stated period of time.

**4.1.2 Restitution:** Reimbursement for defacement, damage to, or misappropriation of property. The person or body imposing this sanction may impose another allowed sanction as an alternative if restitution is not made within the time specified.

**4.1.3 Fines:** Fines may be levied. In no circumstance shall the fine levied exceed \$1,000. Failure to pay a fine in the time limit prescribed shall result in further disciplinary action.

**4.1.4 Removal from University Housing:** Cancellation of contract and requirement to vacate university housing within a specified period of time. If housing is not vacated within the prescribed time, additional sanctions shall be imposed.

**4.1.5 Campus Restrictions:** Limitations on the times and/or places where a student may be present on campus. If said restrictions are not observed, additional sanctions shall be imposed.

**4.1.6 Educational Programs:** Participation in educational programs, i.e., workshops, seminars, or other educational activities may be required. The person or body imposing this sanction shall impose another sanction as an alternative if the specified program is not completed within the time stipulated and may impose additional sanctions.

**4.1.7 Revocation of the Privilege of being a Registered Student Organization**

**4.1.8 Disciplinary Probation:** Subjection to a period of critical examination and evaluation of behavior. In addition to any of the sanctions set forth above, the student or organization may be placed on probation for a stated period. Placement on probation may include additional restrictions or requirements, including but not limited to the following:

- a) Withdrawal of the privilege of campus registration of a motor vehicle,
- b) Withdrawal of the privilege of membership in a campus organization,
- c) Withdrawal of the privilege of holding office in a campus organization,
- d) Withdrawal of the privilege of representing the university in any inter-university event,
- e) Requirement to complete a specified number of credit hours with a specific grade point average during the current or subsequent academic session,
- f) Requirement to complete coursework related to the violation,
- g) Withdrawal of the privilege of using computing resources,
- h) Completion of work or other service to be provided to the university or other organization within a specified time. The person or body imposing this sanction may impose another allowed sanction as an alternative if the specified service is not completed within the time stipulated, and may impose additional sanctions.

A condition of probation may be that automatic suspension or dismissal of a student or organization shall occur upon a determination (under the procedures set forth in Article 5 herein) that a violation of a condition of probation or any other violation has occurred.

**4.1.9 Suspension/Dismissal from an Academic Program:** Exclusion from an academic program as set forth for a definite or indefinite period of time.

**4.1.10 Suspension:** Exclusion from classes and other privileges or activities as set forth for a definite period of time. Suspension may include exclusion from the campus and property belonging to the university for a stated period of time and may require an independent evaluation supporting the student or organization's return, with which CMU concurs.

**4.1.11 Dismissal:** Permanent termination of student status.

#### **4.2 Additional Sanctions**

Sanctions in addition to those listed in Article 4.1 may be established by the university.

#### **4.3 Temporary Suspension**

The university reserves the right to suspend a student, summarily and without notice, if in the judgment of the President of the university or the President's representative a student's presence would constitute a continuing danger to the student, 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 the student following the conclusion of any related investigations and a hearing before a Hearing Officer will be held as soon as possible considering the complexities of the matter and the status of any related criminal proceedings.

#### **4.4 Automatic Sanctions for Grave Offenses**

Certain grave offenses require that the sanctions be stipulated in advance and imposed automatically. The following shall be breaches of the student conduct regulations for which the minimum sanction of suspension is mandatory:

- 4.4.1** Bomb threat or knowingly false bomb warning.
- 4.4.2** Willful destruction of property worth more than \$1,000.
- 4.4.3** Willful disruption of scheduled university activities.
- 4.4.4** Violence against persons that results in bodily injury requiring substantial medical treatment or death.

**4.4.5** Administering or causing to be administered to any person unknowingly or against the person's will any "Controlled Substance" as defined in the Controlled Substances Act of 1971, as amended.

**4.4.6** Sale or distribution of, or aiding or assisting in the sale or distribution of, any "Controlled Substance" as defined in the Controlled Substances Act of 1971, as amended.

**4.4.7** Possession of a firearm or any other dangerous weapon as described in Section 3.2.14.

**4.4.8** Participation in a riot or civil disorder as described in Section 3.2.20 or 3.2.22.

**4.4.9** Urging other persons to commit unlawful acts during a riot or civil disorder, as described in 3.2.21.

**4.4.10** Being present at a riot or civil disorder after an order has been given to disperse.

**4.4.11** Violations of Sections 3.2.7 (Threat/Endangerment/Assault), or 3.2.9 (Property Damage) during a riot or civil disorder.

**4.4.12** Violation of the terms of any injunction regulating conduct in Isabella County or the terms of the Mt. Pleasant Nuisance Party Ordinance during and as a part of a riot or civil disorder.

**4.4.13** Violation of section 3.2.33 (Arson).

### **5. Student Hearing Procedures for Charged Violation of Student Conduct Regulations**

#### **5.1 Intake Conduct Proceedings Officer**

**5.1.1** A charge may be made to the Conduct Proceedings Officer by any member of the university community or may be brought by the Conduct Proceedings Officer on one's own initiative stating that a student has violated the Specific Regulations Concerning Student Conduct (3.2). Students subject to the provisions of this Code are defined as all persons who have enrolled at the university, either full-time or part-time, pursuing undergraduate, graduate, or non-degree studies. Persons who have been enrolled at the university, and who have not withdrawn (or been academically dismissed), are students even when they are not enrolled for a particular term. Students also include persons who have been admitted to the university and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership, band, or other camp, athletic training and practices).

**5.1.2** One or more Conduct Proceedings Officers shall be appointed by the President or the President's designated representative. The Conduct Proceedings Officer will make, or cause to be made, an investigation of the charge.

**5.1.3** If, from the investigation, the Conduct Proceedings Officer determines the matter may be reason for discipline under the student conduct regulations, the Conduct Proceedings Officer will notify the student that a charge has been made and will offer the student an opportunity to discuss the matter.

If notified by either United States mail or by university email, the notice will be mailed to the last address for the student on file with the university Office of the Registrar. The notice will be deemed received two (2) business days following the date the notice is posted at facilities of the United States Post Office (for U.S. Postal mail) or immediately upon delivery for electronic mail. In the absence of mailing, personal delivery to the student cited, or delivery to the last address on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last address is used, the date notice is so delivered shall be deemed the date the notice is received.

The student will have two (2) business days from the date of receipt (through any of the mediums listed above) in which to respond to the notice. If the student has not responded at the end of this two-day period, the Conduct Proceedings Officer will set up a hearing.

**5.1.4** The student may bring an advisor of the student's choice to the discussion with the Conduct Proceedings Officer. If the student's advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the discussion. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

**5.1.5** If the student chooses to discuss the matter, the Conduct Proceedings Officer will at the discussion inform the student of the charge(s) and the regulation(s) which are alleged to have been violated and will explain to the student the process outlined in this document.

#### **5.1.6 Student Admits Violation**

**5.1.6.1** 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.

**5.1.6.2** 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.

#### **5.1.7 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:

**5.1.7.1** The student denies the charge and the Conduct Proceedings Officer determines the matter may be reason for discipline.

**5.1.7.2** 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.

#### **5.1.8 Alternative Resolution**

**5.1.8.1** Mutual Settlement. In lieu of referral to a hearing or prior to a student's admission of a violation of the Code, the Conduct Proceedings Officer may offer or accept mutual settlements of any charged violations under this code. Settlements shall be in writing and shall state the conditions of the agreement and any sanctions imposed. Mutual settlements may not be appealed.

Cases not settled in a timely manner shall proceed to a hearing.

**5.1.8.2** 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.

**5.1.8.3** 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.

**5.1.8.4** Referral to Behavioral Evaluation Team. In lieu of referral to a hearing, the Conduct Proceedings Officer and the student may agree to a referral to a process provided by the Care Team, Care Team Coordinator, or Behavioral Evaluation Team. This option is available in situations where the alleged conduct of the student appears to be related to a mental health concern(s) or emotional issues(s).

#### **5.2 Hearings**

There are two hearing forums: The university Hearing Officer and the university Hearing Body. The Conduct Proceedings Officer will assign a case to one of these forums, except that in cases where there is potential for a sanction of suspension or dismissal, the student may choose which hearing forum will hear the case. The student will have two (2) business days from the date of the meeting with the Conduct Proceedings Officer to make a final choice in writing to the Conduct Proceedings Officer. If no such timely choice is made, the Conduct Proceedings Officer will designate whether the case will be heard by a Hearing Officer or Hearing Body. The student will be notified of the time and date of the hearing.

##### **5.2.1 University Hearing Officer**

**5.2.1.1** One or more university Hearing Officers will be appointed by the President or the President's designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

**5.2.1.2** The university Hearing Officer will be assigned by the Associate Vice President for Student Affairs, or the Director of the Office of Student Conduct, as the designee of the Associate Vice President for Student Affairs, to hear the case.

**5.2.1.3** The university Hearing Officer, based on the information presented at the hearing, determines whether the student charged violated the student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the university Hearing Officer will decide if a violation has occurred and, if so, the terms of a mandatory sanction.

##### **5.2.2 University Hearing Body**

**5.2.2.1** The university Hearing Body consists of one university Hearing Officer and two students.

**5.2.2.2** The students will be selected from a pool of students who are approved by the Vice President for Enrollment and Student Services or his/her designee in consultation with the Student Government Association and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

**5.2.2.3** The university Hearing Body, based upon the information presented at the hearing, determines whether the student charged violated student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the university Hearing Body will decide if a violation has occurred and, if so, the terms of a mandatory sanction.

##### **5.2.3 Hearing Procedures**

**5.2.3.1** In all disciplinary hearings, the burden of proof rests with the Conduct Proceedings Officer, who must prove by a preponderance of evidence that a violation has occurred.

**5.2.3.2** The student charged may have an advisor of the student's choice present at the hearing. If the student's advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

**5.2.3.3** A record of the hearing, made by an audio recording device, will be kept by the Conduct Proceedings Officer at least until the appeal time is exhausted. The Conduct Proceedings Officer, on behalf of the university, will maintain all copies of these recordings.

**5.2.3.4** A university Hearing Officer presides at all hearings.

**5.2.3.5** Hearing notifications and procedures will be communicated to the charged student at least twenty-four (24) hours before the hearing.

**5.2.3.6** The Hearing Officer or Hearing Body will issue a written decision within ten (10) business days to the Conduct Proceedings Officer stating if a violation has been found, what facts support this finding, and the sanction(s) to be imposed.

**5.2.3.7** A decision letter will be emailed to the student within three (3) business days from the date the decision is received by the Conduct Proceedings Officer.

**5.2.3.8** The student charged has the right to cross-examine the complainant and any witnesses in the case against him or her. The Hearing Officer, however, has the right to determine the method the cross-examination will take (direct confrontation, submission of written questions, or any other method that, in the Hearing Officer's opinion, will elicit the desired testimony).

### **5.3 Complainant's Rights**

Central Michigan University recognizes that complainants have rights that need to be protected as well as those of the person who is cited.

**5.3.1** The complainant has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

**5.3.2** The complainant has the right to remain present during any disciplinary or appeal hearings.

**5.3.3** The complainant has the right to submit an "impact statement" and to suggest an appropriate sanction if the person cited is found in violation of the Code of Student Rights, Responsibilities and Disciplinary Procedures.

**5.3.4** The complainant has the right to be informed in a timely manner of the outcome of the hearing regarding the findings and the sanction.

**5.3.5** The complainant has the right to appeal either the findings or the sanction.

**5.3.6** 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 5.1.6.2 for more information regarding this type of appeal.

**5.4.2** The Appeals Board consists of the Student Government Association President or designee, the Chairperson of the Academic Senate or designee, and the Associate Vice President for Student Affairs or designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

**5.4.3** An appeal to the Appeals Board may be made by the student involved, by the person or group who first brought the charge, or by the university.

**5.4.4** An appeal is timely only if taken within five (5) business days of the decision appealed. An appeal not made within the time limit will not be heard unless the President or the President's designee makes an exception.

**5.4.5** An appeal is made by submitting a written statement of appeal to the Conduct Proceedings Officer within the time limit. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy that the person appealing is requesting from the Appeals Board.

**5.4.6** The student charged may have an advisor of the student's choice present at the hearing of the appeal. If the student's advisor is an attorney, the student must notify the Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

**5.4.7** The Conduct Proceedings Officer is responsible for notifying members of the Appeals Board of the appeal and for setting a time and place for holding a meeting of the Appeals Board. The Conduct Proceedings Officer will provide notice of time and place of the meeting of the Appeals Board to the student(s) charged, the charging party, and other university persons deemed appropriate by the Conduct Proceedings Officer.

**5.4.8** The Conduct Proceedings Officer will assemble the documentary evidence introduced at the hearing, the record made of the hearing, and the administrative contact history made in connection with the matter and will make these materials available to the Appeals Board.

**5.4.9** The Appeals Board may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

**5.4.10** The Appeals Board makes its determination based solely on the record of the student's hearing, facts that are presented to the Appeals Board, and arguments before the Appeals Board. No additional witnesses, witness statements, or other materials may be introduced during the Appeal.

**5.4.11** The purpose of the Appeals Board is to decide if the findings and/or the sanction of the Hearing Body were so incorrect that the decision should be changed. It is not the purpose of the Appeals Board to substitute its judgment for that of the Hearing Officer or Body. It is not the purpose of the Appeals Board to decide if it would have reached the same decision had it been the Hearing Officer or Body. It is not the function of the Appeals Board to rehear the charges against the student; it is an appeal of the findings and/or the sanction of the Conduct Proceedings Officer, Hearing Officer or Body only as requested by the person or persons making the appeal. The Appeals Board may:

a) Find that there are not sufficient facts presented to warrant the findings of fact made at the original hearing and may set aside the finding or determine the facts differently.

b) Order that a new hearing be held.

c) Change the sanction.

d) Provide such further and additional relief or changes as dictated by fairness to the student and to the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

**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 for Enrollment and Student Services or the President (see 5.4.14). Any student responding to a charge under these procedures, any person bringing charges under these procedures, or the Administration, may make a written application to the Vice President for Enrollment and Student Services to review such a decision made by the Appeals Board. The application must be received in the Office of the Vice President for Enrollment and Student Services within five (5) business days after the date of the Appeals Board decision. Failure to make application for review within the time limit ends the right to make application for review unless the time limit is extended by the Vice President for Enrollment and Student Services. The application for review must contain the following information:

a) Name of the student(s) charged in the proceeding in which the Appeals Board has rendered a decision.

b) Name, address, and telephone number of the person making application for review.

c) A copy of the Appeals Board decision involved.

d) A statement as to what portion(s) of the Appeals Board decision the applicant wishes reviewed, and the reason(s) why the person making application for review considers the decision to be capricious, or the procedures followed to be fundamentally unfair.

e) A statement of the relief requested from the Vice President for Enrollment and Student Services by the person making application for review.

If the Vice President for Enrollment and Student Services elects to review a decision of the Appeals Board, either in part or entirely, the Vice President for Enrollment and Student Services may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review.

**5.4.14** The university reserves the right for the President or the President's designee to impose a different sanction after a determination of violation, than the sanction imposed by the Conduct Proceedings Officer, Hearing Officer, Hearing Body, Appeals Board, or others under these procedures.

### **5.5 Charges Involving Student Organizations**

All notices referred to in this document, when involving a Registered Student Organization, shall be sent to the president of the organization, at the president of the organization's last address on file with the Office of the Registrar, unless another representative of the organization is designated by the organization to receive such notices. When a Registered Student Organization is charged with a violation, the president of the organization shall represent the organization in the process described in Section 5, unless the Registered Student Organization designates some other representative. The representative of the student organization must be a registered student at Central Michigan, and must be a regular member of that organization.

### **5.6 Changes in Procedures**

**5.6.1** The procedures set forth herein shall apply throughout the calendar year. A university Hearing Officer may be appointed by the Conduct Proceedings Officer to hear a case at times when a university Hearing Body cannot be readily assembled such as when students are not in attendance at regular sessions, during exam week, summer sessions.

**5.6.2** These procedures are subject to change by the President of the university or designee. If any change is deemed necessary, any new procedures shall guarantee a fair hearing with due process.

### **5.7 Clarifying Processes**

Clarifying processes that are consistent with the Hearing Procedures in this document may be proposed by the Office of Student Conduct.

# 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 Conduct.

## 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 acknowledgment 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 submissions are 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.
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 counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person's ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.

8. Students must abide by the university's Policy on Research Integrity where applicable, which can be found under Policies at the following web address: [www.orsp.cmich.edu](http://www.orsp.cmich.edu). Applicability of this policy for students is found under I. GENERAL PROVISIONS, A. Applicability, number 3.

#### G. Computer Misuse Definition

Misuse of computers is disruptive, unethical, or illegal use of the university's computer resources, including any actions which violate the university's *Responsible Use of Computing*. 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. Information can be found at the following web address: [https://www.cmich.edu/office\\_president/general\\_counsel/Documents/p05003.pdf](https://www.cmich.edu/office_president/general_counsel/Documents/p05003.pdf).

#### 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.

(continued)

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 Conduct 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 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 circumstance, or acknowledging a violation.

##### **C. Determination of Academic Consequences of Violation**

After either (1) the instructor and student have discussed the alleged violation of the Academic Integrity Policy, or (2) the student has admitted that s/he violated the Academic Integrity Policy, or (3) the student has declined to discuss the violation, then the instructor will exercise his or her professional judgment in determining whether a violation has occurred, and, if so, what academic consequences are appropriate and what grade is appropriate for the assignment and course. Once this decision has been made, the instructor should communicate his/her decision to the student in writing. This may be done through regular mail, campus mail, email, or hand delivery to the student. The instructor should retain a copy of this communication. Instructors are encouraged to report serious violations of the Policy on Academic Integrity to the Office of Student Conduct, and to include a copy of this communication in the report.

If the student wishes to discuss the allegations but it is not possible to have this discussion before grades are due, or if the instructor is unable to contact the student before grades are due, the instructor shall determine whether to (1) forgo submitting a grade for the student or (2) submit a grade which has been lowered to reflect the consequences of academic misconduct. If the instructor decides not to submit a grade until the matter is resolved, the system will assign a grade of "N," which the instructor will remove once the discussion with the student has occurred. If the instructor submits a grade before a discussion with the student occurs, the instructor should notify the student of this decision and offer to discuss the matter. If, as a result of the discussion, the instructor determines that the evidence of the violation was faulty or insufficient to warrant a determination of academic misconduct, or if s/he determines that mitigating factors presented by the student warrant a less serious academic consequence than was reflected in the grade submitted, then s/he will file a change of grade request. In such a case, the instructor should communicate this decision to the student.

##### **D. Appeal of an Instructor's Decision**

A student may appeal the instructor's decision that a violation of the Policy has occurred, and/or the academic consequences imposed by the instructor. However, if a student has refused to discuss the matter with the instructor, s/he forfeits the right to such an appeal.

The appeal must be submitted in writing to the instructor and to the dean (or his/her designated representative, e.g., an associate dean) of the college in which the violation occurred no later than ten (10) university business days after the instructor notifies the student of her/his final decision, or ten (10) university business days after the final course grades have been posted, whichever is earlier. However, if a discussion between the student and instructor has been scheduled

to be held after grades are submitted, then the student shall have ten (10) university business days after the student has been notified of the instructor's decision. An appeal not made within the time limit will not be heard unless an exception is made by the dean of the college. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the instructor making the decision from which the appeal is made, and the remedy which the person appealing is requesting from the dean.

As soon as practical, the dean will convene a committee composed of faculty and students to hear the appeal and to make a recommendation to the dean. The dean will designate one member of the committee as the Proceedings Officer. The role of the committee is to advise the dean.

The student and the instructor are each permitted to have an advisor of his or her choice present at the hearing of the appeal. If either party's advisor is an attorney, that party must notify the Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student or instructor. The advisor is not permitted to ask or answer questions or make oral arguments. The Proceedings Officer is responsible for notifying members of the appeals committee of the appeal and for setting a time and place for holding a meeting of the appeals committee. The Proceedings Officer will provide notice of time and place of the meeting of the appeals committee to the student, instructor, and other University persons deemed appropriate by the Proceedings Officer.

The Proceedings Officer will retain the documentary evidence introduced at the hearing, as well as the record made of the hearing; these materials will be available to the appeals committee during its deliberations, and will be forwarded to the Dean with the committee's recommendation.

The appeals committee has the discretion to establish hearing procedures which are appropriate to the circumstances, fair to all parties involved, and respectful of the values of academic integrity. Normally, the participants in the appeals hearing will appear in person; however, in unusual cases, the appeals committee may allow participation by telephone.

The purpose of the appeals committee is to determine whether the instructor abused his or her professional discretion in finding that academic misconduct occurred and/or in the choice of academic consequences for such misconduct. It is not the purpose of the appeals committee to substitute its judgment for that of the instructor. It is not the purpose of the appeals committee to decide whether it would have reached the same decision had it been the instructor. It is not the function of the appeals committee to rehear the charges against the student. The burden of proof shall be upon the student to show that 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 Conduct**

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 Conduct 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 Conduct are being requested.
2. The instructor will forward all documentation supporting the allegation of violation to the Office of Student Conduct 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 Conduct 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 Conduct.

*Passed by Academic Senate May 5, 2009*

*Revised: 3/26/13*

*Editorially revised: 11/24/15; 2/8/17*

# Standards Leading to Teacher Certification

## Introduction

Students seeking to enter the Teacher Education program at Central Michigan University are screened using multiple criteria related to teacher excellence and the CLEAR model for teacher education. The selection criteria assess characteristics appropriate for students pursuing a professional teaching practice that is Content–or knowledge–driven, LEArner-centered and Reflective/Relevant to the multiple roles and contexts of the professional educator. Once a student is admitted, cognitive and affective skills are both developed and monitored throughout the teacher education experience, which stresses faculty mentoring of all prospective teachers.

Excellent teachers demonstrate an interest in students, an ability to relate to and communicate with diverse students in varied ways, as well as the ability to motivate and facilitate learning. Teacher candidates at CMU must be learner-centered and able to communicate both in writing and in face-to-face interactions with spontaneity and clarity. In addition, students must demonstrate the professional dispositions appropriate to the field of teaching in order to be recommended for certification. Such dispositions include values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and all members of the learning community and affect student learning, motivation, and development as well as the educator's own professional growth and development. Only qualified candidates will be recommended for certification. It is important to note any legal charge or conviction may impede a student's ability to progress through or be admitted to the teacher education program.

## Three Tiers of Candidacy

### Tier 1 Pre-Admission of Candidacy to Teacher Education

Students earning an Elementary or Secondary Standard Certificate must submit an application to teacher education. The application and the Tier 1 :Pre-Admission of Candidacy can be found on the CEHS Center for Student Services website ([www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css)) and the requirements of the Michigan Department of Education. Admission to the Tiers occurs twice a year, once in September and once in February. Elementary Education students must be admitted into Tier 1 to begin their Professional Education Sequence Courses. Secondary Education students must complete Tier 1 but will not begin their Professional Education Sequence Courses until after Tier 2: Admission of Candidacy is completed. Any changes mandated by the Michigan Department Education may become effective at any time during a student's program.

### Tier 2: Admission of Candidacy to Teacher Education

Elementary and Secondary teacher education students must complete all of the requirements for Tier 2 before beginning their next set of Professional Education Sequence courses. All of the requirements and Professional Education Sequence courses can be found on the CEHS Center for Student Services website. After admission to Tier 2 students take their Pre-Student Teaching courses, complete field experiences and take methods courses.

### Tier 3: Full Admission of Candidacy to Teacher Education

Tier 3 has been established to verify a candidate's ongoing growth and development in the CMU Teacher Education program. Requirements for Tier 3 can be found on the Center for Student Services website. These must be fulfilled to continue to student teaching. The requirements include, but are not limited to items such as successful completion of pre-student teaching, departmental approvals of all major and or minors and successful completion of all Professional Education coursework.

### Exit of Candidacy

On successful completion of the CMU Teacher Education program a student will move on to graduation and then be recommended for Michigan certification. For details on certification requirements consult the Center for Student Services website ([www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css)).

## Conflict Resolution and Appeal Procedure

1. A student who has a complaint regarding teacher certification decisions should make known his or her complaint as soon as possible, but in no case later than thirty days after the end of the semester. Any exception to the time limitation shall be for unusual and most compelling reasons. At each step of the process, the student will be given the opportunity to present relevant information, and the reasons for the decision will be explained to the student.
2. A student who feels that arbitrary and/or capricious decisions have been made in evaluating admission, or continuing requirements for the teacher education program, or in the recommendation for certification, should meet with the Assistant Director of Professional Education. (CEHS 421 The Center for Student Services)
3. If the student is still not satisfied, he or she may request in writing a consultation with the Director of Professional Education. In the absence of the Director of Professional Education, the student's request in writing should be sent to the Dean of the College of Education and Human Services. In such cases, the Dean shall act in place of the Director.
4. If the student is not satisfied with the decision of the Director of Professional Education, the student may submit an appeal in writing to the Professional Education Selection, Admission and Retention Committee. The Professional Education Selection, Admission and Retention Committee has the authority to overrule decisions made by the Director of Professional Education regarding admission or continuing requirements for the teacher education program or in the recommendation for certification. Appeal decisions made by the Professional Education Selection, Admission and Retention Committee are final.

## Teacher Certification

For this process, please contact the Assistant Director of Professional Education in CEHS 421.

### Postbaccalaureate Students

A postbaccalaureate student is defined as a student with a non-teaching bachelor's degree from a four-year regionally accredited institution who is seeking teacher certification, a student with a teaching degree who is seeking teacher certification and/or endorsement in an additional area, or a student with a teaching degree who is seeking standard or professional certification and/or endorsement in an additional area.

### Standard Teacher Certification for non-degree seeking Postbaccalaureate Students

1. Postbaccalaureate students must follow the "Standards Leading to Teacher Certification" as published in the Bulletin and meet Michigan Department of Education requirements.
2. Postbaccalaureate students must have majors and/or minors signed by a department advisor in the department offering the major or minor. The request for the declared major/minor will be initiated by the staff in the EHS Center for Student Services (989-774-3309). Certification will be recommended for those teaching areas in which CMU presently offers a major or minor. Course substitutions may be approved only by the department advisor.
3. Postbaccalaureate students must complete all Professional Education courses and other degree/certification requirements for either elementary or secondary students as published in the Bulletin.
4. The Teacher Education and Professional Development Department (TEPD) will submit a list of the names of all students applying for student teaching the following semester to each student's major and minor department for approval or denial.
5. The EHS Center for Student Services will audit the BSED degree of all students to certify that candidates have met all the requirements before confirming them for certification.

### Validity of a Standard Teaching Certificate

A current Elementary Standard Teaching Certificate is valid for teaching all subjects in grades kindergarten through five, and major and minor fields in grades six through eight (upon completion of the required subject area tests) as specified on the certificate and kindergarten through eight in a self-contained classroom. It is valid for five years and may be renewed continuously with each renewal being valid for an additional five years provided the applicant completes the Standard Teaching Certificate Renewal Requirements as described below.

A current Secondary Standard Certificate is valid in subject matter fields in grades six through twelve in which the applicant has completed a major(s) or minor(s) as specified on the certificate. It is valid for five years and may be renewed continuously with each renewal being valid for an additional five years provided the applicant completes the Standard Teaching Certificate Renewal Requirements as described below.

### Requirements for a Standard Teaching Certificate Renewal

The Standard Teaching Certificate Renewal is valid for five years and can be continuously renewed at the end of the five year period for an additional five years to a candidate who has met the following requirements:

1. Has submitted the appropriate application through [www.michigan.gov/moecs](http://www.michigan.gov/moecs).
2. Has presented evidence that he/she has completed one of the following options since the issuance of their most recent Standard Teaching Certificate or Standard Teaching Certificate Renewal:
  - a. Six semester hours of credit appropriate to the content and grade level of the certificate and endorsement areas at an approved educator preparation institution.
  - b. Six semester hours of credit in a planned course of study at an approved educator preparation institution.
  - c. 150 Michigan State Continuing Education Clock Hours (SCECHS) or District Provided Professional Development (DPPD) Hours appropriate to the content and grade level of the certificate and endorsement areas.

### Requirements for a Professional Teaching Certificate

The Professional Teaching Certificate is valid for five years and can be continuously renewed at the end of the five year period for an additional five years to a candidate who has met the following requirements:

1. Has submitted the appropriate application through [www.michigan.gov/moecs](http://www.michigan.gov/moecs).
2. Has taught successfully for three years according to the validity of his or her Standard Teaching Certificate.
3. Elementary applicants for the Professional Teaching Certificate must have completed six semester hours of credit at an approved educator preparation institution of reading methods coursework, and secondary applicants must have completed three semester credit hours of reading methods coursework at an approved educator preparation institution.
4. Has completed three semester hours of credit in reading diagnostics and remediation coursework, which includes a field experience. Beginning July 1, 2009 all teachers progressing from a Standard Teaching Certificate to the Professional Teaching Certificate must have completed three semester hours of credit in reading diagnostics and remediation coursework in accordance with Michigan Revised School Code MCL 380.1531 (4). At this time, Central Michigan University has established EDU 603 (Elementary Diagnosis, Remediation, and Differentiation of Reading Instruction) and EDU 606 (Secondary Diagnosis, Remediation, and Differentiation of Reading Instruction) to meet this requirement.
5. Has presented evidence that he/she has completed one of the following options since the issuance of their most recent Standard Teaching Certificate or Standard Teaching Certificate Renewal:
  - a. Six semester hours of credit appropriate to the content and grade level of the certificate and endorsement areas at an approved educator preparation institution.
  - b. Six semester hours of credit in a planned course of study at an approved educator preparation institution.
  - c. 150 Michigan State Continuing Education Clock Hours (SCECHS) or District Provided Professional Development (DPPD) Hours appropriate to the content and grade level of the certificate and endorsement areas.

### Requirements for a Professional Teaching Certificate Renewal

A Professional Teaching Certificate Renewal is valid for five years and can be renewed at the end of the five year period for an additional five years upon the applicant's completion of the following requirements:

1. Has submitted the appropriate application through [www.michigan.gov/moecs](http://www.michigan.gov/moecs).
2. Has presented evidence that he/she has completed one of the following options since the issuance of their most recent Professional Teaching Certificate or Professional Teaching Certificate Renewal:
  - a. Six semester hours of credit appropriate to the content and grade level of the certificate and endorsement areas at an approved educator preparation institution.
  - b. Six semester hours of credit in a planned course of study at an approved educator preparation institution.
  - c. 150 Michigan State Continuing Education Clock Hours (SCECHS) or District Provided Professional Development (DPPD) Hours appropriate to the content and grade level of the certificate and endorsement areas.

### Procedures for the Standard Teaching Certificate Renewal

The candidate shall:

1. Apply for a Standard Teaching Certificate Renewal through [www.michigan.gov/moecs](http://www.michigan.gov/moecs) when the last of the requirements have been met.
2. Submit a planned program of study beyond the bachelor's degree through [www.michigan.gov/moecs](http://www.michigan.gov/moecs) (when applicable). If the candidate has been admitted to a master's degree program, he/she may submit a copy of the Authorization of Graduate Degree Program, signed by the advisor. If the candidate has been admitted to an additional endorsement program, he/she may submit a copy of the endorsement evaluation, signed by the advisor.
3. Submit evidence of the equivalent in State Continuing Education Clock Hours (SCECHS) or District Provided Professional Development (DPPD) Hours (when applicable).
4. Send official transcripts directly to the Michigan Department of Education at [www.michigan.gov/moecs](http://www.michigan.gov/moecs).

Procedures for the Professional Teaching Certificate

The candidate shall:

1. Apply for a Professional Teaching Certificate through [www.michigan.gov/moecs](http://www.michigan.gov/moecs) when the last of the requirements have been met.
2. Submit a planned program of study beyond the bachelor's degree to [www.michigan.gov/moecs](http://www.michigan.gov/moecs) (when applicable). If the candidate has been admitted to a master's degree program, he/she may submit a copy of the Authorization of Graduate Degree Program, signed by the advisor. If the candidate has been admitted to an additional endorsement program, he/she may submit a copy of the endorsement evaluation, signed by the advisor.

3. Submit evidence of the equivalent in State Continuing Education Clock Hours (SCECHS) or District Provided Professional Development (DPPD) Hours (when applicable).
4. Send official transcripts directly to the Michigan Department of Education at [www.michigan.gov/moecs](http://www.michigan.gov/moecs).
5. Submit a completed Work Experience Verification Form, which can be found at [http://www.michigan.gov/documents/mde/WorkExperienceForm\\_2012\\_386545\\_7.pdf](http://www.michigan.gov/documents/mde/WorkExperienceForm_2012_386545_7.pdf), to [www.michigan.gov/moecs](http://www.michigan.gov/moecs).

### Procedures for the Professional Teaching Certificate Renewal

The candidate shall:

1. Apply for a Professional Teaching Certificate Renewal through [www.michigan.gov/moecs](http://www.michigan.gov/moecs) when the last of the requirements have been met.
2. Submit a planned program of study beyond the bachelor's degree through [www.michigan.gov/moecs](http://www.michigan.gov/moecs) (when applicable). If the candidate has been admitted to a master's degree program, he/she may submit a copy of the Authorization of Graduate Degree Program, signed by the advisor. If the candidate has been admitted to an additional endorsement program, he/she may submit a copy of the endorsement evaluation, signed by the advisor.
3. Submit evidence of the equivalent in State Continuing Education Clock Hours (SCECHS) or District Provided Professional Development (DPPD) Hours (when applicable).
4. Send official transcripts directly to the Michigan Department of Education at [www.michigan.gov/moecs](http://www.michigan.gov/moecs).

### Certificate Fee

Public Act 339 of 1988 requires the collection of a certification fee paid when billed by the Michigan Department of Education.

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## Updates and Corrections to the paper version of the 2018-2019 Global Campus Bulletin

### General:

Page 4 - Administration was updated.

Page 11 - Authorization - Ontario information was updated.

Page 13 - Military section - inserted reference to Student Service Fee, referring them to the fees section.

Page 16 - Military Drop/Withdrawal Refund Policy - This paragraph was added:

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of TA funds originally awarded. To comply with the new Department of Defense policy, Central Michigan University will return any unearned TA funds on a prorate basis through at least the 60% portion of the period for which the funds were provided. TA funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending.

Page 33 - Financial Information section - Tuition and Fees section updated.

Page 34 - Student Service Fee added. (Index was updated with page number)

Page 59 - Reference to where to find the Resident Status Policy was added.

Page 56 - Advanced Placement - Microeconomics - ECO 203 has been removed.

Page 60 - Graduation Requirements - The policy on two degrees has been editorially revised to reflect the Academic Senate's approval of some degrees to 120 hours.

### Degrees:

Page 113 - Master of Entrepreneurial Transactions - Admissions for Accelerated studies was added. Page 120 - MSA: Health Services Administration Concentration - Electives - HSC 552 has changed to an undergrad course, HSC 454 so will not be available as an elective on this program. Page 126 - MSA: Health Services Administration Certificate - Electives - HSC 552 has changed to an undergrad course, HSC 454 so will not be available as an elective on this program. Page 129 - Master of Public Health has a new concentration name: Master of Public Health: Public Health Practice Concentration.

Page 110 - M.S. in Nutrition and Dietetic, Option D is on hiatus.

### Majors/Minors:

Page 80 - Industrial Technology Minor - The requirements have changed for this minor, please follow the requirements listed online and in the posted PDF. Note: The Bachelor of Science in Nursing is available for viewing via the online location; admission for Fall 2019 begins November 2018. General Education / University Program

The following courses were approved for WI sections as of Spring 2019: ANT 465; EDU 310; FRN 375; PAD 211, PAD 411; PSC 347; REL 222, REL 337, REL 397. The following courses were approved for WI sections as of Summer 2019: REL 305. The following courses were approved for WI as of Spring 2019: BIO 576WI; HPS 300WI. The following courses were approved for WI as of Summer 2019: BIO 321WI; PHY 578WI. The following courses were approved for QR as of Spring 2019: BUS 503QR; PHL 141QR. The following courses were approved for UP as of Spring 2019: ART 103 (I-B); CGL 201 (IV-B). The following courses were approved for UP as of Summer 2019: ENG 382 (IV-C). Course Descriptions:

The following courses were changed after the Bulletin was published:

ART 126 - new description (Summer 2019): To develop an aesthetic awareness, appreciation, and understanding of the visual arts through an introduction to media, formal analysis, and interpretation. This course cannot be applied to any Art Major or Minor. This course may be offered in an online format. May be offered as Writing Intensive. (University Program Group I-B: The Arts) CPS 497 has a new description and prerequisite:

Open to students with permission of instructor. May be taken for credit more than once, total credit not to exceed 6 hours. Prerequisite: permission of instructor. (Spring 2019) EDL 696 has new hours, description:

EDL 696 Higher Education Practicum 1-9(Spec)

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 MA 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. (Spring 2019) EDL 697 has new hours: EDL 697 College Teaching Internship 1-6(Spec) (Spring 2019) EDU 590 has new title, hours, remove cross listing with SPE 510, description, prerequisites:

EDU 590 Foundations for Learning, Design, and Technology in Education 3(3-0) Integration of technology in classroom instruction and management, with emphasis upon lesson design and evaluation of software, applications, and devices. This course may be offered in an online format. Prerequisites: EDU 290, junior standing; or graduate status. (Spring 2019) EDU 642 has new title, description, prerequisites:

EDU 642 Creating Instructional Media 3(3-0)

Creation, evaluation, and implementation of multimedia technologies in classroom environments. Special attention is given to the theoretical and pedagogical principles underlying the use of multimedia. This course may be offered in an online format. Prerequisites: EDU 590 or graduate status. (Spring 2019) EDU 653 has new title, hours, description, and prerequisites:

EDU 653 Higher Order Web-Mediated Learning 3(3-0)

Study of emerging Web technologies and practical skills for using the Web to creatively construct and communicate knowledge about educational topics. This course may be offered in an online format. Prerequisites: EDU 590 or graduate status. (Spring 2019) EDU 707 has new title, description, prerequisites:

EDU 707 Issues in Learning, Design, and Technology 3(3-0)

Selected issues relative to new learning technologies in online and blended learning spaces. Emphasis upon the learning theory which supports applied technologies.

This course may be offered in an online format. Prerequisite: EDU 590 or graduate status. (Spring 2019) FRN 101 description is changed to add online delivery format. (Spring 2019) HPS Courses - As of Spring 2019, the following courses had a designator change to NUR: 300WI, 301, 302, 320, 321, 322, 323, 390, 400, 401, 499.

(Nursing Program begins Fall 2019) IET 279 has a new description:

Explores resultants, static equilibrium in trusses, frames, beams, and machines Includes centroids, mass moment of inertia, and systems involving friction and distributed loads. Prerequisites: One of the following: MTH 130, 132, 133; PHY 130 or 145; PHY 170 or 175; permission of E&T advisor; cumulative GPA of 2.5 or higher. (Spring 2019) PSC 513 has online delivery format added to description. (Spring 2019) SPE 510 is no longer cross-listed with EDU 590, description is changed:

Students will study and practice the integration of technology in classroom instruction and management, with emphasis upon software evaluation and lesson design.

This course is approved for offering in a distance learning format. Prerequisite: EDU 290 or graduate status. (Spring 2019) New Courses (Spring 2019): EDL 611, 793.

New Courses (Summer 2019): BIO 321WI; ENG 382. NOTE: Please check back as corrections or updates may be listed as they are discovered.

4/1/19

The Editor regrets any inconvenience to faculty, staff and students caused by errors to the paper bulletin. If you have any concerns, please call 989-774-1590 or mcgui1g@mail.cmich.edu.

The purpose of this bulletin is to provide information about CMU's academic programs available in the 2018-19 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.

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