



## 2019-2020 Graduate Studies **Bulletin**

Volume 122

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Graduate Catalog

The purpose of this bulletin is to provide information about CMU's academic programs available in the 2019-20 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.

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# Welcome



From the moment you stepped onto our campus, your success became our top priority. Our primary 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. Our faculty, staff and administrators are here to provide you with a positive learning experience in a welcoming, supportive environment.

While you're here, you'll take classes in state-of-the-art classrooms, learn from faculty who are experts in their fields and engage in hands-on learning. We are among only 5 percent of U.S. universities in the highest two Carnegie research classifications. Use this bulletin to explore the many educational opportunities offered here at CMU.

On our campus, you'll meet people who share your passions and explore new ones in one of nearly 400 student organizations. Our nationally recognized leadership and volunteer programs will help you learn more about yourself and direct your talents to make a difference in your community.

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 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.

Sincerely,

A handwritten signature in black ink, appearing to read "R. O. Davies". The signature is fluid and cursive, with a long horizontal line extending to the right.

Robert O. Davies, Ph.D.  
President



## From Graduate Studies...

Welcome to new and returning graduate students at Central Michigan University. I would like to encourage potential students to consider one of our many outstanding programs at the graduate certificate, master and doctoral levels.

An advanced degree is increasingly required for jobs that lead to professionally and financially rewarding careers. CMU is classified by the Carnegie Foundation as a doctoral research university and is one of America's 100 largest universities. Located in the classic college town of Mount Pleasant, CMU offers a friendly, safe and accessible campus.

Almost every academic department in CMU's seven colleges offers at least one master's degree in addition to interdisciplinary programs. Doctoral degrees include Biochemistry, Cell and Molecular Biology; Earth and Ecosystem Science; Educational Leadership, Educational Technology, Health Administration, History, Mathematical Sciences; Neuroscience; Psychology; Science of Advanced Materials; and Statistics and Analytics. Professional degrees include a Master of Arts in School Counseling, Clinical Mental Health Counseling, or Addiction Counseling; Master of Business Administration; a Master of Science in Nutrition & Dietetics; and a Master of Arts in Speech Language Pathology, as well as doctorates in Audiology, Physical Therapy and Medicine.

In addition to our on-campus programs, CMU serves students across the U.S. and around the world, either online or at one of more than 45 off-campus locations. This includes our most popular program, the Master of Science in Administration, with concentrations such as Engineering Management, Human Resources Administration and Public Administration.

Beyond the classroom, the CMU experience includes hands-on research opportunities, outdoor recreation, 18 Division I sports teams that have won 40 Mid-American Conference championships in the past decade, and nearly 400 student organizations.

As you use this *Graduate Studies Bulletin* to explore all the details related to graduate school, please know that help is only a phone call or e-mail away. From our offices, to the graduate coordinator of your program, to your faculty thesis-supervisor for research-based programs, we're here to support you.

Thank you for choosing CMU. Our senior administration, graduate staff and, most importantly, hundreds of outstanding faculty members are dedicated to guiding you through this stage of your education. In return, you'll take away a valuable graduate degree and lasting, fond memories of your experience as a Chippewa.

David E. Ash  
Vice President for Research and Dean of Graduate Studies



# Administration

## Board of Trustees

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**Heather L. Smith** (2014) Interim Associate Vice President for University Communications; B.A., M.S.A., Central Michigan University

**Anthony A. Voisin** (1985) Interim Vice President for Enrollment and Student Services; B.A.A., M.A., Central Michigan University

**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 behind each name 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 Society for Biochemistry and Molecular Biology; American Chemical Society; Accreditation Board for Engineering & Technology (<http://www.abet.org>); Commission on English Language Program Accreditation; 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 1; National Association of School Psychologists; Network of Schools of Public Policy, Affairs and Administration; Council on Social Work Education; Commission on Sport Management Accreditation. 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 Licensure, Regulatory Services & Human Capital. Further information regarding specific program accreditation status is located at: [https://www.cmich.edu/office\\_provost/AcademicAffairs/Accreditation/](https://www.cmich.edu/office_provost/AcademicAffairs/Accreditation/).

### Student Learning Outcomes Assessment

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

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

### 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.

# University Calendar

## Mount Pleasant Campus Tentative

Summer Sessions	2019	2020	2021
<b>First Session (Six Weeks)</b>			
Classes Begin	May 13	May 18	May 17
Registration - Drop/Add Ends	May 14	May 19	May 18
Memorial Day Recess	May 27	May 25	May 31
Classes End	June 20	June 25	June 24
<b>Second Session (Six Weeks)</b>			
Classes Begin	June 24	June 29	June 28
Independence Day Recess	July 4	July 3	July 5
Classes End	Aug. 1	Aug. 6	Aug. 5
<b>Fall Semester</b>	<b>2019</b>	<b>2020**</b>	<b>2021**</b>
Faculty Preparation Week Begins	Aug. 19	Aug. 24	Aug. 23
Classes Begin	Aug. 26	Aug. 31	Aug. 30
Registration - Drop/Add Ends	Aug. 30	Sept. 4	Sept. 3
Labor Day Recess	Sept. 2	Sept. 7	Sept. 6
Thanksgiving Recess (5:00 p.m. Wed - 8:00 a.m. Mon.)	Nov. 27-Dec. 2	Nov. 25-30	Nov. 24-29
Classes End	Dec. 7	Dec. 12	Dec. 11
Examination Week	Dec. 9-13	Dec. 14-18	Dec. 13-17
Semester Ends	Dec. 14	Dec. 19	Dec. 18
Commencement	Dec. 14	Dec. 19	Dec. 18
<b>Spring Semester</b>	<b>2020</b>	<b>2021**</b>	<b>2022**</b>
Faculty Preparation Week Begins	Jan. 9	Jan. 7	Jan. 6
Classes Begin	Jan. 13	Jan. 11	Jan. 10
Registration-Drop/Add Ends	Jan 17	Jan. 15	Jan. 14
Martin Luther King Jr. Day (no classes)	Jan 20	Jan. 18	Jan. 17
Spring Recess 1:00 p.m. Sat -8:00 a.m. Mon.	March 7-16	March 6-15	Mar. 5-14
No Classes	April 2-3	April 1-2	Mar. 31-Apr. 1
Classes End	May 2	May 1	Apr. 29
Examination Week	May 4-8	May 3-7	May 2-6
Semester Ends	May 9	May 8	May 7
Commencement	May 9	May 8	May 7

See <https://www.cmich.edu/ess/registrar/RegistrarCalendars/Pages/default.aspx> for updates to the semester calendar.

\*See <https://www.cmich.edu/global/calendar/Pages/default.aspx> for off-campus and online academic calendar information.

\*\*Subject to future Faculty Association collective bargaining.

## CMU - A Brief History

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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.

Thirty-one students attended classes in second-floor rooms over an office on the corner of Main and Michigan streets in downtown Mount Pleasant. Most students at the time were eighth-grade graduates, attending the "Normal" for a few weeks or months prior to beginning their careers as teachers. Within the first two years, land was acquired and a \$10,000 Normal School Building was constructed where Warriner Hall now stands.

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, one of which — Grawn Hall — is still in use, though substantially remodeled. Enrollment had more than tripled in 10 years to 450 students. In 1925, a fire destroyed the school's main building, and Warriner Hall was built to replace it.

Throughout this time, Central's educational offerings also were growing more comprehensive. Students completing two years of schooling beyond high school began receiving their life teaching certificates in 1903. 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, the first large student residence halls were built, and Central's first master's degree was accredited by the North Central Association.

On June 1, 1959, with 40 buildings standing on a 235-acre campus and an enrollment of 4,500 students, Central was renamed Central Michigan University, a designation that reflected growth in the complexity of the school's academic offerings as well as its physical growth in the post-war period.

Through the 1960s, enrollment grew from 4,500 to more than 14,000 students. The enormous rate of growth caused significant change in the character of the university. Buildings were constructed on the land south of Preston Street, more than doubling the physical size of the campus.

The gift of Neithercut Woodland near Farwell and the establishment of CMU's Biological Station on Beaver Island gave the university valuable facilities for specialized studies.

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. Other construction followed, including the Dow Science Complex, Applied Business Studies Complex and Student Activity Center. CMU's Global Campus continued to grow as well, and the university offered its first online courses in 1994 to students around the world.

Campus continued to expand with the addition of academic, athletic and residential buildings through the 1990s and the early 21st century. The modern Music Building was opened in 1997, followed by a \$50 million expansion of Park Library in 2002, and the state-of-the-art Health Professions Building and several residence halls in 2003.

CMU's newest buildings are the technologically advanced and LEED-certified Education and Human Services Building, which opened in 2009, and the CMU Events Center, which opened in December 2010. 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.

In addition, the state-of-the-art Biosciences Building, the largest capital project in CMU history, opened for classes in January 2017. The facility serves students and faculty in the biological sciences disciplines from molecular biology and biochemistry to organismal biology and ecology, houses 40 research-active faculty members, and provides space for classrooms and laboratories. A new baseball performance center

Renovation and expansion to Grawn Hall, home of the College of Business Administration, was completed in fall 2017. Renovations to the oldest building on CMU's campus added another 6,600 square feet between two stories. In March 2018, construction began on the new 50,000-square-foot Center for Integrated Health Studies, which will allow CMU health care programs to expand.

And 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

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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.
- The award-winning Honors Program administers the prestigious Centralis Scholarship Program and oversees approximately 200 faculty-mentored honors undergraduate research projects annually.
- Thousands of students work through the Mary Ellen Brandell Volunteer Center to help others locally, nationally and around the world, with nearly 70 percent of students volunteering each year. CMU ranks third in the nation for number of Alternative Breaks trip taken, according to Break Away's 2016-17 survey.
- Leadership Safari, a five-day leadership experience for new students, celebrated its 21st year in 2017. More than 2,100 students participate each year, led by nearly 300 student staff volunteers.
- CMU's economic impact on Michigan was \$1.2 billion in fiscal year 2016, and CMU accounted for the creation of nearly 12,000 jobs throughout the state, according to an Anderson Economic Group study.
- CMU is a state and national leader in the charter school movement, with 20 years of experience launching, supporting and overseeing charter public schools. CMU authorizes 57 schools educating more than 28,000 students in grades K-12.
- 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.
- CMU's academic residence halls enhance learning and community in business, education and human services, health professions, science and engineering, music, honors, leadership, and public service.
- Fourteen new academic, athletic and residential buildings have been built on CMU's campus in the past 16 years, including the Biosciences Building, which opened September 2016, and the Center for Integrated Health Sciences, which is under construction.
- 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.

## 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. Features include:

**Culture and Entertainment.** University Theatre, University Events, the School of Music and the student-run Program Board offer year-round world-class plays, entertainment and other exciting activities. With more than 94,000 square feet of space, the John G. Kulhavi Events Center serves the cultural and entertainment needs of the campus and community, hosting a wide variety of events, from commencements to concerts to speaking engagements to business expos.

**Athletics.** CMU competes in 18 men's and women's sports. CMU's NCAA Division I student-athletes are accomplished on the field and in the classroom. CMU has won more than 80 MAC championships in 16 different sports, and the football program has participated in a postseason bowl game in nine of the past 11 years. The CMU Chippewas won the league's top award, the Cartwright Award for overall excellence, in 2009 and 2015, and CMU also earned its third consecutive MAC Institutional Sportsmanship award in 2017. CMU's student-athletes have averaged a GPA of 3.0 or higher for 38 consecutive semesters.

**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.

*Tours of campus are available weekdays and many Saturdays and are arranged through the Admissions Office. Call 989-774-3076 or 888-292-5366.*

# Mission, Vision, Values, and Strategic Plan

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## 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 127 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

### Doctoral Degrees

Audiology (Au.D.)  
 Biochemistry, Cell and Molecular Biology (Ph.D.)  
 Earth and Ecosystem Science (Ph.D.)  
 Education: Educational Leadership (Ed.D.)\*  
 Educational Leadership (Ph.D.)  
 Educational Technology (D.E.T.)\*  
 Health Administration (D.H.A.)\*  
 History (Ph.D.)  
 Mathematical Sciences (Ph.D.)  
 Medicine (M.D.)  
 Neuroscience (Ph.D.)  
 Physical Therapy (D.P.T.)  
 Psychology, Applied Experimental (Ph.D.)  
 Psychology, Clinical (Ph.D.)  
 Psychology, Industrial/Organizational (Ph.D.)  
 Psychology, School (Ph.D.)  
 Science of Advanced Materials (Ph.D.)  
 Statistics and Analytics (Ph.D.)

### Specialist's Degrees

General Educational Administration\*  
 Psychological Services: School Psychology

### Master's Degrees

Administration (M.S.A.)\*  
 Apparel Product Development and Merchandising Technology (M.S.)  
 Applied Statistics and Analytics (M.S.)  
 Biology (M.S.)  
 Biochemistry, Cell and Molecular Biology (M.S.)  
 Broadcast and Cinematic Arts (M.A.)  
 Business Administration (M.B.A.)\*  
 Chemistry (M.S.)  
 Chemistry, Teaching College (M.A.)  
 Communication (M.A.)  
 Computer Science (M.S.)  
 Counseling (M.A.)\*  
 Cultural Resource Management (M.A.)  
 Economics (M.A.)  
 Education\* (M.A.)  
 Educational Leadership (M.A.)\*  
 Engineering (M.S.)  
 English Language and Literature (M.A.)  
 English Composition & Communication (M.A.)  
 Entrepreneurial Ventures (M.E.V.)\*  
 Exercise Physiology (M.S.)  
 Geographic Information Sciences (M.S.)  
 Health Administration (M.H.A.)\*  
 Higher Education Administration (M.A.)  
 History (M.A.)  
 History, Joint (M.A.)  
 Information Systems (M.S.)\*  
 Learning, Design and Technology (M.A.)  
 Mathematics (M.A.)  
 Music (M.M.)  
 Neuroscience (M.S.)  
 Nutrition & Dietetics (M.S.)\*  
 Physician Assistant (M.S.)  
 Physics (M.S.)

Psychology, Experimental (M.S.)  
 Psychology, Industrial/Organizational (M.A.)  
 Public Administration (M.P.A.)\*  
 Public Health: Public Health Practice Concentration (M.P.H.)\*  
 Reading and Literacy (K-12) (M.A.)\*  
 Special Education: The Master Teacher (M.A.)\*  
 Speech-Language Pathology (M.A.)  
 Sport Administration (M.A.)  
 Teaching English to Speakers of Other Languages (TESOL) (M.A.)

### Accelerated Degrees (Bachelor's and Master's)

*See page 34 for more information.*

Administration (MSA)\*  
 Apparel Product Development and Merchandising Technology\*  
 Applied Statistics and Analytics  
 Business Administration (MBA)  
 Computer Science  
 Economics  
 Engineering  
 English Language and Literature  
 English Composition & Communication  
 Entrepreneurial Ventures  
 Geographic Information Sciences  
 History  
 Mathematics  
 Psychology, Experimental  
 Teaching English to Speakers of Other Languages

### Graduate Certificates

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\*  
 Integrated Homeland Security  
 International Administration\*  
 International Health \*  
 Leadership\*  
 Learning, Design and Technology\*  
 Modern History  
 Nonprofit Leadership  
 Philanthropy and Fund Raising\*  
 Project Management\*  
 Public Administration\*  
 Recreation and Park Administration\*  
 Research Administration\*  
 Training and Development\*  
 United States History

\*Many graduate programs listed here are offered online or at Global Campus locations. See <http://global.cmich.edu>.

**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 Science in Nursing (RN-to-BSN)\*  
 Bachelor of Social Work

**Undergraduate Certificates:**

An Undergraduate Certificate signifies completion of certain prescribed coursework. Certificates are offered in:

African and African Diaspora Studies  
 American Indian Studies  
 Citizenship Engagement  
 Corporate Video  
 Creative Writing  
 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  
 Social Justice in Global Health,  
 Technical and Professional Writing  
 TESOL  
 Translation (English and Spanish)

(\*Some programs are offered online or at Global Campus locations.)

**Colleges of the University****College of the Arts and Media**

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

**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 Education and Human Services**

Department of Counseling and Special Education  
 Department of Educational Leadership  
 Department of Fashion, Interior Design, and Merchandising  
 Department of Human Development and Family 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  
 Department of Physical Education and Sport  
 Department of Physical Therapy  
 School of Rehabilitation and Medical Sciences

**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 & Biochemistry  
 Department of Computer Science  
 Department of Earth & Atmospheric Sciences  
 School of Engineering & Technology  
 Department of Geography & Environmental Studies  
 Department of Mathematics  
 Department of Physics  
 Department of Statistics, Actuarial and Data Sciences

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## College of Graduate Studies

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*Central Michigan University's Foust Hall houses the Office of Research and Graduate Studies.*

### The College of Graduate Studies

The College of Graduate Studies is the primary administrative unit for graduate students enrolled at CMU. On a daily basis, the College of Graduate Studies and Applications Processing handles all types of issues affecting graduate students.

The Office of Research and Graduate Studies is the academic authority for the College of Graduate Studies. Working in partnership with CMU's six other colleges, the Vice President for Research and Dean of Graduate Studies works to ensure the highest academic quality in all graduate programs, promotes and supports graduate student research and creative endeavors, as well as a myriad of other efforts to support the academic mission of the College of Graduate Studies and Central Michigan University.

Applications Processing assists prospective, new, and current graduate students with the admissions process at CMU. The Registrar's Office handles the graduation process. Applications Processing and the Registrar's Office are here to assist and support your educational endeavors.

The staff of the College of Graduate Studies is here for you. If you have questions of an academic nature, we encourage you to contact your academic program, or the Office of Research and Graduate Studies. Any of our staff in the College of Graduate Studies are happy to be of assistance.

#### **Contact information:**

**College of Graduate Studies**  
Central Michigan University  
Mount Pleasant, Michigan 48859  
[www.grad.cmich.edu](http://www.grad.cmich.edu)  
[grad@cmich.edu](mailto:grad@cmich.edu)

#### **Office of Research and Graduate Studies**

Foust 251  
989-774-6777

#### **Applications Processing**

Ronan 260  
989-774-4444

### Campus Visits

Graduate Studies welcomes visits from prospective students and their families to Mount Pleasant and the CMU community. The College of Graduate Studies can provide campus maps and information. Students should contact the academic departments before their visit and set up appointments to meet with faculty members, department chairs, or graduate coordinators.

If you arrive by car, stop first at CMU Parking Services located in the CMU Police office in the Combined Services Building on East Campus Drive (between Broomfield and Preston streets), for assistance with visitor parking.

### Using this Bulletin

Take time to carefully read the general and academic information sections of this *Graduate Studies Bulletin*. These explain university policies and procedures that govern your academic degree and you are expected to know. This section also describes services and programs available to you. To find the department in your area of interest, consult the Index of this *Bulletin*. Each departmental section begins with the chairperson's office address and telephone number.



## 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>.

### Rematriculation

Please see the *Updates and Corrections to the paper version* on page 264 of this pdf for information regarding rematriculation.

### 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, the 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 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 Early Childhood Development and Learning; 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 Industrial Administration, and Organizational Administration; Bachelor of Science, Major in Early Childhood Development and Learning; 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 International Relations; Bachelor of Science, Major in Political Science; Bachelor of Science, Major in Psychology; Bachelor of Science, Major in Public and Nonprofit Administration; Bachelor of Science in Business Administration: General Business Administration with Applied Business Communication Concentration; Undergraduate Certificate in Cybersecurity, Professional and Technical Writing, and Social Media; Graduate Certificates in Administrative Essentials, College Teaching, Cybersecurity, ERP Using SAP Software, Health Systems Leadership, 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 Learning, Design, and 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, Integrated Homeland Security, 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, Public Administration, and Training and Development.

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 Wright Patterson Air Force Base: 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.

**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 <http://www.schev.edu/index/students-and-parents/resources/student-complaints>.

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".

The Virginia State Approving Agency (SAA), is the approving authority of education and training programs for Virginia. Their office investigates complaints of GI Bill beneficiaries. While most complaints should initially follow the school grievance policy, if the situation cannot be resolved at the school, the beneficiary should contact the Virginia SAA office via email to [saa@dvs.virginia.gov](mailto:saa@dvs.virginia.gov).

Transfer Credit Student Notification: When a student is awarded transfer credit, a notification from the department is sent to the student indicating the number of credits they have been awarded. Additionally, the transfer credits are also input into Degree Progress, CMU's online tool for students to track their course requirements needed for graduation. We also provide transfer credit information for students to the Department of Veterans Affairs when requested as part of a compliance survey.

**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 applied arts degree with a major in administration, early childhood development and learning, or fashion merchandising and design; 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, international relations, political science, psychology, or public and nonprofit administration; a bachelor of science in education degree with provisional elementary certification; or a bachelor of science in engineering technology. 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, learning, design and technology, reading and literacy K-12, special education, sport administration, or teacher leadership; 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: public health practice, 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, integrated homeland security, 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 degree 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: Industrial Administration, Organization Administration, and Service Sector Administration concentrations; Early Childhood Development and Learning Major; Fashion Merchandising and Design Major: Product Development and Visual Merchandising concentrations)
- Bachelor of Science with an option in Community Development with concentrations in Community Services, Health Sciences, and Public Administration
- Bachelor of Science (majors: Administration: Industrial Administration, Organization Administration, and Service Sector Administration concentrations; Early Childhood Development and Learning Major; Fashion Merchandising and Design Major: Product Development and Visual Merchandising concentrations; Integrated Leadership Studies Major, International Relations Major; Political Science Major; Psychology Major; or Public and Nonprofit Administration 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 Bovee University Center 110 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 undergraduate or 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, National Guard, 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 their 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 19-20 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

Active duty members, reservists or National 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, 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 Services Support Fee

See Fees in the index for the Student Services Support 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.

Central Michigan University will not impose penalties upon any student using Chapter 31 or Chapter 33 VA education benefits who is unable to meet their financial obligations to the university, due to delayed disbursement from the VA.

To prevent imposing penalties upon students using GI Bill® benefits, all students utilizing those benefits will be required to submit an Enrollment Certification Request (ECR) form ([www.cmich.edu/veterans/ecr](http://www.cmich.edu/veterans/ecr)) and upload the Certificate of Eligibility (CoE) they received from the VA, prior to the billing due date for that semester. Students with Post 9/11 GI Bill® eligibility of less than 100% will be required to pay the difference between their financial obligation, and the amount expected from the VA, prior to the established due date, unless other arrangements are made by mutual agreement with the university.

Those students who are using Chapter 33 Post 9/11 GI Bill® eligibility that has been transferred to them from a sponsor, are responsible for ensuring they understand how much of their entitlement remains at the beginning of the semester. Residual financial obligation resulting from the expiration of VA entitlement is the sole responsibility of the student.

**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 degree plan.
- All graduate students consult with their academic advisor upon admission to CMU and develop an appropriate degree plan.

**Note:** Students changing or adding a degree or certificate program as a dual objective must execute a new degree plan. As part of the new degree 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 degree 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>.

- EECRs 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 Financial Aid Manual ([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)) 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.va.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.

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

- *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, 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 degree 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, military 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.

(Continued)



With a verified absence notification for the office of the AVP of 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 more information.

## 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 and 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.

## 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 UC, 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: [micup-step@cmich.edu](mailto:micup-step@cmich.edu).



## Office of Global Engagement

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

### Mission

The Office of Global Engagement (OGE) 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 OGE 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 OGE 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 OGE 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 OGE:

- 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.

**Student Government Association (SGA).** SGA is recognized as the representative governing body for CMU students. By becoming active in SGA, any student may participate in the formation of policies, procedures, and programs which affect his or her education. The major function of the Student Government Association is to represent the interests and needs of all students, including new ideas or concerns of the university community. People who have an interest in working with an issue that relates to the student body or are interested in serving on university committees may contact SGA for information. SGA elections are held every year to select officers and representatives, however, any student may participate in committees without being an elected member.

**Student Organization Center (SOC),** located on the lower level of the Bovee University Center, acts as a gathering place for student organizations on campus. Here you will find offices for Program Board (PB), Student Government Association (SGA), Residence Hall Assembly (RHA), and Alternate Breaks (AB).

Students interested in participating in campus activities should contact the Office of Student Activities and Involvement. See <http://www.cmich.edu/sai> for more information.

**Program Board.** Program Board is a student committee which reports to the Office of Student Activities and Involvement. It is a learning experience for students interested in all aspects of the entertainment

field, such as contract negotiations, marketing, promotions, graphic design, and special events. Program Board plans, schedules, and conducts social and educational events that occur outside of the classroom, and complement the academic curriculum. Programming includes performing artists and speakers, as well as major concerts and films. Students have the opportunity to participate in selecting which performers come to campus, and to learn how to effectively plan and co-sponsor events with other campus organizations.

## 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.

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, 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](http://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)

To file a complaint regarding Sexual Misconduct please click the following link, <https://ocrieconcernreportingtool.apps.cmich.edu/#/>

## 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 Sexual Misconduct 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 is a confidential, impartial, and informal resource for addressing student concerns across the Central Michigan University community. The Ombudsperson assists students, faculty, staff, and administrators with identifying and interpreting university policies and procedures that may apply to student concerns. In addition, the Ombudsperson provides input on policies and practices to reduce confusion or misinterpretation.

The Ombudsperson is an advocate for fairness and due process in all matters presented to the Student Ombuds Office. Consulting the Ombudsperson does not constitute filing a formal complaint or giving notice to the University, however, a consultation with the Ombudsperson is strongly recommended before submitting a formal complaint or grievance.

Following a request for assistance, an Ombudsperson will take one or more of the following actions:

1. Explain relevant student rights and responsibilities;
2. Review relevant university policies or regulation;
3. Suggest fair and equitable options;
4. Identify and provide a referral to appropriate university resources;
5. Investigate, when necessary.

The Student Ombuds Office does not provide legal advice, psychological counseling, or advocacy, and instead seeks to inform visitors and empower them to address their own concerns. The Ombudsperson does not represent students or instructors at academic grievance or disciplinary hearings, mediate disputes between students, faculty, staff and external agencies, between or among faculty or between faculty and administrators.

E-mail: [ombuds@cmich.edu](mailto:ombuds@cmich.edu)

Phone: 989-774-3010

Web: <https://www.cmich.edu/ess/ombuds/Pages/contact.aspx>

## Student Academic Division Complaint Tracking Procedures

The purpose of this 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>.

## University Libraries

### Kathy Irwin, Dean

The University Library in the Charles V. Park Library building offers a wide range of collections and services in support of CMU students, faculty, and staff. Its collections contain more than 1,000,000 books and other print items, more than 300,000 electronic books, 125 electronic databases, electronic access to the full-text content to approximately 70,000 journals, and more than 15,000 multimedia items. Electronic collections are accessible around the clock, both on and off campus. Additionally, the Park Library is a selective federal and state government document depository library, providing access to items published by the United States Government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library's *Documents on Demand* service.

More than just a collection of materials, the University Library provides a wide array of library services and study spaces. Librarians are available to assist students, faculty, and staff with research projects and to help users effectively access library resources. Users may consult with a librarian in person, by email, chat, or telephone. The librarians also provide formal, course-specific library instruction to classes upon request by a faculty member.

More than 300 computer workstations, including both Windows and Macs, are available within the building, and wireless access is available for laptops and mobile devices. Printers, photocopiers, and scanners are also available. A variety of study areas exist including individual study rooms, group study rooms, open study tables and carrels, and collaborative study areas. Group rooms and collaborative study areas offer marker boards and digital display monitors. During the fall and spring semesters, the building is open more than 100 hours per week and the extended-hours study room is open 24/4. Building hours are shorter during break weeks and the summer semester.

Academic support services located in the Park Library include the Writing Center, the Mathematics Assistance Center, the Presentation Skills Center, the Statistical Consulting Center, Student Disabilities Services, the OIT Help Desk, and the combined Online Exam Proctoring Center and Certified Testing Center. Also located in the building is the office of Curriculum and Instructional Support, which includes the Academic Senate.

Students enrolled in CMU's online and off-campus programs have full access to the library's services and resources. Librarians will provide virtual research assistance and instruction. Documents on Demand will deliver electronic copies of journal articles and book chapters and will mail print books to students upon request. There is no charge for this service, and electronic requests are typically filled within 24-48 hours.

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

### Clarke Historical Library

The Clarke Historical Library collects print and manuscript items regarding Michigan and the Old Northwest Territory. The Library's holdings are extensive. Over 76,000 printed items, 3,570 manuscript collections, 11,000 reels of microfilm, 16,000 visual images, and 2,300 maps document all aspects of life in Michigan. In addition to this main area of concern, the Clarke Historical Library has also developed a variety of "special" collections. These include the Lucile Clarke Memorial Children's Library, one of the finest collections of children's literature in the country, the Class of 1967 Presidential Campaign Biographies collection, Native American material, the Central Michigan University archives, and the Wilbert Wright Collection of Africana and Afro-Americana. Because of the uniqueness of much of the material in the Clarke Historical Library, items in the Library are not available for circulation but must be consulted in the Clarke Historical Library's reading room located in 142 Park Library. Hours of service are posted, but patrons may dial 774-3352 for Library hours or 774-3864 for reference assistance.

The Clarke Historical Library was established in 1954 with the gift of 1,575 volumes from Dr. Norman E. Clarke Sr., who received his bachelor's degree from Central in 1920. In subsequent years Dr. Clarke Sr. supported the Library through the donation of a large number of books, the establishment of the Lucile M. Clarke Memorial Children's

Library, named in honor of his first wife, and the creation of an endowment to partially underwrite the Library's ongoing needs. Dr. Clarke Sr. died in 1984 but his family continues to be actively engaged in the Library's work.

## Office of Information Technology

### Roger Rehm, Vice President/Technology/CIO

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 is expanding and strengthening an already robust wireless network.
- CMU students receive a printing allocation that is usable in labs and print stations across campus.
- 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 being 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/centralink>. *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.

**The CMU Network:** CMU maintains a very comprehensive networking infrastructure to support the work of its students, faculty and staff. In addition to the traditional wired Ethernet network, wireless access is available in all of CMU's residence halls and academic buildings. Computer users are required to register their machines to use the network and are presented with the online registration process when they first access the CMU network.

**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/centralink> and accessing My Account and going to "My Profile."

**Cellular Phone Services:** OIT offers Verizon, AT&T, and Sprint cellular  
(continued)



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 <https://www.cmich.edu/fas/fsr/cps/Pages/default.aspx> 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.

**Public Computer Labs:** State of the art instructional and student technology labs are strategically located throughout the campus to provide easy access for students and faculty. Many of the instructional and student labs operate extended daily hours and weekends. Find out more by visiting <http://labs.cmich.edu>.

**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>.

## CMU Police Department

### Chief Larry Klaus, Director of Police Services

Combined Services Building, 1720 S. East Campus Dr., Mount Pleasant, MI 48859; 989-774-3081 (Please call 911 for all emergencies.)

The Central Michigan University Police Department works in partnership with the entire university community to maintain a safe, secure and orderly living and learning environment. We work very hard at keeping our campus safe, while also continuing to be a very service-oriented department. Our department is professionally staffed 24-hours a day by certified police officers, dispatchers, and support staff.

Additional information about our department can be found at [police.cmich.edu](http://police.cmich.edu).

### Annual Security and Fire Safety Report

Current and prospective students, faculty, and staff are encouraged to view/download the Annual Security and Fire Safety report located at <http://cmich.edu/asr>. This document contains relevant safety information and statistics for the previous three calendar years.

### University Policy for Use of Motor Vehicles

Students must register any motor vehicle which they park on the university campus with the CMU Police Department. Parking permits must be displayed by the first day of classes.

Any student who has a vehicle on campus is expected to become familiar with, and abide by, university traffic and parking regulations. Regulations and designation of parking areas for specific groups are published with the campus map in a brochure available at the CMU Police Department or online. Bicycles are also registered free at the CMU Police Department.

Full information can be found on the Parking Services website [https://www.cmich.edu/fas/police/Pages/Parking\\_Services.aspx](https://www.cmich.edu/fas/police/Pages/Parking_Services.aspx).

## Counseling Center

**Melissa Hutchinson, Interim Director**

**Michelle Bigard, Associate Director**

**Foust Hall Suite 102, 989-774-3381**

Free, confidential, short-term counseling services are provided on the Mount Pleasant campus to currently enrolled CMU students dealing with personal issues that may negatively impact their academic success, interpersonal relationships, health, or safety. Call or stop by to schedule an appointment. Hours are 8 a.m. to 12 p.m. and 1 p.m. to 5 p.m., Monday through Friday. Urgent appointments are offered daily for students with concerns requiring immediate attention. Limited walk-in appointments are available on Wednesday afternoons, and drop-in workshops and support groups are offered throughout the week. Outreach events are provided across campus during the academic year to engage students and provide wellness information and healthy living strategies. The Counseling Center is also available for consultation and referral assistance for faculty, staff, parents, or students. For more information regarding staff, counseling services, community resources, and a free, confidential mental health screening, visit the Counseling Center website, [www.counsel.cmich.edu](http://www.counsel.cmich.edu).

### Residence Life Counselors in Residence

Counseling assistance may also be obtained through Counselors in Residence who work in offices at various residence hall locations. Counselors in Residence may be contacted in the:

- East Area Student Success Center (989-774-1879)
- North Area Student Success Center (989-774-3947)
- South Area Student Success Center (989-774-3089)
- Towers Student Success Center (989-774-6601)

Sponsored by the Office of Residence Life, the Counselors in Residence program places licensed professional counselors and/or social workers directly in the residence halls. Their mission is to provide staff consultation, support, crisis intervention, and proactive prevention efforts addressing mental health issues, and to act as a bridge to partner offices supporting the personal growth and academic progress of students.

## CMU Student Health Services

**Mission:** Our mission is to focus on improving the health and wellness of CMU students and the University community by providing personalized medical care and treatment, disease prevention and health promotion services tailored to their dynamic needs.

**Eligibility:** All regularly enrolled CMU students, CMU faculty, staff, their spouses and dependents 14 years of age or older, and other authorized users are eligible to use Student Health Services.

### Locations and Hours:

- **Foust Health Clinic** is located in 200 Foust Hall. It is open year around on Monday-Friday from 8 a.m. to 12 noon and 1 to 5 p.m. To schedule an appointment, call 989-774-6599. ADA accessible doors are located at the north and west entrances.
- **Towers Health Clinic** is located in 103 Troutman Hall. This clinic operates on a walk-in basis only and is open during the academic year. Hours vary by semester.

**Clinical Services Available:** Our staff consists of physicians, physician assistants and nurse practitioners who are all board-certified and are fully qualified to provide primary care and psychiatry services. Our medical staff is here to help you get the treatment you need when you need it. We’ll work with your family doctor or specialist as necessary. Referrals to specialists and other health care providers are arranged as needed.

Our emphasis is on educating students to become informed health care consumers, encourage them to become an active partner in their treatment plan, and support them in healthy decision-making. Services include diagnosis and treatment of acute illnesses (sore throat, flu, infections, etc); chronic illness management while away from home; prescription management; injury care (sprains, wounds, etc); sexual health services (gynecological exams, birth control, pregnancy testing, and sexually transmitted infection testing); allergy shots; immunizations. Our clinic also provides physical exams including

sports physicals, study abroad clearances, and a travel health clinic. See us for issues with anxiety, depression, sleep disturbance management; treatment and referrals are available as well as appointments with an on-site Psychiatrist.

Our on-site laboratory, operated by Quest Diagnostics, provides fast and convenient lab testing and accepts orders from outside providers. X-rays and other diagnostic imaging services are available through an agreement with a local radiology clinic.

**Health Education Services Available:** A Health Educator is available to assist with programs and to act as a resource for students. Emphasis is on creating and maintaining an environment that fosters healthy decision making and lifestyles. Self-ordered HIV testing is also available.

**Billing and Insurance:** As a courtesy, we will bill any insurance; however, we do not participate with every insurance and we are not in-network with every insurance. It is always the patient's responsibility to know their policy benefits and how their carrier will pay for services provided at our on-campus clinics. We urge patients to call the number on the back of their insurance card and ask questions about coverage and benefits while they are away from home. Ask your policy holder about coverage for college students.

Patient balances deemed to be patient responsibility will be sent to patient directly via a monthly Statement. If a balance becomes Past Due, accounts will be referred elsewhere for ongoing collection efforts. Past due accounts may be referred to an active CMU Account where processing fees will be applied to credit card payments. Past due accounts may be referred to an outside collection agency. Patient will be responsible for all associated collection costs including litigation and reasonable attorney's fees necessary for the collection of this debt. Once the account is referred to a collection agency, the past due account will be reported to the national credit bureaus.

**Student Health Insurance:** It is highly recommended that all CMU students carry health insurance coverage. Insurance helps protect the student's physical and financial health. CMU does not offer a student health insurance plan nor can staff recommend or advise of appropriate independent plans available to students, but information is readily available on-line and through local and state agencies.

**Concerns, Comments, Suggestions:** Student Health Services seeks to continually improve services. Concerns and suggestions regarding the services may be shared by completing a Patient Satisfaction Survey at the time of the visit, speaking with a staff member or unit manager, or sending an email to [healthservices@cmich.edu](mailto:healthservices@cmich.edu).

**Medical Records:** Medical records are maintained for students and other authorized patients and will not be released to anyone without the patient's written authorization, except as required by law.

**Additional Information:** For additional information about Student Health Services, visit the UHS website at [www.healthservices.cmich.edu](http://www.healthservices.cmich.edu).

## Living on Campus

Graduate students may live in housing of their own choice. CMU does offer a variety of housing accommodations with or without meal plans for single students or students with families. Application for all university housing should be made well in advance. Questions should be addressed to the Office of Residence Life, Ronan Hall, Room 270, Central Michigan University, Mt. Pleasant, MI, 48859-0001; 989-774-3111; [reslife@cmich.edu](mailto:reslife@cmich.edu).

Graduate residents are expected to maintain at least 6 credit hours per semester. Graduate students may live in CMU's Graduate Student housing or Kewadin Village, if the relevant criteria are met and any required approvals are obtained. CMU maintains apartment-style communities located at Graduate Housing, Kewadin Village, and Northwest Apartments.

All residence halls and apartments are tobacco and smoke free for the health of all students.

For apartment rates, see [www.reslife.cmich.edu](http://www.reslife.cmich.edu). For more information concerning meal plans, see [www.cmucampusdining.com](http://www.cmucampusdining.com). All students residing on- or off-campus are eligible for residence hall meal options. Several areas in the Bovee University Center serve meals on a daily basis.

## Bovee University Center

The Bovee University Center is located in the center of campus, which makes it a popular gathering place for students, faculty and staff. The Center provides the University community opportunities for involvement in group discussions, meetings, conferences, informal conversations, and social activities, with meeting and conference rooms and catering services available. A variety of entertainment and special events are sponsored in the University Center throughout the year, making it an exciting place to be.

Services and offices that are located at the Bovee University Center include the Campus Information desk, Student Service Court, the CentralCard Office, the Office of Student Activities and Involvement, Student Employment Services, the Mary Ellen Brandell Volunteer Center, Civil Rights and Institutional Equity, and the Center for Inclusion and Diversity. First Impressions (free attire for CMU students) is also located in the UC. The Student Government Association, Program Board and many other student organizations are housed there as well. Several retail operations are provided, such as the Bookstore, which carries a full line of required class materials, student supplies, CMU clothing, and gift items; Independent Bank; MEDIAgraphix, a post office, and a copy center.

Complete food service operations are offered, including the Down Under Food Court (open Monday-Friday) and Quiznos® Subs, Freshens EnergyZone® smoothies, Pretzel Logic, and Starbucks® Coffee.

## Printing Services

Printing Services is a full service, four color operation equipped to handle the university's on- and off-campus printing needs. Printing Services also offers full pre-press services, including computerized image assembly, and full bindery services with various options in finish work. The university's standard class bulk mailing operations are also a part of Printing Services. Classes interested in printing are welcome to arrange tours of the printing facility. Copy Centers to accommodate faculty, staff, and students are located in the Bovee University Center, and the main printing facility located in the Combined Services Building. See <https://www.cmich.edu/fas/ras/printing/Pages/default.aspx>.

## University Recreation (URec)

University Recreation (URec) is inclusive, providing customized opportunities and experiential learning while fostering lifelong health and wellbeing.

University Recreation (URec) manages the Student Activity Center (SAC), the John G. Kulhavi Events Center, the Outdoor Sports Complex, the Outdoor Tennis Complex, , and an 18-Hole Championship Disc Golf Course.

The Student Activity Center (SAC) is 180,000 square feet of dedicated recreation space and has hosted more than 20 million visitors since it opened in 1990. With a spacious and dynamic environment, the SAC provides fitness, recreation programming and events, meeting the needs of our diverse student and university community.

The CMU Events Center which opened in 2010, plays host to a series of on-campus and off-campus events including: CMU Athletics, Concerts, Commencement, Community Events, Performing Arts, State High School Championships, and also provides services through Ticket Central.

Facilities are provided for aquatics, events, fitness and weight training, group fitness, racquetball courts, an Injury Care Center and sports forums for basketball, volleyball, and a myriad of outdoor sports fields, and CMU's 18-hole Disc Golf course.

In addition, URec offers comprehensive fitness programs designed to meet all fitness levels and wellness interests. URec offers over thirty group fitness classes and personal trainers are available to provide assessments, goal-setting and specialized programs.

Learn to Swim programs are available throughout the year. The SAC manages two pools, one in the SAC and one in the Rose Center. There are several hours per day dedicated to leisure swimming opportunities.

The Intramural Sports program offers more than thirty leagues with something for everyone, from one-day special events to semester long individual and team sports. Activities are offered in three divisions: men, women, and co-recreational.

Club Sports compete at an extramural level with over forty sports offered, providing an excellent opportunity to practice leadership, organization and teaching skills. These clubs are self-directed and offers highly competitive and instructional opportunities.

Special events are held in the SAC and Events Centers, including Special Olympics Michigan, Alumni events, SIBS weekend, CMU Up All Night and Leadership Safari.

URec offers a wide variety of employment opportunities, employing more than 300 students during the academic year, and also offers students experiential learning opportunities to support their academic and curricular interests.

We are a premier recreation and events provider with a national reputation for excellence. For more information about URec programs and facilities, contact University Recreation at 989-774-3686 or visit [www.urec.cmich.edu](http://www.urec.cmich.edu).

## Varsity Athletics

Many students participate in the men's and women's athletic programs under the guidance of experienced coaches. It is our intention to field teams composed of student athletes who compete with excellence, integrity, intensity, and teamwork.

The men's and women's programs have Division IA classification in the NCAA and the University complies with the code of that association. All CMU teams are affiliated with the Mid-American Conference.

The men's program sponsors baseball, basketball, cross country, football, indoor and outdoor track, and wrestling.

The women's athletic program includes basketball, cross country, field hockey, golf, gymnastics, lacrosse, soccer, softball, indoor and outdoor track, and volleyball.

Students must be enrolled full time and be in good standing with the university to participate in intercollegiate athletics for CMU. Contact the head coach for additional information on any particular sport. See [www.cmuchippewas.com/](http://www.cmuchippewas.com/).

## Child Care Options

The Child Development and Learning Laboratory, through the Department of Human Environmental Studies, offers several options. For more information please call 989-774-3760 or visit <https://www.cmich.edu/colleges/ehs/unit/cdll/Pages/default.aspx>.

The Student Employment Office (989-774-3881) assists in finding qualified students for at-home child care. There are a variety of home and center based child care options in the community. For information concerning child care in Clare, Gladwin, Gratiot, and Isabella Counties, see <http://greatstartforkids.org/connect/>.

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# Student Enrichment

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## Student Enrichment

### Biological Station on Beaver Island

Central Michigan University Biological Station (CMUBS) is located on Beaver Island in northern Lake Michigan about 32 miles northwest of Charlevoix. These facilities, nestled among 48 acres of pristine habitat, are located on the eastern shore of Beaver Island, and are about six miles south of the island's only village, St. James. CMUBS offers a diversity of academic courses during the spring and summer months and provides research facilities throughout the year. A spacious Academic Center with state-of-the-art teaching laboratories, computer laboratory, library, and full-mediated lecture room is available and equipped to accommodate courses that rely on both laboratory and field experiences. A bookstore, natural history museum and research buildings are also provided as classroom support. Additionally, CMU owns 310 acres elsewhere on the island that serve a variety of field courses offered at the station by providing highly diverse sites for field trips, research and other activities. CMU also owns the completely renovated former Coast Guard boathouse, located on Whiskey Point in St. James at the north end of the island, which houses research vessels and a state-of-the-art experimental mesocosm facility.

Students reside in either dormitories or rustic cabins in the modern CMU campground, eat in the cafeteria and relax and study in the spacious Matt and Ellie Hohn main lodge. Its location among a variety of natural habitats makes CMUBS an ideal location for a biological station. For more information, contact [cmubs@cmich.edu](mailto:cmubs@cmich.edu) or see <https://www.cmich.edu/colleges/cst/cmubs/Pages/default.aspx>.

### Brooks Observatory

The Brooks Astronomical Observatory, located atop Brooks Hall, is administered by the Department of Physics. The dome contains a modern 16-inch telescope and an observation platform for naked eye or small telescope observing. It offers an excellent view of the campus.

The observatory facilities are open to students and the public one evening each month during the academic year. Weather permitting, visitors can view celestial objects with the telescope. Contact the Department of Physics for open night schedules or to arrange special viewing sessions for groups. Further information about the observatory and the open nights can be found at: <https://www.cmich.edu/colleges/cst/physics/Pages/Brooks-Astronomical-Observatory.aspx>.

### Neithercut Woodland

Neithercut Woodland, an area of approximately 252 acres, is located about four and a half miles northwest of the village of Farwell on Michigan Route 115. This natural woodland area was a gift to CMU by William A. Neithercut, class of 1909. The Woodland contains three hiking trails. Exhibits, demonstrations, and experimental facilities for developing innovative approaches to environmental education are also available at Neithercut Woodland. The McNeel Center building is constructed of cedar logs and its 1,900 square feet of floor space provides a central meeting room, kitchenette, laboratory, storage area and rest rooms. Up to 50 people can be accommodated in the center. Neithercut Woodland is available for students and the public on a year-round basis. For information, call 989-774-3227.

### The Museum of Cultural & Natural History

The Museum of Cultural & Natural History in Rowe Hall is devoted to formal and informal learning through the study of real objects. The museum's foundation rests on its extensive collections of anthropology and archaeology, geology, Michigan history, and zoology. Collection items are available for use by faculty, staff and students to enhance classroom learning and are loaned to school groups in the region. The museum also serves as the laboratory for the Museum Studies minor and Cultural Resource Management master's program.

Faculty in anthropology, art, biology, geology and history regularly make use of collections, exhibits and learning laboratories. In addition, programs are scheduled in the Gerald L. Poor School Museum, a one-room schoolhouse located at the corner of Preston and West Campus Drive. Museum exhibits and visual collections storage are located in Brooks Hall, Beaver Island Biological Station, and Neithercut Woodland as well as the main exhibit hall and temporary exhibit gallery in Rowe Hall.

For more information, visit the office in 103 Rowe Hall, see [www.museum.cmich.edu](http://www.museum.cmich.edu), or call 989-774-3829.

### Mary Ellen Brandell Volunteer Center

The Mary Ellen Brandell Volunteer Center is dedicated to developing active citizenship among CMU students by providing unique and dynamic programs, coordinating civic engagement efforts and facilitating networking among service leaders across campus. The Volunteer Center houses a searchable online database (OrgSync) of volunteer opportunities for CMU students, coordinates civic engagement efforts across campus, and offers many programs, including Adopt-A-Grandparent, Alternative Breaks, America Counts and Reads, David Garcia Project Disabilities Awareness, Lunch Buddies, Safer Sex Patrol, and Service Ambassadors. Additionally, the Volunteer Center provides leadership for special events throughout the academic year, including: Issue Day, MLK Jr. Day of Service, Valentines for Veterans, Be My Neighbor Day, and various other events.

For more information: Bovee UC 106; 989-774-7685; [volunteer.center@cmich.edu](mailto:volunteer.center@cmich.edu); or see the website at [www.volunteer.cmich.edu](http://www.volunteer.cmich.edu).

### Special Olympics Michigan

Special Olympics Michigan provides year-round sports training and athletic competition in 23 sports for children and adults with intellectual disabilities. CMU students can help change lives by volunteering at the State Summer Games held on campus in June or at the State Winter Games in February, being a Unified Sports team athlete for inclusive opportunities, becoming an intern, or serving as a general office assistant at the Special Olympics Michigan headquarters. CMU volunteers can become involved in the local Special Olympics program either in Mount Pleasant or in their home communities. For more information or to become a volunteer, call 989-774-3911 or visit the website at [www.somi.org](http://www.somi.org).



## Musical Events

The School of Music offers a wide variety of musical events, most of which are available at no charge to students and the general public. For a listing of upcoming events, see <https://www.cmich.edu/colleges/CCFA/CCFANewsandEvents/Pages/default.aspx>.

## University Theatre

Each year, the University Theatre presents a season of productions offering a range of periods and styles. Open auditions are held for every area of the production. Audiences enjoy discounts on multiple ticket purchases, and there are special student rates for performances. For information, call Ticket Central at 989-774-3000 or see <https://www.cmich.edu/colleges/CCFA/CCFANewsandEvents/Pages/default.aspx>.

## University Art Gallery

The mission of the University Art Gallery is to provide an opportunity for the University community and mid-Michigan communities to view exhibitions of contemporary art. UAG generates and provides educational access to exhibitions featuring both emerging and established regional, national, and international artists. UAG works to promote the discussion of contemporary art through artist lectures, residencies, and workshops. As part of the Department of Art & Design, the gallery serves as a unique classroom for students, providing opportunities for exhibitions, hosting a juried student exhibition, and providing internships. Central Michigan University faculty and alumni are routinely exhibited. In addition, the UAG provides exhibition tours and works with area schools to develop appropriate educational outreach programs for K-12 students.

The University Art Gallery is located in the A-Frame building at the corner of Franklin and Preston Streets. The gallery is open Tuesday through Friday, 11 a.m. to 6 p.m. and Saturday, 11 a.m. to 3 p.m. or by appointment (989-774-3800). For a schedule of exhibitions, please see <https://www.cmich.edu/colleges/CCFA/CCFAArtGallery/Pages/default.aspx>.

## Student Media

### Student Publications

Moore Hall 436  
989/774-3493  
Fax: 989/774-7805  
[www.cm-life.com](http://www.cm-life.com)

David Clark, Director of Student Publications  
Kathy Simon, Assistant Director of Student Publications

- *Central Michigan Life*

Celebrating 96 years on campus, *CM Life* is a nationally-recognized, student-run media company that employs more than 100 students. Editors and reporters publish university, local and state news on [cm-life.com](http://cm-life.com), in print editions twice per week and produce podcasts. The company also employs advertising students who sell print and digital products, public relations students who offer promotional services and a creative services team that offers graphic design solutions. Advertising students also staff Social Café, an ad agency that offers print, digital and social media products to campus and community customers. Follow CM Life on Twitter, Facebook, Instagram, Snapchat, Pinterest and iTunes.

- *The Central Review*

The creative arts magazine of the university, the *Central Review*, is edited and published by students. It is published each semester and contains commentary, poetry, and creative writing.

### Cocurricular Electronic Media

Located in Moore Hall, the School of Broadcast and Cinematic Arts operates the following facilities to provide BCA students with a broad spectrum of professional training opportunities:

- **Moore Hall Television** is a full-time cable television station transmitting to the campus on channel 34 and the community on channel 189, MHTV offers practical experience in all phases of television programming, including *News Central 34*, mid-Michigan's only daily television newscast. Other featured series regularly include sports, game and reality shows, as well as scripted entertainment productions.
- **WMHW-FM** is a two-service HD station broadcasting digitally and at 91.5 and 101.1 on the analog band. Moore Rock 91.5 provides multiple counties with cutting edge music and extensive sports coverage. Mountain 101 offers the greater Mt. Pleasant area an Album Adult Alternative format. Both stations are streamed worldwide at [www.wmhw.org](http://www.wmhw.org) and provide student broadcasters with intensive immersion in every aspect of programming and managing a dual station cluster.

## Outreach

### University Advancement

#### Michael Alford, Interim 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

#### Heather Smith, Interim 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 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.

## College of Medicine Admission

Admission applications to the College of Medicine are completed through the American Medical College Application Service (AMCAS) at [www.aamc.org/students/amcas](http://www.aamc.org/students/amcas). Additional information about the College of Medicine application requirements is available on the College of Medicine website [www.cmich.edu/med](http://www.cmich.edu/med). The admission office email address is [cmedadmit@cmich.edu](mailto:cmedadmit@cmich.edu).

## General Application Requirements for Admission to Graduate Study

1. Graduate Application. The application is available online at [apply.cmich.edu](http://apply.cmich.edu).
2. Application Fee. A fee is expected with each degree-seeking application. Applications are not processed without payment of the application fee.
3. Complete Official Academic Records. One official or original attested copy of any academic record. Generally, this is an applicant's official transcripts, but may also be marksheets, consolidated marksheets, diploma, test records, or certifications. All academic records (including, but not limited to: transcripts, diplomas, and marksheets) submitted to CMU become the property of CMU and cannot be returned to the applicant. To be considered for graduate admissions, at a minimum, 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. Applicants who have previously attended CMU do not need to submit official CMU transcripts.
4. Department Admission Requirements. Many departments require applicants to submit additional materials to be considered for admission. Applicants should review the department website for the program they are interested in to determine additional requirements.
5. English Proficiency. All applicants to CMU are required to meet the University's English Proficiency requirements before enrolling in academic level courses. There are several ways an applicant can satisfy this requirement. See the English Proficiency section for details.

## Application Deadlines

Some departments have specific application deadlines and review all graduate applications only after the application deadline has passed. See specific admissions deadlines and information set by individual programs. International applicants should apply a minimum of 6 months prior to the desired admitted start date, or earlier based on the application deadlines of the desired program.

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.

## Notification of Decision

Once an admission decision has been made applicants will be notified via email with the decision.

## Enrollment Period

Admitted students have one year from their original admitted start semester to enroll in courses. If a student does not enroll in course within one (1) calendar year after being admitted for graduate study, the student is required to reapply for admission, including submission of a new application fee.

## Retention of Admission Materials

CMU will retain an application file for one (1) year from the application submission date. If an application is complete and a decision made, the admission materials will be retained for one (1) year from the admitted start term. Applicants or admitted students who do not complete their application or enroll may be required to submit documentation again with future applications.

## Types of Admission

CMU has four categories of admission: regular, non-degree, concurrent, and accelerated. An admission decision is valid for one calendar year from the admitted starting semester.

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 CMU is found under Academic Regulations).

## Regular Admission

Regular admission requires that an applicant has satisfied any program requirements outlined by the department and can show evidence of having met at least one of the following:

1. An earned Bachelor's degree or equivalent with a cumulative GPA of at least 2.70 from a regionally accredited institution or one with equivalent standing; OR
2. a GPA of at least 3.0 in the final sixty semester hours of graded coursework toward a bachelor's degree from a regionally accredited institution or one with equivalent standing; OR
3. an earned Master's degree or equivalent with a cumulative GPA of at least 3.00 from a regionally accredited institution or one with equivalent standing.

Applicants who demonstrate evidence of potential for success in a graduate program but require initial monitoring may be granted regular admission with stipulations. Stipulations may include but are not limited to successful completion of pre- or co-requisite courses, successful completion of credits with a specified earned GPA, or departmental interview. Applicants granted regular admission with stipulations are expected to satisfy any stipulations by the end of their second semester of enrollment. The only notable exception are international students completing English Proficiency requirements.

Regular admission with stipulations will require that:

1. At a minimum, departments document the stipulations in the applicant's admission folder;
2. Admissions Processing will review student progress at the end of the first and second semester to ensure the student is meeting or has met the stipulations. Students who do not meet outstanding stipulations will be referred to the College of Graduate Studies for review;
3. The College of Graduate Studies will dismiss students who have not met or are not meeting the stated stipulations.

Regular admissions will not be granted to any applicant with an incoming undergraduate GPA below a 2.00.

### Non-Degree Admission

Non-degree status is intended for a student who has earned an undergraduate degree or equivalent and does not initially intend to pursue a degree program. A non-degree student attends CMU with the intention of satisfying pre-requisite program courses needed at a graduate level, or for personal enrichment, or is contemplating pursuing a degree program and wants to be exposed to an area of study. Generally, nondegree students are not eligible for financial aid. Questions related to financial aid eligibility should be directed to the Office of Scholarship and Financial Aid.

While non-degree students are eligible to take unlimited courses with a non-degree status, only six (6) credits completed with a non-degree status can be used towards a degree program at CMU. (If a nondegree student wishes to use more than six (6) credits towards a degree program they must first be admitted to the degree program and then receive approval from the department and College of Graduate Studies).

To receive a non-degree status, an individual should submit an admission application for the semester they wish to enroll at CMU. The application fee is expected the first time a non-degree student applies. At a minimum, unofficial transcripts are expected at the time a non-degree student applies to ensure they have successfully completed or will complete an undergraduate degree. Official transcripts from all schools attended as an undergraduate are expected by the third week of the first semester of enrollment. Failure to provide all official transcripts will prohibit any future registrations. Once official transcripts are provided, students with a non-degree status can continue to enroll in an unlimited number of credits. A non-degree student will become inactive and required to reapply once it has been three (3) or more years since their last semester of enrollment.

Students with a non-degree status who decide to pursue a degree program should submit an online admission application to the selected program. The application fee is not expected in these instances, but all other admission requirements for both the College of Graduate Studies and the selected program will be required.

### Concurrent Admission

A CMU 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.

A CMU undergraduate student who wishes to obtain a Concurrent Admission status should first complete "Concurrent Admission Acknowledgement & Approval" form. If approved, an online graduate admission application with the expected application fee should then be submitted with the approved form uploaded to the application.

Students approved for Concurrent Admission will be granted this status for the approved semester only. The status will expire at the end of the approved semester, regardless of whether the student successfully completes their undergraduate degree requirements and graduates.

Students wishing to complete additional graduate courses beyond the semester of Concurrent Admission, either as a degree- or non-degree-seeking student, will need to submit a new admission application. The application fee will not be required in these instances.

### 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).

### 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.



## English Proficiency

To be eligible to enroll full-time in graduate level academic coursework, students must satisfy CMU's minimum English Proficiency requirements. The following list provides the different ways applicants can meet the requirement.

Applicants who do not meet one of the requirements below during the admission process will only be eligible for regular admission with stipulations. Upon arrival, these applicants will be required to complete the University's English Language Placement exam. The exam results will determine what, if any, ELI courses are required of the student as well as what, if any, academic courses they are eligible to complete.

- a. Test of English as a Foreign Language (TOEFL): A score of 550 PBT/79 IBT for admission.
- b. International English Language Testing System (IELTS) Academic Module: A score of 6.5 for regular admission.
- c. Pearson Test of English, Academic Module: A score of 53 for regular admission.
- d. International Baccalaureate (IB): A grade of five (5) in English at the Higher Level is required for regular admission.
- e. ELS Language Center Program: Completion of Level 112 for regular admission.
- f. English Language Programs: English Language Programs from outside CMU may be considered on an individual basis.
- g. 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.
- h. ELI (CMU English Language Program): Successful completion of the required CMU ELI courses with confirmation by the ELI Office.
- i. Citizen of an exempt country: Applicants who are citizens or permanent residents of a TOEFL exempt country will be marked as having satisfied the English Proficiency requirement. To view a list of exempt countries please go to: [https://www.cmich.edu/office\\_provost/InternationalAffairs/recruitment/Documents/TOEFL%20Exempt%20countries.pdf#search=toefl%20exempt](https://www.cmich.edu/office_provost/InternationalAffairs/recruitment/Documents/TOEFL%20Exempt%20countries.pdf#search=toefl%20exempt)

## Auditing Courses

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 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. See Auditing Courses in the Index for information on fees.

### 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.

## Guest Students

A graduate guest student is a student who has a home institution where they are currently attending as a graduate level student and are in good standing. A guest student attends Central Michigan University with the intention to transfer completed courses from CMU back to their home institution.

Guest students are expected to submit an updated admission application for each semester they wish to enroll at CMU. The application fee is expected the first time a guest student applies, but is not expected with subsequent applications. At a minimum, unofficial transcripts are expected at the time a guest student applies to ensure they are in good standing and for review of any prerequisites required, as guest status does not alleviate any prerequisite 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 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 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 in order to remain in their 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.

*Approved by the Academic Senate, 9/10/19*

*Editor's Note: This Admission section replaces what was published in the printed Bulletin.*

## Duration of Admission Status: Time for Completion of Degree

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

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

### Continuous Registration

A graduate student requiring continuous and ongoing access to student resources (e.g., remote access to library, data storage on servers, email access) associated with a CMICH global ID requires enrollment in at least one course per academic year. Reinstatement of access to these services commences upon reenrollment.

In addition, a program/department may require a graduate student to enroll in at least one CMU graduate credit hour each fall or spring semester for one or more of the following reasons:

- Continuous registration is part of the program curriculum (e.g., student has completed the required coursework, but does not have an approved prospectus);
- Significant university resources (e.g., faculty time) are necessary.

The Continuous Registration credit (course 619) within the student's home department can fulfill this one graduate credit hour requirement. Regardless of whether the student has registered for Continuous Registration credit(s), the student must still complete the degree within the time-to-degree limitations set forth under the degree requirements.

*(Approved by Academic Senate, November 5, 2019)*

### 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). *(Graduate Committee, 10/11/17)*

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 office assists the Mission and Vision of CMU 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. A continuum of services is provided 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

Graduate students are limited to 15 credits per semester. 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.

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. 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.

**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.

Information regarding dates and procedures for on-campus registration for a particular semester or session is published online by the Registrar's Office at <https://www.cmich.edu/ess/registrar>. The academic year at CMU is divided into the following sessions; two semesters of sixteen weeks each, and two summer sessions of six-weeks each with concurrent three-week and twelve-week sessions. For opening dates, see the university calendar at the front of this Bulletin.

## 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 Students**

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.



# Academic Information and Supports

## Orientation

An online orientation is available for students admitted to Graduate Studies at [www.grad.cmich.edu](http://www.grad.cmich.edu) and is available at the student's convenience.

## Academic Load

Graduate Studies considers the following a normal course load:

- Full-time resident student fall or spring semesters: 9-12 graduate credit hours
- Full-time resident student summer semester: 4-6 graduate credit hours
- Graduate Assistants fall or spring semesters: 6 credit hours
- Graduate Assistants summer semester: 1 credit hour

A graduate student may not enroll for more than 15 graduate credit hours in the fall or spring semester, nor may the student enroll for more than 15 graduate credits in the two summer sessions combined. Exceptions to the limitation are automatic for programs that require more graduate credits in a given semester. Students should check with their department to learn if their department requires additional graduate credit hour registration. Other exceptions require the graduate advisor and the Vice President/Dean of the Office of Research and Graduate Studies.

To qualify for financial benefits as a full-time student under programs of the Veteran's Administration, and/or to qualify for financial benefits as a full-time student under programs of the Social Security Administration and/or for certain loan agreements, students must carry a minimum of nine credit hours during the fall and/or spring semester. For shorter sessions, contact the financial aid office for information on minimum loads for full-time status.

Unless financial or immigration requirements necessitate defining a minimum number of hours for status as a full-time graduate student, there is no minimum load requirement for graduate studies. It is expected that students will assess need, ability, and other factors judiciously and register for a class load that permits them to maintain academic standards.

In order to use CMU resources (e.g., computers, laboratories, equipment, faculty) during the regular academic year, graduate students must be registered for a minimum of one credit hour.

See "Continuous Registration" in the Index for more information.

## Academic Supports

### Center for Community Counseling and Development

The Center for Community Counseling and Development provides counseling and assessment services for community residents and schools and CMU students. Advanced graduate students in counseling ordinarily perform these services under the supervision of the counselor education faculty members. Some services provided are: individual counseling for children, adolescents and adults; family and couples counseling; play therapy for children; general counseling for emotional problems and life adjustment concerns; career and employment counseling; referral help in finding appropriate services for identified problems; and consultation with community agencies and schools. In addition to serving the needs of referrals during the school year, the Center for Community Counseling and Development provides counseling and consultative services during the summer months. The Center for Community Counseling and Development is administered by the Department of Counseling and Special Education and may be reached at 774-3532; 322 EHS Building.

### Psychological Training and Consultation Center

The Psychological Training and Consultation Center (PTCC) is a CMU training clinic which offers low cost psychological services, including psychotherapy and psychological assessment, to CMU students and community residents. Services are provided by CMU Psychology graduate students who are training at PTCC, and they are supervised by Psychology Department faculty. In addition, specialty services are offered through PTCC, including the Violence Reduction Treatment Program, Parent-Child Interaction Therapy, Trauma and Anxiety Disorders Clinic, Neuropsychological Assessment Clinic, School Psychology Specialty Clinic, and the Learning Acceleration Program. For further information, or to request services, call 989-774-3904.

### Speech, Language, and Hearing Clinics

The Speech, Language and Hearing Clinics are operated by the Department of Communication Sciences & Disorders at CMU and facilities in the Central Michigan area, and are part of the Carls Center for Clinical Care and Education. They emphasize complete programs in evaluation, diagnosis, and rehabilitation of children and adults with communication disorders. The academic and clinical service programs in Audiology and Speech-Language Pathology are nationally recognized by full accreditation from the Council of Academic Accreditation of the American Speech-Language-Hearing Association. In addition, the Audiology program is the first in the USA to be nationally recognized by full accreditation from the Accreditation Commission for Audiology Education of the American Academy of Audiology.

The Department of Communication Sciences & Disorders offers students in Audiology and Speech-Language Pathology diverse clinical opportunities. Practicum experience may include medical care facilities, educational settings, preschool language programs, hospital clinics, voice clinics, otolaryngologists' offices, and adult work activity centers. Students completing the programs in Speech-Language Pathology or Audiology fulfill the academic and clinical requirements for the Certificate of Clinical Competence issued by the American Speech-Language-Hearing Association. The Carls Center for Clinical Care and Education, Health Professions Building, 989-774-3904.

### The Career Development Center

The Career Development Center is located in Ronan 240 and can be reached at 989-774-3068 or [careers@cmich.edu](mailto:careers@cmich.edu). The Career Development Center works with students and graduates on career advising and job search strategies. The office helps students who are seeking advice on their career path along with helping to develop job-seeking skills, writing resumes, and interviewing techniques. An extensive career website is provided for use by all main campus students and alumni. The website contains general career information, tips for seeking jobs, and Handshake for managing your job search, seeking employment opportunities and networking.

The center also coordinates recruiting on CMU's main campus by businesses, government agencies, and educational institutions and serves as a clearinghouse for employment opportunities. For more information, see [www.careers.cmich.edu](http://www.careers.cmich.edu).

### Certified Testing Center

The Certified Testing Center, located in Park Library, provides testing services for students. This includes CLEP testing, testing for competencies, and graduate entrance examinations, as well as other tests. Call 989-774-1092 for additional information or visit the website at <https://www.cmich.edu/ess/CBTC/Pages/default.aspx>.



# Financial Information

## Student Account Services and 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 email 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 visit the Student Service Court on the lower level of the Bovee University Center to receive advice regarding financial options which 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. Any delinquencies from the University Apartments may result in the initiation of eviction proceedings. 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 and Fees

Tuition and fees are established by the Board of Trustees and are subject to possible change. Contact the Student Account Services and University Billing Office at 888-610-4991 for updated information, or see <https://www.cmich.edu/featured/Pages/tuition-and-fees.aspx> for updates.

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 students pay for college. Students may enroll online for this option, which allows more flexibility with tuition payments. For more information, ask a Student Service Court Advisor located in Bovee University Center 119 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/>.

### Tuition Rates for On-Campus Courses

Level of Courses	Tuition Rates Per Credit Hour (2019-2020*)	
	Michigan Residents	Non-Michigan Residents
Master's/Specialist	\$637.00	\$850.00
Doctoral	\$726.00	\$940.00

\*Tuition rates for incoming freshmen and transfer students are set prior to the start of each academic year by the Board of Trustees.

### Global Campus Tuition (19-20)

The 19-20 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.

<sup>1</sup> New, incoming undergraduate students:	
Standard, lower level.....	\$417.00
Standard, upper level.....	434.00
<sup>2</sup> Military, lower level.....	299.00
Military, upper level.....	299.00
Federal Employee Discount, lower level.....	354.00
Federal Employee, upper level.....	369.00

State of Michigan Employee Discount, lower level.....	354.00
State of Michigan Employee Discount, upper level.....	369.00

**Continuing Undergraduate Students:**

Standard .....	\$430.00
Federal Employee Discount Rate .....	\$366.00
State of Michigan Employee Discount Rate .....	\$366.00
Military Rate .....	\$299.00

**Graduate Level:**

Graduate, Standard.....	637.00
Graduate, Military.....	366.00
Graduate, Federal Employee Discount .....	541.00
Graduate, State of Michigan Employee Discount.....	541.00
Educational & Professional Development .....	450.00
Disney - U.S. Students .....	295.00
Master of Business Administration - Online	
<i>Online</i> .....	662.00
<i>Online, Active Military</i> .....	637.00
ERP Graduate Certificate Courses.....	662.00
M.S. in Information Systems .....	662.00
MS-IS and MBA ERP fee for courses with S designation .....	50.00
M.S. in Nutrition and Dietetics .....	637.00
Specialist in Education (Ed.S.)	
Standard .....	637.00
Military Rate .....	366.00
Doctor of Education (Ed.D.).....	726.00
Doctor of Health Administration (DHA) .....	850.00
Doctor of Health Administration Military Rate .....	800.00
Doctor of Educational Technology (DET).....	726.00

**Notes:**

1. Lower level = less than 56 credit hours; Upper level = 56 or more credit hours
2. 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.

**Application Fees**

Graduate: \$50.00

**Student Services Support Fee**

The CMU Student Services Support 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 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>.

**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.

**Auditing Course Fee**

Students who attend classes but do not desire credit pay the same fees and are governed by the same regulations as students desiring credit. See *Auditing Courses* in the Index for more information.

**Special Course Fees**

Many courses are approved for special course fees that must be paid in addition to tuition to cover costs of materials and services supplied to students. All courses with special fees will have the amount identified next to the course in the special fees column of each Class Schedule.

**Global Campus Classes.** For information regarding fees for Global Campus Programs and Educational and Professional Development, please contact the Global Campus Office at 989-774-3865.

**Field Trips.** Expenses involving field trips in a class may be prorated among members of the class.

**Excess Materials.** Students using materials in excess of those furnished by the departments of Chemistry, Human Environmental Studies, Engineering Technology, and Journalism will be charged for the cost of those materials.

**Study Abroad Administrative Fee.** CMU students enrolling in a study or internship program abroad pay a \$150 administrative fee to the Office of Global Engagement. Students not currently enrolled at CMU pay a \$300 administrative fee.

**Credit by Examination Fee**

The fee is \$40 per credit hour. See *Credit by Examination* in the Index for more information.

**Graduation Fee**

To apply for graduation, there is a \$50 fee.

**Transcript Fees**

Transcript fees vary depending on the method of delivery. Fees will range from \$2.25 for the most basic service to \$52.25 for overnight services. Transcripts of students with financial obligations to the university are not released until the obligation is paid.

**Diploma Replacement Charge**

- \$25.00 - Master's and Specialist's degrees
- \$35.00 - Doctoral degrees and Graduate Certificates  
(*President, Fall 2012*)

**Library Fees**

- **Overdue reserve material:** Two-hour reserve materials: \$1.00 first hour, 25 cents each successive hour. Other reserve materials: \$1.00 first day, 50 cents each successive day.
- **All Other Overdue Books:** \$5.00 charge for each overdue item. Replacement cost of the purchase price of the item or \$60.00 if the purchase price is not available plus \$15.00 processing fee for lost items. Library fines may be paid on your CMU student account.

**Housing Fees**

**Residence Halls.** Various contracts are available depending on individual meal plans. Information regarding the plans, payment due dates, etc., can be found at [www.reslife.cmich.edu](http://www.reslife.cmich.edu).

**University Apartments.** Various contracts are available depending on the individual unit and number of bedrooms. The approximate semester rate for students in 2017-2018 range from \$2,790 to \$3,562. See the website for more information.

**Housing Application and Penalty Fees**

- Meal Plan Changes (Assessed to cover costs): \$15.00
- Housing Contract Breakage: Contract breakage fees for cancellation of Housing Agreement will be assessed according to the Housing section of this Bulletin. (See Index.)



**Lost Key Fee and Lock Change Fee**

- University Apartments: \$33.00-50.00; \$20 for US Mailbox key; \$20.00 for Graduate Housing FOB
- Residence Halls: \$50.00 - \$100.00

**Student Photo Identification Card**

Students receive their photo identification card from the CentralCard Office in the Bovee University Center Room 205. The first card is issued to the student at no charge. There will be a fee assessed for a replacement ID card due to loss or damage. Banking Services using the ID card are also available. For additional information, contact the Campus ID Office at 989-774-3484 or by visit the website at [https://centrallink.cmich.edu/services/student\\_services/central\\_card/Pages/default.aspx](https://centrallink.cmich.edu/services/student_services/central_card/Pages/default.aspx).

**Transfer of Campus ID Card.** For your protection, the only person authorized to use your card is you. There is a \$25 misuse fee if someone else is caught using your identification card.

**Health Services Fees**

University Health Services charges fees for the services provided. Payment is not required on the date of the visit. Courtesy insurance billing is provided if the student presents proof of current coverage (insurance card or photocopy of it) and authorizes us to do so. University Health Services participates with a number of health insurance and prescription drug plans. Some fees are subject to change without notice. For current charges for specific services contact the Health Services Business Office, Foust 202, 989-774-3059.

All charges incurred at University Health Services are billed directly by University Health Services and are NOT part of your Student Account Services and University billing statement. Please contact the Business Office at the number above if you have billing questions.

**Vehicle Registration Fee**

- **Commuter:** \$175.00 per academic year
- **Resident:** \$150.00 per academic year

For Spring Semester, the charge is one-half the annual fee. For Summer Semester, the charge is one-fifth the annual fee. Further information can be found at [https://www.cmich.edu/fas/police/vehicle\\_registration/Pages/default.aspx](https://www.cmich.edu/fas/police/vehicle_registration/Pages/default.aspx).

**Bicycle Registration**

Bicycles must be registered in person or online through the CMU Police Department. There is currently no charge for this service. University policy also requires that bicycles be locked (only to bike racks). It is suggested to use a heavy-duty "U-bolt" style lock. See [https://www.cmich.edu/fas/police/Bicycle\\_Registration/Pages/default.aspx](https://www.cmich.edu/fas/police/Bicycle_Registration/Pages/default.aspx)

**Global Campus Prior Learning Assessment Credit Fees**

A one-time processing fee of \$125 is assessed when the Prior Learning Portfolio is submitted for evaluation. The student is required to pay only for prior learning assessment credits posted on her or his transcript. Both undergraduate and graduate students are assessed a prior learning assessment credit recording fee of \$85 per credit hour.

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

**Military and Veteran Information**

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

**Resident Status Policy**

**Please note:** This policy has been updated in the pdf and online as of September 2018.

- I. **Introduction.** Effective Fall 2018, undergraduate, graduate and doctoral students who are United States (U.S.) residents shall qualify for in-state tuition rates. This does not apply to specialty programs with unique tuition rates. For the purposes of determining resident status by Central Michigan University (CMU), "domicile" is defined as the place where an individual intends his/her true, fixed and permanent home and principal establishment to be, and to which the individual intends to return whenever he or she is absent from CMU. The individual must demonstrate "domicile" within the U.S. as a U.S. citizen, or proven "domicile" in the defined territories, or outlying possessions, of the U.S. subject to the jurisdiction of the U.S. This policy is designed to explain how a student may demonstrate the required intent and establishment of domicile as defined prior. An individual whose activities and circumstances, as documented to CMU, demonstrate that he or she has established U.S. domicile in and intends to be domiciled in the U.S. will be eligible for classification as a resident. An individual whose presence in the U.S. is based on activities and circumstances that are indeterminate or temporary, such as (but not limited to) educational pursuits, will be presumed not to be domiciled. The burden of proof is on the applicant to demonstrate with clear and convincing evidence that he or she is eligible for resident classification under this policy. To overcome a presumption of non-resident status, a student must file a properly completed Application for Resident Status and document with clear and convincing evidence domicile in the U.S. has been established. Furthermore, CMU reserves the right to audit enrolled or prospective students at any time with regard to eligibility for resident classification and to reclassify students who are registered under an improper resident status.
- II. **Determining Resident Status.** A student's status as a resident or non-resident is established based upon the domicile of the student. The circumstances and activities to be considered in determining a student's domicile are set forth below:
  - A. **Resident Status:**
    1. A student who is a dependent of parents who have established the U.S. as their domicile will be classified as a resident for tuition purposes.
    2. A student 18 years or older who has attained independent status may be classified as a resident for tuition purposes if the student:
      - a. documents one year of continual physical presence in the U.S. as one of the criteria for determining eligibility for resident status, as described in II.C., below, and,
      - b. demonstrates by clear and convincing evidence that the student has established the U.S. as his or her domicile and intends to make the U.S. the student's permanent home, each independent of the student's attendance at CMU.
  - B. **Non-Resident Status:**
    1. Any student under the age of 18 whose parents have not established the U.S. as their domicile is presumed to be a non-resident student.
    2. Any student over the age of 18 who is financially dependent on parents who have not established the U.S. as their domicile is presumed to be a non-resident student.

*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).

C. Physical Presence in the U.S.:

1. Generally, an individual must document one year of continual physical presence in the U.S. as one of the criteria for determining eligibility for resident status. The year to be documented will be one year immediately preceding the first day of classes of the term in question. The year of continuous presence is never the only criterion used for determining resident eligibility and, in itself, will not qualify a student for resident status.
2. If the one year resident requirement is fulfilled while a student is enrolled in this University or another institution of higher education in the U.S., it is presumed that this student has not established domicile in the U.S. However, if substantial information exists (see below for other factors) that clearly demonstrates the establishment of a U.S. domicile, the individual may be immediately eligible for resident status prior to the passage of one year.

D. Circumstances and Activities that Lend Support to Claim of U.S. Resident Status:

The following circumstances and activities, though not conclusive or exhaustive, may lend support to a claim that a student has established the U.S. as the student's domicile and intends to make the U.S. the student's permanent domicile.

1. A person appointed to a regular full-time position at CMU (and that person's spouse or designated Other Eligible Individual (OEI) defined by CMU's OEI program through Human Resources, and dependent children) may be classified as a resident of the U.S. for tuition purposes.
2. Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b) (9)) who lives in the U.S. while attending CMU (regardless of his/her formal country of residence). Covered individuals (includes Veterans, current military personnel, and family members), eligible for VA education entitlement must provide a copy of the VA Certificate of Eligibility (COE) letter verifying approval of VA educational entitlement. Veterans and current military personnel include those individuals from all branches of the military including Army, Navy, Air Force, Marines, Coast Guard, Army and Air National Guard, and Reservists. Periods of qualifying service will be verified via a copy of the veteran's DD-214 form (member 4). 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).
3. A student who is married to a person who is classified as a U.S. resident will be classified as a U.S. resident for tuition purposes.
4. A student who has a parent or grandparent who graduated from CMU will be classified as a U.S. resident for tuition purposes, regardless of that student's actual domicile.
5. Additional Circumstances and Activities:
  - a. Continuous presence in the U.S. during periods when not enrolled as a student.
  - b. Reliance upon only U.S. sources for financial support.
  - c. Domicile in the U.S. of family, guardian, or other relatives or persons legally responsible for the student.
  - d. Former domicile in the U.S. and maintenance of significant connections therein while absent.
  - e. Ownership of a home in the U.S. if purchased without support from non U.S. sources.
  - f. Admission to and full-time practice of a licensed profession in the U.S.

- g. Permanent full-time employment in the U.S., provided that the applicant's employment is the primary purpose for the applicant's presence in the U.S.
- h. Spouse's full-time, permanent employment in the U.S., provided that the spouse's employment is the primary purpose for the student's presence in the U.S.

E. Circumstances and Activities that Generally Lend No Support to a Claim of U.S. Resident Status or domicile:

The following circumstances and activities are temporary and indeterminate and, in and of themselves, do not demonstrate a permanent domicile in the U.S.:

1. Voting or registration for voting in a U.S. State or applicable territory.
2. Possession of a valid driver's license issued within the U.S. or applicable territory.
3. Employment that is temporary or short-term.
4. Employment in a position normally held by a student.
5. Ownership of a home in the U.S. if purchased with support from U.S. sources.
6. The lease of living quarters in the U.S.
7. Payment of any U.S. state income or property taxes.
8. Financial hardship of the student caused by having to pay a higher tuition rate, or by any other reason.
9. The applicant's statement of intent to be domiciled in the U.S.
10. Presence in the U.S. while in attendance at CMU or another institution of higher education in the U.S.

F. Non-Citizens Lawfully Admitted to the United States:

(Lawful admission status is determined by the Director of the Office of Global Engagement, or designee.)

1. A non-citizen of the U.S. (and that individual's spouse or same-sex partner as defined by CMU Human Resources, Faculty Personnel Services, or other authorized office, and dependent children) may be eligible for classification as a U.S. resident for tuition purposes, if such person has an appropriate, current visa, and meets the requirements for U.S. resident status specified in this policy.
2. A non-citizen transferred to the U.S. for employment purposes (and that individual's spouse or otherwise eligible individual as defined by CMU Human Resources, Faculty Personnel Services, or other authorized office, and dependent children) may be classified as a U.S. resident for tuition purposes, if such person has an appropriate, current visa, and meets the requirements for U.S. resident status specified in this policy.
3. A non-citizen appointed to a regular full-time position at CMU (and that individual's spouse or otherwise eligible individual as defined by CMU Human Resources, Faculty Personnel Services, or other authorized office, and dependent children) may be classified as a U.S. resident for tuition purposes, as long as such person meets the requirements for U.S. resident status specified in this policy.
4. A non-citizen student who has a parent or grandparent who graduated from CMU will be classified as a U.S. resident for tuition purposes, if such person has an appropriate, current visa.

III. Procedure to Determine Resident Status. The procedure for determining resident status for an individual is as follows:

A. Undergraduate Students at Time of Admission:

1. The Executive Director of Admissions, or designee, shall determine the initial resident status of new undergraduate students.
2. If an individual disagrees with the initial decision of the Admissions Office, that individual must file a properly completed Application for Resident Status with the Registrar's Office. The Application for Resident Status must be received by the mid-point of the semester or term in which the individual is first enrolled at CMU. The Registrar's

(continued)

Office shall consider the Application for Resident Status and provide the individual with a written decision. If the individual continues to disagree with that decision, the individual may file an appeal following the procedures set forth in IV, below. Approved appeals are not retroactive for tuition and fee adjustments should the student submit their appeal post first term of enrollment with CMU. Approvals are effective commencing with term currently in progress or a future term depending on enrollment plans.

**B. Graduate Students at Time of Admission:**

The Dean of the College of Graduate Studies, or designee, shall determine the initial resident status of new graduate students prior to the first registration. If an individual disagrees with the decision of the College of Graduate Studies, that individual must file a properly completed Application for Resident Status with the Registrar's Office. The Application for Resident Status must be received by the mid-point of the semester or term in which the individual is first enrolled at CMU. The Registrar's Office shall consider the Application for Resident Status and provide the individual with a written decision. If the individual continues to disagree with that decision, the individual may file an appeal following the procedures set forth in IV, below. Approved appeals are not retroactive for tuition and fee adjustments should the student submit their appeal post first term of enrollment with CMU. Approvals are effective commencing with term currently in progress or a future term depending on enrollment plans

**C. All Students Requesting a Change in Resident Status:**

The procedure for determining whether a non-resident student has acquired U.S. domicile status is as follows: An individual must file a properly completed Application for Resident Status with the Registrar, or designee. The Application for Resident Status must be received by the mid-point of the semester or term in which the individual is first enrolled at CMU. The Registrar, or designee, shall consider the Application for Resident Status and provide the individual with a written decision. If the individual disagrees with that decision, the individual may file an appeal following the procedures set forth in IV, below.

**IV. Appeal Process.** If an Application for Resident Status is denied, the individual may request that his or her Application for Resident Status be reviewed by the Resident Status Appeal Committee. The following procedures shall apply:

**A.** The Resident Status Appeal Committee shall be composed of the Executive Director of Admissions, the Registrar, the Director of Global Engagement, the Associate Vice President for Student Affairs, and the Dean of the College of Graduate Studies, or their respective designees. At least three of these individuals must participate in an appeal. The decision of the majority of those participating in the appeal shall be final.

**B.** The appeal must be made in writing and must be received by the Registrar within fourteen (14) calendar days of the date of the denial letter. If the deadline falls on a weekend or a University holiday, it will be extended to the next business day.

**C.** All contact with the Resident Status Appeal Committee must be in writing, unless otherwise requested by the Committee. An individual who wishes the Committee to consider information in addition to that provided with the Application for Resident Status must submit that additional information to the Resident Status Appeal Committee, in writing, with the appeal request.

**D.** In its sole discretion, the Resident Status Appeal Committee shall have the right to request that the individual provide the Resident Status Appeal Committee such additional information and/or documentation as it deems appropriate, including meeting with the Resident Status Appeal Committee.

**E.** The burden of proof is on the individual to demonstrate with clear and convincing evidence that he or she is eligible for a change in resident status because he or she intends to be domiciled in the U.S. and has, in fact, established domicile in the U.S.

**F.** After the individual has submitted all requested information, the Resident Status Appeal Committee will review the individual's appeal. The individual will receive a written decision from the Resident Status Appeal Committee when the review is complete.

**G.** Once the Resident Status Appeal Committee issues its decision, the decision is final regarding the submitted appeal for the semester being petitioned

**Tuition Status for Graduate Fellows and Assistants**

For the purposes of determining tuition rates, doctoral level fellows and assistants are given in-state tuition for the duration of their program of study. Master's and specialist's level fellows and assistants are classified as U.S. domiciled for the purposes of tuition only during the academic year of the award (including subsequent summer).

**Residency Status for Migrants**

Migrant status is one factor considered when determining if a student is domiciled in the U.S. and present in Michigan as a migrant for tuition purposes. Michigan migrants are defined as individuals who have made their livelihood in seasonal work in the State of Michigan and have traveled interstate for this purpose. Migrant students will meet the residency requirement if they, or their parents, or legal guardians, were employed in Michigan and met the criteria set forth in section II.D above for U.S. domicile for at least two months during each of the three of the preceding five years. Verification of employment as migrant workers should be secured from the Michigan Farm Labor and Rural Manpower Services Office. Other appropriate evidence may also be used by migrant workers to prove their residency.

## Financial Debt and Involuntary Withdrawal

Any amount owed to the university should be paid when due. A late charge of \$30.00 per month will be assessed to past due accounts if the balance is \$60.00 or larger. The maximum late charges assessed to an account is \$180.00 or up to one half of the balance remaining outstanding, whichever is less. Any student who withdraws from the university or who has a financial debt is responsible for paying any outstanding financial obligations, and will have a hold placed on all transcripts and future registrations if the balance remains unpaid. Graduating students with unpaid financial obligations may also have a hold placed on their diplomas.

Please be advised that CMU reserves the right to suspend campus ID privileges at any time due to a past due balance greater than \$100 including, but not limited to, meal plan, computer lab, library, bookstore, and flex privileges. Any delinquencies from the University Apartments may result in the initiation of eviction procedures. In mitigating circumstances, students with unpaid financial obligations may be involuntarily withdrawn from classes by CMU Administration.

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. In mitigating circumstances, students with unpaid financial obligations may be involuntarily withdrawn from classes by CMU Administration.

## Refunds

Refunds are issued weekly when a credit balance exists on a university account. All potential refunds are applied to university obligations before a refund is issued to an individual. Refunds of less than \$1.00 will not be issued unless the student requests it from the Student Account Services and University Billing Office, but will be carried forward to offset future university charges.

All student refunds are issued electronically, either by direct deposit into an existing personal checking or savings account or to a BankMobile Vibe checking account. Students must make a selection for their preferred method by logging in to Central Link, clicking on "My Account" in the upper right corner; scrolling on left side to the Finance heading; then clicking on "Set Up Direct Deposit for my Student Refund Method." The student will then be redirected to the BankMobile website to make their refund choice.

## Vehicle Registration Refunds

Students not returning for the Spring Semester will be entitled to a fifty percent motor vehicle registration refund. Applications must be made prior to the end of the first week of classes of the second semester. Students withdrawing within two weeks of the first day of classes are entitled to a full refund of the motor vehicle registration fee for that semester. Applications for refunds should be made to the University Police and accompanied by identifiable portions of the parking decals.

## Cancellation of Housing Agreement

The residence hall agreement is for the entire academic year, or remainder of the year, provided the student is enrolled at the university. The residency and financial conditions of the agreement shall not be terminated to move to a private home, fraternity or sorority house, or other housing or to commute during the period covered by the agreement. Students who break the residence hall agreement without approval from Residence Life officials will owe full room and board charges for the entire academic year.

Students who are approved for release from the residence hall agreement for any reason are subject to the following schedule of cancellation charges:

### New Applicants Only:

- Cancellation of this agreement after May 1 but by August 1 will result in a \$300 cancellation fee.
- Cancellation of this agreement after August 1, but prior to the first day the halls open in the fall shall result in a \$500 cancellation fee.

### Returning Students Only (Prior to the halls opening):

- Students signing an agreement have a 30-day cancellation period without penalty. Students who sign an agreement may cancel without penalty, but ONLY IF they provide a thirty-day written notice of said cancellation, from the day they apply, and the expiration of the thirty-day notice period occurs prior to May 1.
- Students cancelling after the 30-day cancellation period and by August 1 (December 1 for spring semester) will be charged a \$300 cancellation fee.
- Students cancelling after August 1 (December 1 for spring semester) but before the first day the halls open will be charged a \$500 cancellation fee.

### All Students (during the Academic Year):

- Cancellation of this agreement from the first day halls open in the fall but prior to November 1 shall result in up to a \$900 cancellation fee.
- Cancellation of this agreement after November 1, but prior to the end of the fall semester shall result in up to a \$600 cancellation fee.
- Cancellation of this agreement from the end of the fall semester but before April 1 shall result in a \$300 cancellation fee.
- Cancellation of this agreement after April 1 shall result in a \$100 cancellation fee.
- All Cancellation Requests must be in writing.

Other charges and damages may apply under the provision of the agreement such as damage to room. If a student is not approved for release from their residence hall agreement and they choose to move anyway, they are still financially responsible for the entire contract.

Apartments. Residents are charged for actual days up to the termination of their Housing Agreement. Family housing residents may terminate by giving the University Apartments Office 45 days written advance notice. Single student resident contracts are for the entire academic year.



**Refunds for Student-Initiated Complete Withdrawals from All Classes**

Students withdrawing from the university must complete a withdrawal online through *CentralLink* to initiate the refund process. Further information regarding the complete withdrawal policy appears in the section on Academic Policies and Procedures. Students who have credit balances in excess of \$1.00 on their student accounts after all university obligations have been met will receive a refund unless the student received financial aid.

**Refunds upon Withdrawal for Students Receiving Financial Aid**

Financial aid received by students awarded financial assistance through the Central Michigan University Office of Scholarships and Financial Aid is applied to student accounts to pay for university charges. Credits for the unused portion of tuition, special course fees, housing and other university charges resulting from a student's withdrawal from the university are used to repay the financial aid sources in full prior to refunding the student. Withdrawing students who have received refunds for financial aid to cover non-institutional, educational costs may be required to repay financial aid sources.

**Drop and Add Refunds**

The Student Account Services and University Billing Office will automatically process refunds/charges as a result of a change in class registration. Any credit resulting from a change in class registration will be applied to any outstanding university obligations before a refund is issued. No refunds are made after the registration period unless the student is completely withdrawing from the university or the class is dropped on *CentralLink* prior to its second scheduled meeting time.

**Tuition Refunds**

A percentage of the tuition listed below plus the corresponding percentage of all fees will be refunded to a student who completely withdraws from the university.

<b>Percentage of Tuition and Fee Refund for Fall/Spring</b>				
Length of Session	Calendar Days Beginning with First Day of Class			
		Days	11-26	27-54
16 Weeks	Days	1-10	50%	25%
	Refund	100%	50%	25%
10 Weeks	Days	1-5	6-17	18-33
	Refund	100%	50%	25%
8 Weeks	Days	1-4	5-12	13-26
	Refund	100%	50%	25%
5 Weeks	Days	1-3	4-8	9-17
	Refund	100%	50%	25%

**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 CMU Bulletin (<http://cmich.smartcatalogiq.com/>). For a Course Drops/Withdrawals Chart, see <https://www.cmich.edu/global/calendar/Pages/default.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.

See the *Refund Chart* on the next page.

## Global Campus 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.

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 15 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 16 for detailed information.

# Scholarships and Financial Aid

**Note:** While the information regarding financial aid is current at the time of this Bulletin's publication, financial aid requirements and opportunities change frequently. For current information, contact the office indicated for each of the programs listed below.

Central Michigan University, in conjunction with the federal and state governments and private and civic organizations, offers a variety of fellowships, assistantships, grants, loans, and employment opportunities to assist graduate students in financing their education.

## Financial Aid Information

Students interested in any type of financial aid offered at CMU should contact the appropriate office for current information. Questions about graduate fellowships and scholarships should be directed to the Center for Inclusion and Diversity. Questions concerning graduate assistantships should be directed to the academic department offering the assistantship. Questions regarding financial aid applications, loans, and university student employment should be directed to the CMU Office of Scholarships and Financial Aid, Student Service Court; Mount Pleasant, MI 48859. Telephone 989-774-3674, FAX: 989-774-3634, e-mail: [financialaid@cmich.edu](mailto:financialaid@cmich.edu).

## Financial Aid for Students in the College of Medicine

Information on Financial Aid for students in the College of Medicine is available on the College of Medicine website <https://www.cmich.edu/colleges/cmed/Education/MDProgram/FinancialAid/Pages/default.aspx>. Contact the CMU College of Medicine Office of Student Financial Aid at 989-774-1495; CMED 1401B. See the College of Medicine section for scholarships.

## Financial Aid Categories

Financial aid for graduate students falls under two general categories: need based and non-need based. Each kind of aid has certain advantages and limitations, and each is subject to varying standards of eligibility, application procedures, and regulations. Work study employment is the only need-based financial aid program for graduate students. Non-need based financial aid includes graduate fellowships and scholarships, graduate assistantships, internships, non-work study campus employment, and loans.

## 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. 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 that affects your eligibility (such as employer tuition assistance, outside scholarships, etc.).

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

4. Satisfactory Academic Progress (SAP).

5. Your compliance with our request for additional documentation to support your application.
6. 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.
7. 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.
8. The student must have regular admission in an aid eligible graduate degree or certificate programs. Not all Certificate Programs are eligible for federal aid. Graduate students with an admission status of conditional, non-degree, provisional, concurrent or accelerated are not eligible for federal financial aid at the graduate level. Contact the Financial Aid Office if you have questions about your aid eligibility. Guest students attending CMU are not eligible to receive financial assistance through CMU.

## Verification

Verification is a process of review that determines the accuracy of information submitted by financial aid applicants. The OSFA is required to collect documents to verify information on the FAFSA. These documents include, but are not limited to, federal tax transcripts and documentation of assets and family size. A timely response to a documentation request is important. Your financial aid application cannot be processed without the requested documentation.

## Fraud

Falsification of income information submitted for the purpose of receiving financial assistance will result in cancellation of all future assistance and repayment of all prior assistance received falsely. If federal and/or state funds are involved, notification of the false information will be provided to the proper agency for their further disposition.

## King/Chávez/Parks Future Faculty Program

**Note:** This program may, or may not, continue to be funded by the State of Michigan. Contact the Center for Inclusion and Diversity for information.

The purpose of the *King/Chávez/Parks (KCP) Future Faculty Fellowship Program* is to increase the pool of traditionally underrepresented candidates pursuing faculty teaching careers in postsecondary education. Preference may not be given to applicants on the basis of race, color, ethnicity, gender, or national origin. We encourage applications from minorities, women, people with disabilities, and individuals from cultural, linguistic, geographic, and socio-economic backgrounds who would otherwise not adequately be represented in the graduate student and faculty populations.

KCP awards have a maximum value of up to \$20,000 for master's students and \$35,000 for doctoral students. Future Faculty Fellowship graduates are obligated, by signed agreement, to remain in post-secondary faculty teaching or administration in a public or private, 2- or 4-year, in-state or out-of-state postsecondary institution for a minimum of three (3) years equivalent full-time. Fellows who do not fulfill the teaching and/or other obligations of their fellowship agreement may be placed in Default, which results in their fellowship converting to a loan (referred to as a KCP Loan) that the Fellow repays to the State of Michigan.

**Eligibility.** To be eligible, the student must meet all entrance requirements for Graduate Studies and be accepted into a program of study that facilitates a teaching career in postsecondary education by the application deadline. The student must be a U.S. citizen and a resident of Michigan (as defined by CMU). Applicants must not currently be receiving a KCP Initiative Fellowship Award at another institution, and they may not have previously received another KCP Fellowship Award for the same degree level (master's or doctorate). Applicants may not be currently in default on any guaranteed student loan and/or a KCP loan. Additionally, students must intend to teach at a postsecondary institution after graduation.

Students who accept a KCP fellowship must fulfill certain conditions or the award becomes a loan repayable to the State of Michigan. Recipients are required to: (1) maintain good academic standing (3.0 or higher); (2) earn the master's degree within 4 years; (3) within one year after attaining a master's degree, either enroll in a doctoral program or teach at a two or four-year postsecondary institution for three years; (4) within one year after attaining the doctoral degree, teach in a postsecondary institution for at least three years.

**Application Procedure.** Applicants must submit the following: (1) a completed KCP application; (2) transcripts for all undergraduate and graduate coursework; (3) three letters of recommendation from academic and professional people, at least two of which must be from faculty within the applicant's proposed field of study; (4) a professional statement describing current educational status, goals for graduate study, and how you would fulfill the goals of the FFF program; and (5) a current resume or curriculum vitae.

**Application Deadline.** Application information is available on [https://www.cmich.edu/office\\_provost/OID/MASS/Pages/Default.aspx](https://www.cmich.edu/office_provost/OID/MASS/Pages/Default.aspx).

## Small Grants and Awards

Applications, current deadline and award amounts are available on the College of Graduate Studies website ([grad.cmich.edu](http://grad.cmich.edu)).

**Research and Creative Endeavors Grants.** Graduate Research & Creative Endeavors Grants provide funding to off-set the costs associated with conducting research or producing a creative endeavor. Applications are review twice per year.

**Presentation Grants.** Graduate Presentation Grants provide funding for students who research or creative endeavor are accepted for presentation at the state, national, or international level. Applications are review three times per year.

**Dissertation Research Support Grant.** This grant provides funding to off-set the costs associated with a student's dissertation project. Applications are reviewed twice per year.

**Outstanding Thesis, Doctoral Project, Dissertation, and Plan B Award.** This award recognizes significant scholarly activity by graduate students and the contribution made by their faculty advisor. Students may be nominated by any CMU faculty member for an outstanding document completed at CMU during the 12 months prior to nomination. Nominations are due in October.

## Army ROTC Scholarships

ROTC awards scholarships to students at CMU. The Army ROTC scholarship program for graduate students includes a financial benefit package for a period of two years. Scholarships are awarded on a competitive basis to prospective cadets, each of whom must be of good moral character, a U.S. citizen, medically qualified, not more than 31 years of age or less at graduation, and able to pass the Army Physical Fitness Test; have no civil convictions (other than minor traffic violations), a GPA of at least 2.5 (4.0 scale), scholar, athlete, and leader attributes, and a minimum of two years remaining in graduate school.

Each scholarship pays for tuition, laboratory fees, on campus educational fees, and \$900 for the purchase of textbooks, class supplies, and equipment. Army ROTC Scholarship recipients receive a tax-free subsistence allowance of \$350-400 per month for each school year that the scholarship is in effect. The Michigan National Guard, in partnership with ROTC, also offers a non-competitive financial assistance package which pays for tuition and up to \$1,200 a month directly to the student. Contact the Military Science Department at 989-774-3049 or 989-774-7440.

## Graduate Assistantships

### Program Description

Graduate assistantships provide students with training and valuable professional experience in higher education work environments. Graduate assistantships are employment-related appointments and may require teaching, research, and/or administrative service. The responsibilities may vary depending on the department's needs and the experience and academic qualifications of the graduate assistant. A full-time assistantship requires approximately 20 hours of work per week (including during the summer semester); a half-time assistantship requires about 10 hours weekly.

Earnings from graduate assistantships are not counted as financial aid for purposes of qualifying for Guaranteed Student Loans. However, graduate assistant earnings are considered employment resources to apply against need for other financial aid programs.

In order to comply with federal healthcare reform requirements, work hours for non-benefit eligible employees are restricted to a maximum of 50 hours per pay period during the academic year. All assignments, including work for multiple departments or as a student employee, count as work toward the total workload. Research conducted by graduate research assistants as part of the graduate assistantship, shall not exceed 40 hours per pay period, except as it relates to the graduate student's education, such as dissertation related research.

### Responsibilities

The responsibilities of a graduate assistant are determined by the hiring department. The responsibilities must be commensurate with the time constraints of the assistantship appointment.

### Graduate Assistant Benefits

Graduate assistantships provide graduate students with financial resources to pursue their degrees, in the form of a stipend and tuition waiver benefit. Stipends for individual graduate assistants are determined by the department/college, and are prorated for graduate assistants appointed less than full time or for less than an entire academic year.

The number of credit hours covered by the graduate assistant's tuition waiver benefit is determined by appointment type and level. The tuition waiver may be applied to courses taken during the semester of the assistantship, and continues through the subsequent summer sessions. The tuition waiver benefit pays tuition at the on-campus rate only.

Graduate assistants are classified as Michigan residents for the purpose of determining tuition rates at CMU. This classification remains in effect for the duration of the student's stay at CMU if working on a doctoral program. For specialist's and master's degrees, and graduate certificates, this classification as a Michigan resident is in effect only during the academic year of the award (including the subsequent summer).

Graduate assistants are covered by travel accident insurance which provides \$25,000 to a beneficiary in case of accidental death while traveling on university business.

Graduate assistants receive special library privileges, allowing them to check books out for a six month period.

Additional information on employment and the benefits provided to Graduate Assistants is available on the Faculty Personnel Services website at [www.fps.cmich.edu](http://www.fps.cmich.edu).

### Eligibility

To be eligible for an assistantship, a student must be admitted to the College of Graduate Studies under regular admission, admission with stipulations, or non-degree admission. Students who have concurrent or accelerated admission status may be appointed as graduate assistants only if they have special permission from the Vice President/Dean of the Office of Research and Graduate Studies. Other hiring criteria may be determined by the department or office responsible for the assistantship.

Graduate assistants must maintain a cumulative, graduate GPA of 3.0. The following credit hour loads are also required:

(continued)



- Fall or spring semesters: 6 credit hours
- Summer semester: 1 credit hour
- Final semester of enrollment before degree completion: only the number of graduate credit hours needed to complete the degree requirements. This waiver is for only one semester. Requests for exemptions are evaluated on a case-by-case basis by the Vice President/Dean of the Office of Research and Graduate Studies.

U.S. Department of Homeland Security regulations are complex and may affect international students' eligibility for assistantships. Contact the Office of Global Engagement for information regarding current regulations.

#### Application Procedures

Applications for assistantships must be made directly to the department in which the applicant desires to study. Interested students should contact individual departments for assistantship availability, application requirements and application deadlines.

## Satisfactory Academic Progress

### Satisfactory Academic Progress toward your Degree

CMU students are required to make progress toward their degree to be eligible for federal and most state and university aid sources. Progress is measured in three ways:

1. Required percentage of attempted credits completed. All students must complete 67% of all CMU credits attempted each semester of enrollment (including the summer semester).
2. Required GPA level. Students must maintain a 2.00 cumulative GPA as an undergraduate student and a 3.00 cumulative GPA as a graduate student.
3. Length of time to complete your degree. Students must complete all degree requirements within 150% of the minimum number of credit hours required to complete their program of study.

### Satisfactory Academic Progress

Federal regulations (HEA Sec. 484(c)) require that Central Michigan University monitor the satisfactory academic progress of all students **regardless if they have received financial aid in previous semesters**. These financial aid requirements are separate from students' 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.

- **Quantitative standard:** Students 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." Completion of these credits means the student receives a grade for them, even if the grades are not passing. Repeated courses count the same as do first-time courses for the purposes of calculating completion rate.

All courses, including incomplete credits, repeated credits, and remedial credits are evaluated for completion rate. Incomplete courses will have a grade (I, X or Z) at the time, but for financial aid purposes they are considered incomplete until the student receives a final grade.

Consequences of failure to meet this requirement: Students who fail to complete 67% of their cumulative assessed credits will be placed on warning for one semester. Failure to restore a 67% cumulative completion rate by the end of the next enrolled semester will result in aid denial until the cumulative completion rate is brought to 67%. Semesters of non-attendance are not counted in this calculation. However, courses dropped after the end of the regular drop and add period are counted as courses the student failed to complete.

- **Qualitative standard:** Students must maintain a 2.00 cumulative GPA as an undergraduate student and a 3.00 cumulative GPA as a graduate student.

GPA is calculated at the end of the semester as of the date grades are due. All graded credits, including repeated and remedial credits, are counted for GPA purposes. If a student has incomplete coursework at the time that grades are due to be reported, those courses are not counted as part of the GPA calculation, as an incomplete grade (I, Z, or X) does not count.

Students who have an incomplete grade should contact the OSFA after the final grade has posted to request another review. If the change of grade changes the cumulative GPA, the student will have their SAP status updated, which may result in a warning or denial status for the current semester.

Courses which were graded at the end of the semester, but which are changed later by the instructor due to an appeal or error may change the GPA. This change is taken into account at the time it is reported and will affect the next monitoring report. A student may contact the OSFA at any time if such a change brings them into good standing so their SAP status may be reset.

Audit courses receive no credit and do not influence grade point average. They are not counted in credits attempted and are not eligible for financial aid.

Consequences of failure to meet this requirement: Students with a cumulative GPA below the standard will be placed on warning. If the cumulative GPA is still below the standard at the end of the next semester of enrollment, the student is denied financial aid until they regain the required cumulative GPA.

- **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. Students in graduate programs may not receive financial aid if they have exceeded the published time limits as outlined in the CMU Graduate Bulletin for master, doctoral, or professional programs.

Repeated, remedial, and incomplete credits count as assessed credits. Even though a repeated course will count only once toward the student's academic requirements and the student's GPA, each repeat is assessed separately and counts separately for aid purposes.

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. As students near their credit limits they will be placed in a warning status. Once an undergraduate student reaches the 186 attempted credit limit, they will be denied further aid until the degree is conferred. The student may then regain eligibility for a second undergraduate or graduate degree.

Students attempting a master's degree and who reach the eligibility limit, will be denied further aid until the master's degree is conferred, at which time the student would regain eligibility for a second master's degree, doctoral, or professional degree.

### Graduate students working on second baccalaureate degree or post-baccalaureate students working on teacher certification.

Students pursuing a second undergraduate degree or post-baccalaureate students working on teacher certification are limited to 93 credit hours of work between the receipt of the first degree and the completion of the second. Students may not receive financial aid beyond 6 semesters (or the part-time equivalent of 6 semesters) of enrollment in the second undergraduate degree program or teacher certification program.

### Satisfactory Academic Progress review is performed at the end of each semester.

Satisfactory Academic Progress is measured at the end of each semester to determine a student's financial aid eligibility for the following semester.

### Satisfactory Academic Progress Warning

Financial aid warning means you have one payment period to meet SAP requirements and does not require action (such as an appeal) by the student. A student will be removed from SAP financial aid warning after successfully completing the quantitative and qualitative standards listed above.

If an undergraduate student fails to achieve a minimum 2.0 cumulative GPA, 3.0 for graduate students, and complete a minimum of 67% of enrolled courses, the student will be placed on **warning**.

If a student is placed on financial aid **Warning**, financial aid is available during that period. At the end of the **Warning** period, an undergraduate student **must** have a cumulative grade point average (GPA) of 2.00 and must also complete a minimum of 67% of all attempted credits. Graduate students must have a 3.0 cumulative GPA and must also complete a minimum of 67% of all attempted credits.

### Failure to Meet SAP Warning Requirements/SAP Suspension

Students who do not meet the SAP standards at the end of the Financial Aid Warning period will be placed on Financial Aid Suspension and will be ineligible for Federal Student Aid.

### Regaining Financial Aid eligibility

A student can regain eligibility by doing these three things and notifying the OSFA when they have been accomplished:

- Complete a semester without the benefit of financial aid; and
- Achieve a minimum GPA of 2.0 for undergraduates (3.0 for graduates); and
- Complete 67% of attempted credits

Students who do not meet the above metrics are ineligible for federal aid. A written notification will be sent to all students who fail to comply with the terms of their warning.

Students denied financial aid generally may continue attending Central Michigan University using private aid sources such as alternative student loans, or by funding their education themselves. Please note that some alternative loans are NOT available to students while on Financial Aid Suspension.

### Appeal process for all students

Students who have faced extraordinary circumstances may appeal a financial aid suspension but, students are cautioned that appeals are not routinely approved. Examples of appeals for mitigating circumstances are: death or serious illness of an immediate family member, serious illness of student, or other major family catastrophe.

*All appeals must:*

- be submitted using the CMU Financial Aid Satisfactory Academic Progress Appeal form available on the CMU OSFA website
- include the required documentation.
- be submitted to the Office of Scholarships and Financial Aid no later than the following dates:
  - receiving aid in Fall semester, appeal by October 1,
  - receiving aid in Spring semester, appeal by February 1,
  - receiving aid in Summer semester, appeal due by June 1,

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.

If an appeal for a student on Financial Aid Suspension status is approved, the student will be placed on **Financial Aid Probation** for one semester and may continue to receive federal student aid for one semester. If at the conclusion of the Financial Aid Probation semester, Satisfactory Academic Progress standards are not met, as outlined below or according to the student's academic plan, the student will be placed on **Financial Aid Suspension** and become ineligible for Federal Student Aid.

### Undergraduate Students

- You must earn a minimum 2.00 semester CMU grade point average during the semester that you are on financial aid probation.
- You must complete at least 67% of the coursework attempted during the semester that you are on financial aid probation.

### Graduate and Certificate Students

- You must earn a 3.00 semester CMU grade average during the semester that you are on financial aid probation.
- You must complete at least 67% of the coursework attempted during the semester that you are on financial aid probation.

Students should be prepared to seek other funding options if the appeal is not approved. Students may regain federal aid eligibility by completing the requirements list under Regaining Financial Aid eligibility.

Appeals must be submitted by the due dates listed on the appeal form. Late appeals will not be processed.

*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 academic progress or from any other requirements of the financial aid program.*

### Summer Semester Processing of Satisfactory Progress

If students are currently on financial aid warning, probation or denial and they request summer aid, their file is on HOLD until spring grades are posted and OSFA can confirm if the student has met the requirements to be cleared. If the student has not met the requirements they will go on denial (or remain on denial if already there), and **not** be eligible for summer federal aid.

Due to the timing of final grade posting for spring semester, students currently on warning, probation or denial will not have their summer aid processed and paid out in time for the FIRST summer disbursement.

*Please note: students who successfully complete Summer I term while on denial, are NOT eligible for federal aid for Summer II term – they are on denial for the entire Summer semester.*

## General Requirements for Loans and Work Study

### Academic Eligibility

Graduate students must register for at least five graduate credit hours per semester at CMU to be eligible for federal student aid programs. Credit hours are determined after the close of the Drop/Add period.

### Policy and Award Revision

CMU reserves the right to revise a student's financial aid award if government regulations, university policy or sources of funding change prior to or during an academic year; if overpayment occurs; or if acceptance of the award is made after the acceptance date.

### Debt and Default

Federal aid recipients may not owe a refund from any grant or loan or be in default on any federal loan to be eligible for assistance.

### Financial Aid Assessment

The federal need analysis is utilized to determine the student's contribution and the student's spousal contribution, if applicable. Students and their spouses are expected to assist in meeting educational costs. The expected contribution is calculated from earnings, untaxed income, and a percentage of personal savings and assets.

Student loan requirements and regulations can be quite complex; all students are encouraged to work closely with the CMU Office of Scholarships and Financial Aid. The financial aid office has publications that provide detailed information on loan programs, and financial aid advisors are available to answer questions and offer information and advice concerning student loans. Financial aid advisors are available on a walk-in basis in the Student Service Court in the Bovee UC or by appointment in Warriner 202.

The total amount of all loans borrowed may not exceed the student's estimated cost of attendance minus the financial aid awarded for the period of enrollment.

## Student Loans

### William D. Ford Federal Direct Loan Program

#### Unsubsidized Student Loans

Unsubsidized loans are made to students by the federal government and applied directly to the student's account. The program is open to all students who have completed the FAFSA and have federal loan eligibility. The student is responsible for the interest that accrues while he/she is in school.

The aggregate maximum for undergraduate study is \$31,000 for a dependent student and \$57,500 for an independent student. Graduate students making satisfactory academic progress who carry at least five (5) graduate semester hours may borrow up to \$20,500 in an unsubsidized Federal Direct Loan. The aggregate maximum for undergraduate and graduate study combined is \$138,500. Application is usually made for one semester or an academic year (9 months), with summer school requiring a separate award.

The interest rate for a Graduate Federal Direct unsubsidized loan is fixed. Student borrowers are assessed an origination fee prior to loan disbursement.

Six months after ceasing to be at least a half-time student, the borrower must begin repayment. Several repayment options are available; contact your servicer. Payment of principal may be deferred under certain conditions. Students should refer to their promissory notes for details.

#### Loan Counseling

*Entrance Interviews.* Students who have applied for a Federal Direct Student Loan as a first-time borrower are required by federal regulations to complete an entrance interview before their loan funds may be applied to their accounts. Important information on loans, debt management, repayment options and consequences of default will be presented. Information regarding this mandatory session is available online at [www.studentloans.gov](http://www.studentloans.gov).

*Exit Interviews.* Students who receive a Federal Direct Loan are required by federal regulations to complete a loan interview before graduating or withdrawing from the university. Important information regarding deferment and payment schedules will be discussed. Students are contacted electronically to complete on-line exit counseling. This online session will take about 30 minutes to complete through [www.studentloans.gov](http://www.studentloans.gov).

#### Federal Graduate PLUS Loan

This program is for students in graduate level programs only. Students must file the FAFSA, be enrolled at least half-time, and receive all unsubsidized loan eligibility before a PLUS loan may be disbursed. 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. Interest accrues while the student is enrolled in school and during grace periods. The interest rate is fixed. Students may complete a Graduate PLUS Loan Application available online at: [www.studentloans.gov](http://www.studentloans.gov).

#### 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, 2018 must be reduced by 6.20% 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 signed 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://studentloans.gov/myDirectLoan/index.action>
- Sign a TEACH Grant Agreement to Serve and Promise to Pay each year at <https://studentloans.gov/myDirectLoan/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 Provisional Certification 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.

## Student Employment Opportunities

### Internships and Co-op Opportunities

CMU encourages internship and co-op experiences for graduate students. By definition, an internship is a requirement of a student's program of study, while a co-op experience enhances but is not required for the program. Both require that the student perform services related to the student's area of study. The service is generally provided to an agency or business outside of CMU's control, and pay levels generally reflect the graduate student's advanced standing. For information on internship or co-op opportunities, students should contact their academic department.

### Employment Programs

Job opportunities, on and off campus, are available to CMU students, regardless of financial need, who are enrolled at least half-time each semester. Employment in moderation can be beneficial to a student's educational experience, and earnings can often reduce or eliminate the necessity to borrow. Over 5,000 students work on campus earning over \$8 million yearly.

### Federal Work Study Program

The university participates in the Federal Work Study Program (FWS). Students must be U.S. citizens or eligible noncitizens and meet all other requirements included in the Financial Aid Eligibility section. Students must be enrolled at least half time. Job opportunities extend to most areas of university activity. Pay rates are commensurate with federal minimum wage guidelines. Students are paid once every two weeks for hours worked.

Once students have earned the amount for which they are eligible, it is for the employing department to determine if students will remain employed and paid from another funding source.

Students are not required to accept a job offer in order to receive other types of aid. If students want to replace all or part of the value of the job offered with a loan, they must write to or make an appointment with a financial aid advisor to discuss this option. Substitution of a loan for a job assignment can occur if loan funds are available.

Summer employment for Federal Work Study students may be available on campus. Students must file the FAFSA for the succeeding year in order to be determined eligible.

### University Employment/General Student Assistance Employment

Other student jobs are available on campus in addition to those described under the Work Study Programs. General Student Assistance positions are funded by the state through the university. Half-time enrollment status is also required for employment under this program.

### Work Hour Limitation

Student employees are allowed to work 50 hours per pay period during the academic year and 80 hours per pay period in summer. These hourly restrictions keep CMU in compliance with the Patient Protection and Affordable Care Act, otherwise known as health care reform. Student employees must inform supervisors of all CMU work assignments and are expected to self-monitor the total hours they work for each pay period.

### Off-Campus Employment

Businesses and individuals in the Mt. Pleasant and surrounding areas utilize the Student Employment Office to advertise available part-time positions through up-to-date job postings. Information on summer employment is also posted and includes local, state, national, and international opportunities. (International students should contact the Office of Global Engagement to determine eligibility for off-campus employment.)

### Indian Tuition Waiver

A Michigan state resident of a U.S. Federally Recognized Tribe who is not less than 25% Indian blood quantum is eligible for free tuition at CMU. Applications are available from the Michigan Department of Civil Rights, telephone 231-439-5247, [www.michigan.gov/mdcr](http://www.michigan.gov/mdcr). The student must be enrolled in a degree-granting program.

## Scholarships

Contact the Office of Scholarships and Financial Aid for more information on the following awards and scholarships.

### Scholarships for the College of Medicine

See *College of Medicine* in the index for the page number for scholarships for medical students.

### Scholarship Program

Applications for scholarships open each year in January 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 March.

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. Scholarships available to only Global Campus students are indicated in their descriptions below.

### AAUW - M. Ruth Evans Award

Established in 1991 by Jackie M. Evans, members of the M. Ruth Evans family and members of the Mount Pleasant, Michigan branch of the American Association of University Women (AAUW) in memory of M. Ruth Evans, wife, mother and friend, for a sophomore, junior, senior or graduate student who has been a resident of Isabella County for two or more years and has a GPA of 2.86 or higher.



### **William S. Ballenger, III and Dr. William P. Browne Capitol Internship Program Endowment**

Established in 2007 by friends and family of William S. Ballenger, III and Dr. William P. Brown, former CMU employees, to honor their service and dedication in the area of political science at CMU. This endowment recognizes Bill Ballenger's service as the Robert and Marjorie Griffin Endowed Chair in American Government from 2003-2007. The endowment also honors Dr. Bill Browne as a respected friend, colleague, and mentor to the Political Science and Public Administration department and the College of Humanities and Social and Behavioral Sciences. Income from the endowment will support a renewable internship for an undergraduate or graduate student enrolled in the political science academic program or who has an interest in the study of political science and, who has a minimum GPA of at least 3.0.

### **Stephen Barstow Memorial Art Prize**

This renewable scholarship will be awarded to an outstanding undergraduate or graduate student who is a member of a state or federally recognized tribe majoring in art, enrolled at CMU. The applicant must have a cumulative minimum GPA of 2.5 or higher for a freshman, 3.00 or higher in Art for transfer or CMU students. The applicant must submit samples or slides of art work along with a statement of their creative achievements and goals. Applications and guidelines are available at the Department of Art. If no recipients are eligible, may be awarded to any art major.

### **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.

### **Mary Lou Bruce Scholarship**

Established in 1983 by Lieutenant Colonel Gene D. Bruce and friends in memory of Mary Lou, a dedicated military wife and a valued member of the military science and health education families and Mount Pleasant community, for a junior, senior or graduate student majoring in health education and health science who has earned a 3.0 or higher GPA.

### **Richard & Colleen Burns Scholarship**

Established in 2013 by Richard, 1960, and Colleen Burns, to honor Julia Egan Burns, 1902. The recipient will be a graduate student pursuing a career as a physician assistant and enrolled in The Herbert H. and Grace A. Dow College of Health Profession's Physician Assistant Program with a minimum GPA of 3.0. In the event there are no applicants within the PA program, it could be received by an undergraduate with intentions of entering the PA program. Preference will be given to a student with the greatest financial need from one of the following Mid-Michigan area schools: St. Johns, DeWitt, Westphalia, Fowler, Pewamo, Hubbardston, Carson City, Perrington, Ashley, Ovid-Elsie. The scholarship may be renewable for up to two years.

### **Jon and Elaine Caswell Family Scholarship**

Established in 2018 by Jon '64 and Elaine Caswell, in honor of David Nicholson '64. Income from this renewable award will support a part-time or full-time student at CMU who is a single parent or to a student from a single parent household. Recipient must demonstrate financial need with a minimum GPA of 3.0. Preference will be given to applicants who distinguished themselves in the advancement of underrepresented groups in American society.

### **CDO-SLP Alumni Scholarship**

Established in 1998 through alumni support, for a second-year graduate student in the Speech/Language Pathology Program in the Department of Communication Disorders.

### **CMU Women's Connection Scholarship**

Established in 2007 by CMU Women's Connection donors. This association provides a platform for alumnae and friends to be actively engaged in the advancement of the university and to promote enhanced learning opportunities for CMU students. Income from this renewable award will support a part-time or full-time student at CMU who is a single parent\* or to a student from a single parent\* household. Recipient must demonstrate financial need with a minimum GPA of 2.75. (\*"single parent" defined as a sole parental figure who shoulders the day-to-day responsibilities of raising a child without any assistance, financial or otherwise, from the other parent or partner, regardless of current or previous marital status to one another).

### **Computer Science Endowment**

Established 2005. The spendable income from this endowment may be used for scholarships for undergraduate or graduate students, student awards, professional events in the department, and other necessary purchases for the benefit of the Computer Science Department. If used for a scholarship for undergraduates, the students must be a sophomore or junior, an authorized CPS or ITC major (Computer Science or Information Technology), and have a minimum 3.3 GPA. Graduate Students must be an authorized major in CPS MS. The award is renewable.

### **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.

### **Paul David Cratin Physical Chemistry Graduate Student Endowed Award**

Established in 2000 to honor Paul David Cratin, former professor. Proceeds from the endowment will be used to establish an award for a graduate student enrolled in the masters degree program in the area of physical chemistry.

### **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.

### **Dow Corning MBA Endowed Scholarship**

Established in 2006, the scholarship is in memory of Larry Reed, '69. Income from the endowment will support a renewable scholarship for a graduate student enrolled in the College of Business Administration's MBA program. The recipient will have regular admission status in the program and be performing at a high level in their academic coursework. Selection will be based upon GPA in the MBA program, performance in specific MBA courses, faculty recommendations, demonstrated leadership in MBA related activities and the potential for success following completion of the degree. A list of finalists for the scholarship is to be sent to a selection committee, who may also recommend recipients. The selection committee shall make the final determination of the recipients. Preference may be given to applicants who are available to intern as students with Dow Corning and willing to consider full time employment with Dow Corning upon graduation.

**J. Dean and Betty L. Eckersley Audiology Scholarship**

Established in 1996 as a renewable scholarship for a graduate status audiology student within the Department of Communication Disorders who earned a minimum GPA of 3.5 as a senior with financial need as determined by CMU. Preference will be given to students from Isabella County, other counties of Michigan and transfer students from Mid-Michigan Community College who were recipients of the J. Dean and Betty L. Eckersley Scholarship. Application may be made through the Department of Communication Disorders.

**Educational Leadership Endowed Scholarship**

Established in 2016 by faculty, staff, emeriti, alumni and friends of the Department of Educational Leadership to support student learning experiences related to coursework such as professional development, international travel, or course tuition. Recipients will be currently enrolled in a Department of Educational Leadership degree program; undergraduate minor, graduate program or doctoral program, and must be in good standing with the department and the university. Preference will be given to applicants that connect their experience to advancing the mission of the Department of Educational Leadership.

**Richard D. Featheringham Endowed Scholarship**

Established in 2005 by Dr. Richard '81, '84 and Audrey Featheringham. Income from the endowment will support a renewable scholarship for an undergraduate or graduate student with a major or minor in organ and a minimum GPA of 3.0. The student must audition with the School of Music.

**Bud Fisher and Fisher Companies Study Abroad Scholarship**

Established in 2005 by Bud Fisher and Fisher Companies. Income from the endowment will support a renewable scholarship for a student(s) who wishes to study abroad. The recipient(s) will be a sophomore or higher or a graduate student who has completed at least one semester of study, with a minimum GPA for an undergraduate of 2.7 and 3.2 for a graduate. Preference will be given to students studying in non-Western and non-English speaking countries. The recipient must be a U.S. citizen or permanent resident, demonstrate financial need, be enrolled full time at the time of the award and during the term of study abroad (one or two semesters), and fulfill the in-kind service requirement upon return.

**Wasaburo Fujimiya Study Abroad Scholarship**

Established in 2014 by Wasaburo Fujimiya '66 for undergraduate and graduate students who wish to study abroad. The Donor wishes to support CMU students pursuing their education overseas and international students studying at CMU. Income from the endowment will support a renewable scholarship for student(s) in good academic standing with a 3.0 cumulative minimum GPA who chose to study in one of Central Michigan University's Japanese or East Asian exchange partner program universities, and/or students from one of these exchange program universities studying at CMU. Recipient must be approved to study abroad through CMU and be enrolled full-time at the time of the award and during the term of study abroad.

**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.

**Michael "Gio" Giordano Helping Professions Award**

Established in 2013 by Michael "Gio" Giordano '71, '74, '10 to recognize the impact of his educational experience at Central Michigan University and to provide for those who pursue the goal of helping others. Income from the endowment will support a renewable award for undergraduate students having earned junior status, or graduate

students who have completed 12 hours of graduate credit, who have elected the field of social work; professional counseling or clinical psychology. Recipient must have a minimum GPA of 3.5 in their major course of study. The award will be given on the basis of an essay not to exceed 500 words on the topic of the role of a helping professional in creating client self-reliance.

**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.

**Barbara P. Greene Endowed Scholarship in Political Science**

Established in 2004 by Sarah and Edward Cohen (daughter and son-in-law) and friends of Barbara Greene. Barbara was a professor and chair of the political science department prior to her death in 2001. Income from this endowment will support a scholarship for students enrolled in the Political Science and Public Administration department who have interest in state and local government. Recipient must possess a minimum GPA of 3.0 on a 4.0 scale. Preference will be given to a graduate student, followed by a senior or junior.

**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.

**John and Carol Grossa/Roy and Joan Klopoc Endowed Scholarship**

Established in 2018 by John and Carol Grossa and Roy '59 and Joan Klopoc '59. John and Carol are both retirees from CMU; John is a professor emeritus from CMU's Geography Department and Carol retired from the office of Student Disability Services. Roy is a professor emeritus from CMU's Geography Department and both he and Joan are 1959 alumni. Income from the endowment will support a renewable award for a full-time undergraduate or graduate demonstrating financial need. Recipient will be pursuing a degree in Geographic Information Services with the College of Science and Engineering.

**Ahmad Hakemi Scholarship Fund for Physician Assistant Students**

Established in 2013 by Robert Wintermyer '05 and friends, to honor Dr. Ahmad Hakemi, for his hard work and commitment to Physician Assistants at CMU and nationwide. Income from this endowment will support an award for a full-time student enrolled majoring in the Physician Assistant Program within The Herbert H. and Grace A. Dow College of Health Professions. Recipient will have a minimum GPA of 3.4 demonstrating financial need.

**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.

**James E. Hornak Endowed Award**

Established in 2009 by colleagues, former students, and family of Dr. James E. Hornak '65, '66, retired chairperson of the Department of Physical Education and Sport. Income from this endowment will support a renewable award for a student enrolled in a graduate degree program of the Department of Physical Education and Sport

(continued)

in The Herbert H. and Grace A. Dow College of Health Professions who has a minimum GPA of 3.3. If no recipients fit the criteria, it may be awarded to any signed major within the Department of Physical Education and Sport within The Herbert H. and Grace A. Dow College of Health Professions.

#### **Jack-Rowe Scholarship**

Established in 2016 by the estate of Madge J. '50 and Edwin Rowe. Madge was a high school counselor and wanted to help students in the same way that she was helped. Income from this endowment will support a renewable award for a full-time student demonstrating financial need with a cumulative minimum GPA of 3.0 or higher.

#### **Tricia Keith Endowed Fund for Study Abroad Experiences**

Established in 2016 by Trustee Tricia Keith '93, CMU Board of Trustees. Income from this endowment will support a renewable award for a student participating in a study abroad program. The study abroad experience will last for a duration of at least one semester and the recipient must have a cumulative minimum GPA of 3.0. The study abroad experience will be international and focused upon an academic program or research experience. Destinations within the U.S. or alternative spring break (or similar) programs are not eligible.

#### **Robert and Marilouise Knott Special Education Award**

Established in 2010 by the estate of Robert Knott '41, '57, to commemorate Robert and his sister, Marilouise. Income from the endowment will support a renewable award for a student enrolled in the Master of Arts (M.A.) in the Special Education graduate program within the College of Education and Human Services with a minimum of five credit hours and a 3.5 GPA.

#### **Krantz Family International Study Award**

Established in 2018 by The Joseph and Karen Krantz Family Charitable Foundation. Income from this endowment will be used to support a scholarship within the College of Communication and Fine Arts' School of Music. The recipient will be a declared music major and must participate in a qualified study abroad experience. Students applying for the award should include a resume, letter of recommendation, and brief essay describing their interest in study abroad as it pertains to their educational experience and professional goals. Preference will be given to students enrolled as a major in Vocal Music and those that have not previously participated in a study abroad experience. If there are no study abroad applicants within the School of Music, the award may be used for other international travel that contributes to a student's academic and professional success, such as conferences, competitions, and other activities.

#### **Dr. Barbara Leiting-O'Connell Family Endowed Scholarship**

Established in 2007 by Dr. John F. O'Connell '83 in memory of Dr. Barbara Leiting-O'Connell. Income from the endowment will support a renewable award for a junior or senior with a minimum GPA of 3.25. First preference will be given to students majoring in chemistry, then students majoring in physics or math. Preference will also be given to students desiring to attend graduate school.

#### **Jeff Lichon Spinal Cord Injury Foundation Graduate Student Scholarship**

Established in 2017 by The Jeff Lichon Spinal Cord Injury Foundation. Income from the endowment will support a renewable graduate scholarship to support students who have the potential of making a significant contribution to advancing our understanding of the degenerative processes involved in spinal cord injury or degenerative disc disease, and/or the potential treatment strategies that are most relevant to spinal cord or spinal disc injury and/or disease. The recipient will be a graduate student who is enrolled in the College of Humanities and Social and Behavioral Science's Program in Neuroscience.

#### **Richard Allen Martens Endowed Scholarship for Military Personnel and Families**

Established in 2018 by the estate of Dr. Richard Allen Martens '59. Income from the endowment will support a renewable award for an undergraduate or graduate exclusively within the Veterans' Resource Center. The recipient will be active military personnel, a veteran, or a qualifying dependent demonstrating financial need. Verification of eligibility is required.

#### **Robert E. McCabe Scholarship**

Established in 1998 by Robert McCabe '46 for undergraduate or graduate students with a minimum 3.2 GPA and financial need. First preference will be given to students pursuing a degree in journalism. If no qualified candidate is identified, then the scholarship shall be awarded to a student pursuing a degree in liberal arts.

#### **Edward E. McKenna Academic Excellence Award**

Established in 1998 in memory of this dedicated teacher, scholar, and unionist by the Department of Sociology, Anthropology, and Social Work. Endowment earnings will provide cash awards for winning authors of an annual undergraduate and graduate paper competition.

#### **Bernard N. Meltzer Scholarship**

Established by friends in honor of Bernard N. Meltzer, former faculty member and chairperson of the Department of Sociology, Anthropology, and Social Work, for a graduate student in sociology.

#### **Anne Miller-Quimper Memorial Award**

The Anne Miller-Quimper Memorial Award was established in 1991 through gifts from family and friends in memory of Anne Miller-Quimper (1940-1980). A graduate student in the School of Psychology program, Anne was killed by a car while she was jogging. Endowment earnings will provide annual stipends to graduate students in the School Psychology Program to support thesis or dissertation research.

#### **Clara Lee R. Moodie Scholarship**

Established in 2015 by the estate of Clara Lee R. Moodie. Clara was an English professor at CMU from 1971 – 1999. Income from the endowment will support a renewable award for a graduate student majoring in English, showing academic promise and a commitment to teaching English at either the high school or college level. Preference will be given to a student wishing to teach American literature. The award is to be used for tuition, fees, room and board, or books.

#### **Doris Andersen Moore Endowed Scholarship**

Established in 2016 from the estate of Doris Andersen Moore '38. Income from the endowment will support a renewable scholarship for a full-time or part-time graduate student admitted to the Counseling program in the College of Education and Human Services. Recipient will have maintained a cumulative minimum GPA of 3.0. Preference will be given to a student from the State of 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.

#### **Dr. Nina Nash-Robertson Memorial Scholarship**

Established in 2018 by John and Jennifer Robertson, colleagues and friends in memory of Nina Nash-Robertson. Professor Nina Nash-Robertson served as the Director of Choral Activities at Central Michigan University from 1982 to 2017. As a talented and accomplished musician and an inspiring teacher and mentor, she touched the lives of thousands both at CMU and around the world. Scholarship will be awarded to a student who best exemplifies her enthusiasm and dedication to excellence in choral conducting and performance, and who demonstrates a record of distinguished musical and academic achievement as well as significant promise as a choral educator. Applicant will be a graduate student pursuing a choral conducting career in the Master of Music: Conducting or Music Education concentrations, or an undergraduate student with a signed Bachelor of Music Education: Choral Option major and have attained music candidacy. Undergraduate applicants must have earned an overall GPA of at least 3.0 and have at least one semester



of experience as a registered student in the CMU Concert Choir and/or Chamber Singers. Applicants must provide an up-to-date CV; two letters of recommendation attesting to achievement and promise as a musician and an educator; and an essay [no more than 300 words] in which they describe their achievements as a choral performer and choral-education student and their aspirations as a choral educator.

#### **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.

#### **The Evelyn Hill Pender Memorial Endowed Scholarship**

Established in 2002 by Paul Pender in honor of his wife Evelyn Hill Pender (Class of 1948), former teacher. Proceeds from the endowment will be used to establish a scholarship for a graduate student enrolled in the Department of Communication Disorders within the Herbert H. and Grace A. Dow College of Health Professions, and who has a record of academic and clinical excellence. Preference will be given to a student with financial need.

#### **Dr. Leonard E. Plachta Accounting Scholarship**

Established in 2012 by Louise A. (Mrs. Leonard E.) Plachta '92 in memory of Dr. Leonard E. Plachta, professor of accounting, Dean of the College of Business Administration, and President of Central Michigan University from 1992 – 2000. Income from the endowment will support a scholarship for a student enrolled in the College of Business Administration. The recipient shall be a junior, a senior, or a master's degree candidate majoring in the study of accounting. The recipient must have a minimum GPA of 3.0 overall and a GPA of 3.2 in accounting courses. Preference will be given to candidates who aspire to receive a Ph.D. in accounting and plan to teach at the collegiate level.

#### **Edward H. Potthoff, Jr. Scholarship**

Established in 1983 by family and friends for a public administration graduate student demonstrating a career interest in local government.

#### **Albert Thomas and Brenda Jones Quick Department of History Graduate Study Abroad Scholarship**

Established in 2015 by Albert T. Quick '64 and Brenda Jones Quick for graduate students who wish to study abroad so that they may grow in the knowledge of history, cultures, values, political systems, religions, and peoples who live outside their communities and the United States. Income from the endowment will support a Department of History graduate student(s) who wishes to study abroad. The recipient will have a minimum cumulative GPA of 3.0 and have completed at least one semester of full-time graduate studies, have a desire to study abroad to enhance his/her research and to experience the culture in which he/she will live.

#### **Nicholas P. Redfield Scholarship**

Established in 1998 by colleagues in memory of Dr. Redfield for a third-year Au.D. doctoral student who demonstrates a "client-centered" approach in clinical performance. Volunteer work and efforts to better the audiology program at CMU will also be considered in selecting a candidate for this award.

#### **Margaret E. Sanford Marquardt Memorial Endowed Scholarship**

Established in 2007 by Richard G. Marquardt '59 in memory of Margaret E. Sanford Marquardt '55, '60. Income from the endowment will support a renewable scholarship in the Department of Communication Disorders for either a graduate student with a 3.5 GPA or higher or an undergraduate with a 3.25 GPA or higher. First preference will be given to a physically challenged graduate student and then a physically challenged undergraduate student registered with the Office of Student Disability Services. For further information see the Office of Scholarships and Financial Aid.

#### **Kenneth W. and Margaret Cuff Saunders Scholarship**

Established in 1989 by family and friends for a junior, senior or graduate student with a 3.5 or higher GPA. Preference is given to English, journalism or physics majors; the scholarship is renewable provided the 3.5 or higher GPA is maintained.

#### **Seybert Family Medical Study Abroad Experience**

Established in 2018 by Phillip '75 and Kim Seybert. Income from the endowment will support one College of Medicine faculty member and up to five College of Medicine students. Preference will be given to 1) students who have expressed interest in family practice; and 2) originate from Gratiot, Isabella, Midland and Clare counties. Faculty and student(s) will travel to Latin America with a goal to deliver free health care service to impoverished people regardless of race, religion or ethnicity. If a suitable destination in Latin America is not available in any given year, the College of Medicine may choose to send a faculty member and student(s) to any international destination where impoverished people are in need of care. Income from the endowment will support expenses such as program costs, transportation, food, lodging and insurance for participating students and faculty.

#### **Michael P. Shields International Graduate Summer Research Endowed Award**

Established in 2015 by Dr. Gail M. Shields to honor her late husband Dr. Michael P. Shields, retired CMU Economics faculty. Income from this endowment will be used to support an award for research for an international graduate student currently in the Master of Arts in Economics program who is working with a faculty member on research throughout the summer. Preference will be given to students who will co-author with the faculty member. For consideration, the student, and if applicable, faculty member will provide a written document, two page maximum, that includes the focus of the research.

#### **Sole-Parent Household Chip Scholarship**

Established in 2007 by CMU Women's Connection donors. This association provides a platform for alumnae and friends to be actively engaged in the advancement of the university and to promote enhanced learning opportunities for CMU students. Income from this renewable award will support a part-time or full-time student at CMU who is a single parent\* or to a student from a single parent\* household. Recipient must demonstrate financial need with a minimum GPA of 2.75. (\*\*single parent\* defined as a sole parental figure who shoulders the day-to-day responsibilities of raising a child without any assistance, financial or otherwise, from the other parent or partner, regardless of current or previous marital status to one another).

#### **James and Catherine Steinmetz Graduate Scholarship**

Established in 2011 by Dr. Joseph '77, '79 and Sandra Steinmetz to honor Joseph's parents, James and Catherine Steinmetz. Income from this endowment will support a renewable award for a graduate student majoring in Experimental Psychology, studying neuroscience, within the College of Humanities & Social and Behavioral Sciences.

#### **Shirley Larzelere Viele Scholarship**

Established in 2013 by George B. Viele '60, '65 in memory of Shirley Larzelere Viele '55. Income from the endowment will support a renewable award for a student majoring in chemistry whose objective is to become a high school chemistry teacher and is involved in campus activities such as the American Chemistry Society Affiliate, intramural sports, etc. The scholarship will be awarded on the basis of merit and financial need, although it may be awarded on the basis of merit alone.

#### **Sydney and Mary Walston Award**

Established in 2000 by Dr. Sydney Walston and his wife Mary Walston, both professors in the Department of Health Promotion and Rehabilitation. Recipient will be a junior or senior majoring in school health education or public health education, or graduate level in the Master of Public Health program. Student must have a cumulative minimum GPA of 2.5 or higher. The endowment is intended to support learning through attendance and participation at state, national or international professional conferences.

#### **John E. Warriner Scholarships**

John E. Warriner Scholarships are awarded on a competitive basis to outstanding juniors, seniors, and graduate students enrolled in a humanities or social science program within the College of Humanities and Social & Behavioral Sciences.



**Eligibility.** Graduate student applicants for the Warriner Scholarships must be accepted into a graduate program in one of the following departments: Economics, English Language and Literature, History, Political Science and Public Administration, Communication and Dramatic Arts, or Sociology, Anthropology and Social Work. They must have a GPA of at least 3.25 and demonstrate financial need.

**Application Procedure.** Applicants must submit the following: (1) a completed application form; (2) transcripts of all undergraduate and graduate study; (3) two letters of recommendation from faculty who have worked with the applicant; and (4) a letter describing the applicant's educational and professional goals and explaining how the scholarship would benefit the recipient. All applicants must have a FAFSA on file at CMU.

**Application Deadline.** Applications should be submitted by March 15. Scholarship recipients will be notified by May 1.

**Application Forms and Information.** For application materials and information, contact the College of Humanities and Social & Behavioral Sciences, CMU, 106 Anspach, Mount Pleasant, MI 48859; telephone 989-774-3341.

#### **Marian Whitney Summer Graduate Scholarship**

Awarded to an outstanding Biology graduate student who is completing a thesis in zoology. The award may be used to support the graduate student in the summer.

#### **Robert L. Wintermyer Endowed Scholarship Fund for Physician Assistant Students**

Established in 2011 by Robert Wintermyer '05, CMU faculty, to honor Physician Assistant students. Income from this endowment will support an award for a second year Physician Assistant student in The Herbert H. and Grace A. Dow College of Health Professions who has a minimum GPA of 3.4. Preference will be given to a student with financial need.

#### **Daniel E. & Mildred G. Wujek Scholarship**

This scholarship recognizes an outstanding second-year botany or aquatic biology graduate student who has been identified as worthy of distinction. The award may be used for tuition, books, room and board at a biological station, and for research supplies and logistics. This endowment was established by CMU alumni Daniel E. and Mildred G. Wujek. Daniel Wujek is an Emeritus faculty member in the CMU Department of Biology.

## **Global Campus 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 a historically black college, and to single parents.

### **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

**Note:** It is the expectation of Graduate Studies that graduate students are responsible for being knowledgeable of and adhere to the policies, procedures, requirements, regulations, and deadlines printed in this Bulletin and their specific departments and programs.

## Academic Regulations

### General Regulations

Matters upon which there has been no direct legislation for graduate students will be governed by the general university regulations

### Full-Time Status

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

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
I	Incomplete	computing
N	No Grade Submitted	grade points or
W	Withdrawn	for graduation
X	Audit	credit
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.

### Recomputing 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.

## 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.

*Approved by Academic Senate 11/7/17*

## Graduate Repeat Course Policy

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. (*Graduate Committee, 10/11/17*)

## Graduate Credit/No Credit (CR/NC) Policy

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 admission with stipulations. The courses for which graduate students may register for undergraduate credit on a CR/NC option basis must be designated in the *Class Schedule/Course Offerings and Search* by the department as available on a CR/NC option basis. Procedures for registration, grading, and recording are explained in the CMU undergraduate Bulletin under Credit/No Credit Policy.

## 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.

## Courses of Unspecified Content or 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 for 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 of each department.



## Independent Study and Thesis

Not more than a total of ten hours of independent study and thesis shall be allowed on any master's degree program. Exceptions to this regulation may be granted by the Vice President/Dean of the Office of Research and Graduate Studies.

## 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.

## Degree Plans

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

## 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.

## Changing Degree Programs

To change graduate programs, the student should send a completed Request for Change of Program form along with the appropriate fee to Applications Processing. The request will be reviewed by Graduate Studies. Acceptance into one graduate program does not guarantee acceptance into another. If the program change is approved, the student should meet with the new academic advisor and complete a new *Authorization of Degree Program - Graduate or Certificate Program* form and submit the completed form to Applications Processing.

## 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 classes or examination. Individual instructors may establish their own class attendance regulations, but those that they do establish need to be reasonably and fairly applied.

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. Faculty also may require students to notify them of the cause of an absence, in advance of the absence, if possible. The instructor may choose to guide the student in making up work losses due to absences, if the student requests such assistance. However, this does not obligate faculty to provide such assistance. If a faculty member is unsure about how to provide guidance to a student, he or she may seek assistance through the College or Graduate Dean's office or may refer the student to the Office of Student Affairs. The Office of Student Affairs will assist students in notifying instructors for extended absences. This notification is only a courtesy as there

is not a campus-wide attendance policy at CMU. See the Student Bereavement Policy, Accommodation of Religious Obligations, or the Student Short-Term Military Service Policy for specific information on absences in these situations.

## Accommodation 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 department chair, the dean of the College or the Ombuds Office. 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 documentation 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 is 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 specifying 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 procedures 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 interests 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 and 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 address
- b. state of residence
- c. age, and 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 honors and awards received, including selection to the Semester Honors or President's list, honorary organization, or the GPA range for the selection.
- l. image or likeness of a student if captured during a Central Michigan University sponsored event, activities or public events held on any Central Michigan University campus location

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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. Due to the public nature of item (l), removal of the image or likeness of the student may not be feasible. 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. There is no refund for an individual course withdrawal for an on-campus course.
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:

- engage or threaten to engage in behavior that poses a danger of causing physical harm to self or others, or
- 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:

- The student who is unable to complete the first half of a session shall be entitled to a full refund of fees.
- 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

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 should be directed to staff at [cmuonline@cmich.edu](mailto:cmuonline@cmich.edu) or 989-774-1129.

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 Learning Environment

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/cmuonline/about/assessment/s/default.aspx>.

#### Drop and Withdrawal Policy for CMU Global Campus Online Courses

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. on the first day of class. Drop/withdrawal requests received after that will be assessed a \$50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week. Students may not withdraw after the midpoint of the course.

Students who cease/fail to 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.

#### 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/cmuonline/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/cmuonline/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).

## Global Campus Information

### Classes and Seminars - Global Campus

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.

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**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 for Global Campus Students

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>.

## Residence Requirement

A graduate student should devote such time to graduate study and research in residence at CMU as may be appropriate to the program of study. Students are expected to take every opportunity to work in close association or collaboration with graduate faculty members, with other graduate students in the same program, and with distinguished visiting scholars. These opportunities exist at the university campus and in classes, seminars, internships, and research projects organized or placed elsewhere as part of the university's continuing involvement in a broadly-based commitment to education.

### General Residency Policy - Global Campus

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

### Students Who Move - Global Campus

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

### Michigan Intercollegiate Graduate Studies (MIGS)

**The Program.** The Michigan Intercollegiate Graduate Studies (MIGS) program enables graduate students who are in good standing in a degree program to elect courses at various graduate schools in Michigan, with the approval of both Host and Home faculty. This program for guest scholars enables graduate students to take advantage of unique educational opportunities throughout the state. The schools participating in MIGS include: Andrews University (Berrien Springs), Aquinas College (Grand Rapids), Calvin College (Grand Rapids), Central Michigan University, Eastern Michigan University (Ypsilanti), Grand Valley State University (Allendale), Madonna University (Livonia), Marygrove College (Detroit), Michigan State University (East Lansing), Michigan Technological University (Houghton), Northern Michigan University (Marquette), Oakland University (Rochester), Saginaw Valley State University (University Center), Siena Heights College (Adrian), University of Detroit Mercy (Detroit), University of Michigan (Ann Arbor), Wayne State University (Detroit), and Western Michigan University (Kalamazoo).

**Procedures.** The Home Institution is where the student is currently enrolled in a graduate degree program; that is, CMU. The Host Institution is where the student wishes to be a guest.

The student and academic advisor initially decide if the course(s) are appropriate to the student's program of study and not available at his/her Home Institution. Then the advisor discusses the plan with the appropriate faculty members at the Host Institution. The Host Department is consulted to ensure that space is available for enrollment. Next the student obtains a MIGS application from Graduate Studies at CMU. The academic advisor and the Vice President/Dean of the Office of Research and Graduate Studies sign the application to indicate that the student is qualified and eligible, and Applications Processing forwards the application to the Host Institution for completion. Once the admission has been approved by the Host Department, the MIGS Liaison Officer at the Host Institution issues admissions documents and provides registration instructions, and forwards a copy of the admission letter to the Home Institution.

**Policies.** The following policies apply to students participating in the MIGS program:

1. Students on a MIGS enrollment pay tuition and other fees normally charged by the Host Institution for the services rendered;
2. All credits earned under a MIGS enrollment will be accepted by CMU as if offered by CMU;
3. Grades earned in MIGS courses will be applied toward the student's grade point average for the purpose of determining academic standing and eligibility for graduation;
4. A student may combine a part-time enrollment at CMU with a part-time MIGS enrollment, with approval of the student's academic advisor;
5. Enrollments are limited to six credit hours for master's or specialist's degree students or nine credit hours for doctoral degree students; and
6. The student is responsible for arranging to have transcripts certifying completion of work under a MIGS enrollment forwarded to CMU.

### 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. (*Graduate Committee 10/11/17*)

### 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 may 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 only once be transferred from one earned degree program 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. Global Campus students are limited to six semester hours of prior learning according to California regulations.

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 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 the recognized standing (at the time the credits were earned) as defined by the Office of Research and Graduate Studies;
2. The credits are not in violation of any pertinent university or Office of Research and 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 coursework 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.
8. The student is in good standing (3.0 cumulative graduate GPA 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 in which the credit was earned directly to Applications Processing at CMU and for completing the most recent version of the Graduate Transfer Credit Request form (available online at [www.grad.cmich.edu](http://www.grad.cmich.edu) under *New and Current Students: Applications and Forms*).
11. The credits must be approved by the student's academic advisor (for graduate certificates and Master's degrees) or Program Director (doctoral degrees), the 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.

## 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.



# Degree Candidacy and Requirements for Graduation

## 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.** Admission to graduate study does not imply Admission to Candidacy for a Ph.D. or Ed.D. 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.

## 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 247 of this Bulletin for Teacher Certification information (See Graduate Procedures).

### Master's Degree

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 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 6 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.

(continued)

### 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 this *Bulletin* and online 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. See [www.grad.cmich.edu](http://www.grad.cmich.edu) for more information.

### 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.

### Waiver of a Program Requirement

An advisor/program director has the authority to waive a program requirement only if the proposed waiver is not in violation of any pertinent university regulation, procedure, or policy. Circumstances under which a course might be waived include:

1. The student has already met the required course objectives through some experience which was not in the form of a transferable course;
2. The student has not met the objectives of the course, but the advisor/program director determines that the student would derive greater benefit from a different course.

If a program requirement is waived, the minimum number of hours required for the program is unaffected.

A separate policy exists for 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.

### 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 and degrees in this *Bulletin*.

### Graduation Procedures

All students must submit a graduation application; the link can be found on the Degree Progress 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. There is a \$50 application fee.

**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. It is the responsibility of the student to contact his/her advisor to obtain thesis and/or other graduation-related approvals.

**Graduation Audit.** After a student completes a Graduation Application, the student's record is audited to verify completion of program requirements. After the audit is complete, the student will be e-mailed an audit form indicating either that all requirements are satisfied or that the student has requirements left to complete, indicating what requirements the student must complete. Students who fail to complete requirements by the deadline will receive a letter indicating that they will not graduate. Students must reapply to graduate in a subsequent semester; the fee for each subsequent graduate application is \$50. Students can monitor their own progress toward graduation via Degree Progress.

**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.

**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.

# Departments and Programs

## School of Accounting

*College of Business Administration*

### Dr. Lori Olsen, Chair

312 Grawn Hall, 989-774-3796

Steve Harrast, Ph.D., Information Systems

William C. Hood, J.D., CPA, Tax Accounting

Philip L. Kintzele, D.B.A., CPA, Financial Accounting and Governmental Accounting

Vernon E. Kwiatkowski, D.B.A., CPA, Governmental Accounting

Debra McGilsky, Ph.D., CPA, Tax Accounting

Thomas R. Weirich, Ph.D., CPA, Auditing, Financial Accounting

### Course Designator:

ACC - Accounting

### Master of Business Administration (MBA)

*See the College of Business Administration for information.*

## Department of Art and Design

*College of the Arts and Media*

### Mr. Jonathon Russell, Chair

132 Wightman Hall, 989-774-3025

Rachael Barron-Duncan, Ph.D., Art History

Larry Burditt, M.F.A., Graphic Design

Jeremy Davis, M.F.A., Sculpture

Scott de Brestian, Ph.D., Art History

Brian Elder, M.F.A., Painting

Steve Leeper, M.F.A., Painting

Clark Most, M.F.A., Graphic Design

Johanna Paas, M.F.A., Printmaking

Jonathon Russell, M.F.A., Graphic Design

Kris Sanford, M.F.A., Photography

Greg Stahly, M.F.A., Ceramics

David Stairs, M.F.A., Graphic Design

Al Wildey, M.F.A., Photography

### Course Designator:

ART - Art & Design

*Graduate-level courses offered by the Department of Art & Design may be appropriate as electives on various graduate degree curricula.*

## Department of Biology

*College of Science and Engineering*

### Dr. Tracy Galarowicz, Chair

2100 Biosciences, 989-774-3227;

<https://www.cmich.edu/colleges/cst/biology>

Elizabeth Alm, Ph.D., microbial ecology, environmental microbiology

Hunter Carrick, Ph.D., aquatic ecology, health and biogeochemistry of aquatic systems

Gregory Colores, Ph.D., microbial ecology, soil microbiology, biodegradation

Cynthia Damer, Ph.D., molecular mechanisms of membrane trafficking, cell biology, genetics, microscopy

Joanne Dannenhoffer, Ph.D., botany, plant cell biology, plant physiology

Peter D. Dijkstra, Ph.D., behavioral ecology, endocrinology, comparative physiology, evolutionary biology

Tracy Galarowicz, Ph.D., fish ecology and management

Thomas M. Gehring, Ph.D., GIS applications, landscape ecology, management of wildlife-human conflicts, predator-prey ecology, wildlife conservation

Steven W. Gorsich, Ph.D., stress tolerance and oxidative damage during yeast fermentation and spore development using cell, molecular, genetic and molecular techniques

Philip L. Hertzler, Ph.D., developmental biology of marine shrimp

Stephen J. Juris, Ph.D., toxin biochemistry, molecular mechanisms of bacterial pathogenesis, cellular biology of host-pathogen interactions

Xantha Karp, Ph.D., Developmental timing and cell fate plasticity in *C. elegans*, using genetic and molecular approaches

Jonathan Kelty, Ph.D., stress tolerance, neurobiology, neural control of respiration, environmental physiology

Peter S. Kourtev, Ph.D., structure and function of microbial communities in the environment

Deric R. Learman, Ph.D., geomicrobiology

Sarah Learman, Ph.D., genetics, biotechnology, biochemistry

Debra Linton, Ph.D., biology education, science teacher training

Eric W. Linton, Ph.D., bioinformatics, eukaryotic microbiology and systematics

Andrew Mahon, Ph.D., molecular ecology, aquatic surveillance for rare species, Antarctic phylogeography, systematics

A. Scott McNaught, Ph.D., limnology, zooplankton ecology, statistics

Anna K. Monfils, Ph.D., plant biology, systematics and evolution

Kirsten E. Nicholson, Ph.D., evolution and systematics of vertebrates, particularly reptiles and amphibians; museum studies

Kevin Pangle, Ph.D., predator-prey interactions, phenotypic plasticity, Great Lakes food webs

Wiline Pangle, Ph.D., behavioral ecology, science education

Shasta Sabo, Ph.D., neuroscience; molecular and cellular mechanisms of synapse formation and neuronal development; pathogenesis of neurodevelopmental disorders, such as autism spectrum disorders; live fluorescence imaging



**John I. Scheide**, Ph.D., mechanism and regulation of ion transport in cells and tissues of vertebrate and invertebrate species

**Jennifer Schisa**, Ph.D., cell and molecular effects of stress and aging

**Nancy E. Seefelt**, Ph.D., ecology and evolution of vertebrates, ecological modeling, ornithology

**Michelle L. Steinhilb**, Ph.D., genetic models of human neurodegenerative disease, cellular and molecular neurobiology

**Bradley J. Swanson**, Ph.D., ecology, molecular ecology, conservation biology, population genetics, population dynamics, animal behavior

**Don Uzarski**, Ph.D., limnology, wetland and stream ecology, experimental design

**Rebecca Uzarski**, Ph.D., toxicology, cell biology

**Mallary Wacker**, Ph.D., Innate immunology; molecular mechanisms of inflammation; cell biology of human phagocytes; host-pathogen interactions

**Daelyn Woolnough**, Ph.D., spatial ecology of aquatic and terrestrial systems

**Dave Zanatta**, Ph.D., aquatic ecology, molecular ecology, conservation of freshwater mussels

### Course Designators:

BIO - Biology

MAR - Marine Science

The Department of Biology has two Master of Science (MS) degree programs: the M.S. in Biology (general) and the M.S. in Biology with an emphasis on conservation. The general biology M.S. is designed to prepare students for careers in all areas of biology. The conservation biology M.S. is designed to prepare students for careers with state and federal agencies or non-government organizations. Students enrolled in the general M.S. in Biology program may pursue a Plan A (thesis) or Plan B (non-thesis) option. Students enrolled in the M.S. conservation concentration program may pursue a Plan A option only.

The Department of Biology supports teaching and research activities with excellent multi-user resources, including a microscopy facility with confocal, transmission electron and scanning electron microscopes; and a natural history and herbarium collection. The Department also boasts a fleet of boats and research vehicles, a Biological Station on Beaver Island in northern Lake Michigan with diverse and pristine island habitat available for field-oriented research and laboratory studies, and Neithercut Woodlands, a 252-acre tract of mixed hardwood forest providing habitats suitable for both aquatic and terrestrial studies.

The CMU Biological Station on Beaver Island is an approved residence center for graduate work in biology. It is possible to fulfill some course requirements at the Biological Station.

A number of graduate teaching assistantships and graduate research assistantships are available on a competitive basis in the Department of Biology website. Application forms may be obtained from the Biology Department. The deadline for applications is February 1 each year for full consideration.

Most Graduate Research Assistantships (GRA) are supported through faculty research grants or contractual agreements. A limited number of GRAs are available for 12 months with highly competitive stipends.

### Biology Graduate Scholarships

#### Raymond E. Hampton Excellence in Biology Research Award

Established in 1994 in recognition and appreciation of Dr. Hampton, who served 24 years as professor of biology at CMU. This merit-based award will recognize second-year biology graduate students identified as worthy of distinction to be used for a research project while at the CMU Biological Station on Beaver Island.

#### Daniel E. & Mildred G. Wujek Scholarship

This scholarship recognizes an outstanding second-year botany or aquatic biology graduate student who has been identified as worthy of distinction. The award may be used for tuition, books, room and board at a biological station, and for research supplies and logistics. This endowment was established by CMU alumni Daniel E. and Mildred G. Wujek. Daniel Wujek was a faculty member in the CMU Department of Biology.

#### Marian Whitney Summer Graduate Scholarship

Awarded to an outstanding graduate student who is completing a thesis in zoology. The award may be used to support the graduate student in the summer.

#### Michigan Graden Club, Inc. Scholarship

This scholarship is awarded to an outstanding full-time biology undergraduate junior or senior, or a graduate student with interests in any of a variety of botanical or land management subjects. Applicant must have taken a general botany course, maintain a minimum 3.0 GPA overall with a minimum 3.25 GPA in biology courses, and a minimum of 12 credit hours each semester. At least one additional plant course must be taken.

### Master of Science (M.S.) in Biology

#### Minimum Totals for Graduation: 30 - 36 hours

The Department of Biology offers both the Plan A and the Plan B Master of Science degree. Plan A requires completion of 6 to 9 credit hours in BIO 798 (Thesis), one (1) credit hour in BIO 730 (Seminar), 20 to 23 hours of graduate course work approved by the student's advisor and advisory committee, and an oral defense of the thesis. Plan A is recommended to those students preparing for research-oriented careers or for doctoral study. Plan B requires the completion of 36 credit hours of graduate-level course work approved by the student's advisor and advisory committee and a written and/or oral comprehensive examination over the course work. Students enrolled in the M.S. conservation concentration program may pursue a Plan A (thesis) option only.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

ADMISSION REQUIREMENTS SNAPSHOT	
GPA: 3.0 (and 3.0 in major)	Commitment of faculty advisor
<i>See Admission Requirement Details Below</i>	

To be eligible for Regular Admission to the graduate program in biology, applicants should have completed an undergraduate degree with a major in a biological science with a 3.0 or better grade point average in their major and a 3.0 GPA overall. Applicants must submit statement of interests, transcripts, and three letters of recommendation as specified in the Biology Department Web page (<https://www.cmich.edu/colleges/cst/biology/Pages/Graduate-Programs.aspx>). In addition, chemistry is required while mathematics and physics are highly recommended. Admission to the program is contingent upon advisor acceptance. An applicant who does not meet the foregoing requirements may be granted Admission with stipulations by the department graduate committee.

Fifteen credit hours (seminar and thesis or research in biology included) must be earned at the 600-level or above.

#### Degree Requirements

Select one of the following options:

##### Biology - Plan A (30 hours)

##### Required Courses (12-15 hours)

BIO 500 - Biological Statistics 3(2-2)

BIO 630 - Art of Scientific Communication 3(2-1)

BIO 730 - Seminar 1(1-0)

BIO 798 - Thesis 1-9(Spec)

**Note:** At least 6 hours of BIO 798 required. Also requires oral defense of thesis.

**Electives I (8-18 hours)**

Select graduate course work approved by the student's advisor and advisory committee.

**Electives II (0-10 hours)**

Additional courses in cognate areas selected in consultation with student's advisor and advisory committee.

**Total: 30 Semester Hours**

**Biology - Plan B (36 hours)**

Thirty-six (36) hours of graduate-level coursework approved by the advisory committee. Up to 10 hours may be in one or more cognate areas, subject to approval by the advisory committee. Students must submit an approved Plan B paper demonstrating either research, independent study, or internship. A comprehensive oral and/or written examination over the coursework administered by the advisory committee.

**Total: 36 Semester Hours**

**Master of Science (M.S.) in Biology: Conservation Concentration**

The concentration in Conservation Biology is designed to prepare students for career opportunities with state and federal agencies and conservation organizations. Fifteen credit hours (seminar and thesis or research in biology included) must be earned at the 600-level or above. Students enrolled in the M.S. conservation concentration program may pursue a Plan A (thesis) option only.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

See Admission Requirements on previous page.

**Required Courses (12-15 hours)**

BIO 500 - Biological Statistics 3(2-2)  
BIO 630 - Art of Scientific Communication 3(2-1)  
BIO 730 - Seminar 1(1-0)  
BIO 798 - Thesis 1-9(Spec)

**Note:** At least 6 hours of BIO 798 required. Also requires oral defense of thesis.

**Required Courses II (9-10 hours)**

*Conservation Concentration*  
BIO 650 - Population and Community Ecology 4(3-2)  
BIO 680 - Conservation Biology 3(3-0)

**Note:** A course in community ecology is also required.

**Electives (5-9 hours)**

Select course work approved by the student's advisor and advisory committee

**Total: 30 Semester Hours**

**M.S. and Ph.D. in Biochemistry, Cell and Molecular Biology**

*These degrees are interdisciplinary programs. Please see the index for the page number.*

**M.S. and Ph.D. in Neuroscience**

*These degrees are interdisciplinary programs. Please see the index for the page number.*

**Ph.D. in the Science of Advanced Materials**

*This degree is an interdisciplinary program. Please see the index for the page number.*

**Ph.D. in Earth and Ecosystem Science**

*This degree is an interdisciplinary program. Please see the index for the page number.*

**School of Broadcast and Cinematic Arts**

*College of the Arts and Media*

**Dr. Heather Polinsky, Director**

340 Moore Hall, 989-774-3851.

**Sarah Adams, M.A.**, Central Michigan University; Media Criticism

**William Anderson, Ed.D.**, Northern Illinois University; Writing, Promotion, Public Relations

**Jim Bollella, M.A.**, Central Michigan University; Radio Operations, Audio Production

**Kevin Corbett, Ph.D.**, Bowling Green State University; Film Studies, Screenwriting

**Christopher Csont, M.F.A.**, Boston University, Screenwriting

**Trevor Diehl, Ph.D.**, University of Vienna; Online and Social Media, Quantitative Research Methods

**Aaron Jones, M.A.**, Central Michigan University; Video Production

**Eric Limarenko, M.F.A.**, Savannah College of Art and Design; Video, Graphics, Multimedia Production

**Maggie Mayes, M.A.**, Central Michigan University; Performance, Sports Broadcasting

**Mark Poindexter, Ph.D.**, University of Minnesota; Media Theory and Criticism, International and Comparative Media

**Heather Polinsky, Ph.D.**, (School Director) Michigan State University; Audio Production, Quantitative Research Methods, Radio Operations, Telecommunications Policy

**Amy Sindik, Ph.D.**, (Graduate Coordinator) University of Georgia; Electronic Media Law, Management, Entrepreneurship

**Jeffrey Smith, Ph.D.**, Ohio University; Multimedia Applications

**Trey Stohman, Ed.D.**, Central Michigan University; Writing, Assessment, Qualitative Research Methods

**William R. Sykes, M.A.** (Assistant Director), Central Michigan University; Electronic Journalism

**Patty Williamson, Ph.D.**, (Internship Supervisor) Michigan State University; Criticism, Research Theory, Film Studies

**Course Designator:**

BCA - Broadcast & Cinematic Arts

**Facilities**

The School of BCA oversees WMHW-FM, a two-service HD FM station which broadcasts 365 days a year at 91.5 and 101.1; two television studios servicing our cable station, MHTV; two advanced audio studios; video-editing suites; a newsroom for News Central, the area's only locally focused television newscast. The school supports a student record label, Moore Media Records and the Film Society which oversees the Central Michigan International Film Festival.

**Graduate Assistantships**

Broadcast and Cinematic Arts graduate assistants aid in teaching basic audio, video, and news production sections, and film survey courses, as well as assists our co-curricular activities. For a graduate assistantship application, visit [www.bca.cmich.edu](http://www.bca.cmich.edu).

## Master of Arts (M.A.) in Broadcast and Cinematic Arts

### Minimum Totals for Graduation: 33 hours

The Master of Arts program in Broadcast and Cinematic Arts offers opportunities for both industry professionals seeking new skills and recent undergraduates desiring to pursue advanced study in electronic media or film theory and criticism. Students interested in the electronic media studies, electronic media management, or electronic media production concentrations should possess a professional or academic background in mass communication. Students interested in the film theory and criticism concentration should have a background in film, mass communication, speech, or literary studies.

Graduate students can complete coursework in formal classroom, seminar, and independent study settings, leading to a concentration in:

1. electronic media studies,
2. electronic media management,
3. film theory and criticism, or
4. electronic media production.

Classes are taught by a faculty possessing diverse professional and theoretical backgrounds. In addition, many students supplement their studies with offerings from Interpersonal and Public Communication, Political Science, English, and Journalism. One-on-one advising and personalized course study with members of the graduate faculty make the Broadcast and Cinematic Arts M.A. program one of the most attractive in the Midwest.

For an application, catalog, and graduate assistant information contact Michelle Kalisek, BCA Administrative Assistant at [kalis1m@cmich.edu](mailto:kalis1m@cmich.edu) (989) 774-3851 or Amy Sindik, Graduate Coordinator, School of Broadcast & Cinematic Arts, 340 Moore Hall, Central Michigan University, Mount Pleasant, MI 48859.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENTS SNAPSHOT

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

To receive regular admission to the program, a student must attain an undergraduate grade point average of 2.7 on a 4.0 scale. Additional preparatory course work or particular courses may be required. **All students applying to the Electronic Media Production concentration in BCA must submit a skills-based resume and a demo reel of their best audio and/or video production work with their application.**

International applicants must present a TOEFL score of at least 550 (213 CBT or 79 Internet or IELTS of 6.5).

### Degree Requirements

Select one of the following concentrations:

## Broadcast & Cinematic Arts:

### Electronic Media Studies

In consultation with the School of BCA graduate advisor, M.A. students may choose Plan A or B. Plan A consists of course work, thesis (6 hours), and oral defense of the thesis. The oral examination may also include subject matter related to course work.

Students on Plan B must satisfactorily complete an independent research project (3 hours) and an oral examination related to the independent research and course work.

#### Required Courses I (12 hours)

BCA 600 - Introduction to Electronic Media Research and Writing 3(3-0)  
BCA 601 - Theories of Mass Communication 3(3-0)  
BCA 603 - Qualitative Mass Communication Research Methods 3(3-0)  
BCA 604 - Quantitative Mass Communication Research Methods 3(3-0)

#### Required Courses II (6 hours)

Select two of the following:

BCA 513 - Media Entrepreneurship 3(3-0)  
BCA 611 - Seminar in Telecommunications Media Policy 3(3-0)  
BCA 612 - Electronic Media Seminar 3(3-0)  
BCA 625 - Film and Video Theory and Criticism 3(3-0)

#### Required Courses III (3-6 hours)

Select one of the following:

BCA 730 - Plan B Project Research 3(3-0)  
BCA 798 - Thesis 1-6(Spec)

#### Electives (9-12 hours)

Select from the following:

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 510 - Electronic Media Law 3(3-0)  
BCA 511 - Electronic Media Sales 3(3-0)  
BCA 512 - Electronic Media Promotion 3(3-0)  
BCA 513 - Media Entrepreneurship 3(3-0)  
BCA 515 - Sports Broadcasting 3(2-2)  
BCA 516WI - Electronic Media Management 3(3-0)  
BCA 517 - Advanced Electronic Media Performance 3(2-2)  
BCA 518 - Electronic News Reporting 3(2-2)  
BCA 519 - Electronic Media Programming 3(3-0)  
BCA 520 - Special Topics in Electronic Media 1-9(Spec)  
BCA 521 - Advanced Electronic Cinematography 3(2-2)  
BCA 522 - Audio Post-Production 3(2-2)  
BCA 524 - Producing Television News 3(1-4)  
BCA 525 - Film Genre Study 3-9(Spec)  
BCA 527 - Film Directors 3-9(Spec)  
BCA 528 - History and Analysis of Documentary Film 3(2-2)  
BCA 529 - Internship in Electronic Media-Film 2-6(Spec)  
BCA 531 - Industrial and Educational Video/Media Production 3(2-2)  
BCA 532 - Advanced Video/Multimedia Post-Production 3(2-2)  
BCA 533 - Advanced Electronic Media Design 3(2-2)  
BCA 540WI - Recording Industry & Business 3(3-0)  
BCA 560 - Radio Operations I 3(1-4)  
BCA 561 - Radio Operations II 3(1-4)  
BCA 611 - Seminar in Telecommunications Media Policy 3(3-0)  
BCA 612 - Electronic Media Seminar 3(3-0)  
BCA 619 - Continuing Registration for Final Research Project 1(1-0)  
BCA 625 - Film and Video Theory and Criticism 3(3-0)  
BCA 720 - Special Topics in Mass Media 3-9(Spec)  
BCA 729 - Advanced Independent Study in Electronic Media 1-9(Spec)

**Note:** Students may take a maximum of 9 hours outside of BCA.

**Total: 33 semester hours**

## Broadcast & Cinematic Arts: Film Theory & Criticism

In consultation with the School of BCA graduate advisor, M.A. students may choose Plan A or B. Plan A consists of course work, thesis (6 hours), and oral defense of the thesis. The oral examination may also include subject matter related to course work.

Students on Plan B must satisfactorily complete an independent research project (3 hours) and an oral examination related to the independent research and course work.

#### Required Courses I (18 hours)

BCA 528 - History and Analysis of Documentary Film 3(2-2)  
BCA 600 - Introduction to Electronic Media Research and Writing 3(3-0)  
BCA 601 - Theories of Mass Communication 3(3-0)  
BCA 603 - Qualitative Mass Communication Research Methods 3(3-0)  
BCA 604 - Quantitative Mass Communication Research Methods 3(3-0)  
BCA 625 - Film and Video Theory and Criticism 3(3-0)

**Required Courses II (3-6 hours)**

Select one of the following:

BCA 730 - Plan B Project Research 3(3-0)

BCA 798 - Thesis 1-6(Spec)

**Electives (9-12 hours)**

Select hours from the following:

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 513 - Media Entrepreneurship 3(3-0)

BCA 520 - Special Topics in Electronic Media 1-9(Spec)

BCA 521 - Advanced Electronic Cinematography 3(2-2)

BCA 522 - Audio Post-Production 3(2-2)

BCA 525 - Film Genre Study 3-9(Spec)

BCA 527 - Film Directors 3-9(Spec)

BCA 611 - Seminar in Telecommunications Media Policy 3(3-0)

BCA 612 - Electronic Media Seminar 3(3-0)

BCA 619 - Continuing Registration for Final Research Project 1(1-0)

BCA 720 - Special Topics in Mass Media 3-9(Spec)

BCA 729 - Advanced Independent Study in Electronic Media 1-9(Spec)

**Note:** Students may take a maximum of 9 hours outside of BCA.

**Total: 33 semester hours**

## Broadcast & Cinematic Arts: Electronic Media Management

In consultation with the School of BCA graduate advisor, M.A. students may choose Plan A or B. Plan A consists of course work, thesis (6 hours), and oral defense of the thesis. The oral examination may also include subject matter related to course work.

Students on Plan B must satisfactorily complete an independent research project (3 hours) and an oral examination related to the independent research and course work.

**Required Courses I (21 hours)**

BCA 513 - Media Entrepreneurship 3(3-0)

BCA 516WI - Electronic Media Management 3(3-0)

BCA 600 - Introduction to Electronic Media Research and Writing 3(3-0)

BCA 601 - Theories of Mass Communication 3(3-0)

BCA 603 - Qualitative Mass Communication Research Methods 3(3-0)

BCA 604 - Quantitative Mass Communication Research Methods 3(3-0)

BCA 611 - Seminar in Telecommunications Media Policy 3(3-0)

**Required Courses II (3 hours)**

Select one of the following:

BCA 519 - Electronic Media Programming 3(3-0)

BCA 533 - Advanced Electronic Media Design 3(2-2)

BCA 540WI - Recording Industry & Business 3(3-0)

**Required Courses III (3-6 hours)**

Select one of the following:

BCA 730 - Plan B Project Research 3(3-0)

BCA 798 - Thesis 1-6(Spec)

**Electives (3-6 hours)**

Select from the following:

BCA 503WI - Critiquing Mass Media 3(3-0)

BCA 510 - Electronic Media Law 3(3-0)

BCA 511 - Electronic Media Sales 3(3-0)

BCA 512 - Electronic Media Promotion 3(3-0)

BCA 519 - Electronic Media Programming 3(3-0)

BCA 524 - Producing Television News 3(1-4)

BCA 529 - Internship in Electronic Media-Film 2-6(Spec)

BCA 533 - Advanced Electronic Media Design 3(2-2)

BCA 540WI - Recording Industry & Business 3(3-0)

BCA 560 - Radio Operations I 3(1-4)

BCA 561 - Radio Operations II 3(1-4)

BCA 612 - Electronic Media Seminar 3(3-0)

BCA 729 - Advanced Independent Study in Electronic Media 1-9(Spec)

**Note:** BCA 560 and 561 are offered in Summer only.

**Total: 33 semester hours**

## Broadcast & Cinematic Arts: Electronic Media Production

Students on Plan B must satisfactorily complete an independent production project (3 hours) and an oral examination related to the independent research and course work.

**Required Courses I (18 hours)**

BCA 600 - Introduction to Electronic Media Research and Writing 3(3-0)

BCA 601 - Theories of Mass Communication 3(3-0)

BCA 603 - Qualitative Mass Communication Research Methods 3(3-0)

BCA 604 - Quantitative Mass Communication Research Methods 3(3-0)

BCA 625 - Film and Video Theory and Criticism 3(3-0)

BCA 729 - Advanced Independent Study in Electronic Media 1-9(Spec)

**Required Courses II (6 hours)**

Select two of the following:

BCA 521 - Advanced Electronic Cinematography 3(2-2)

BCA 522 - Audio Post-Production 3(2-2)

BCA 531 - Industrial and Educational Video/Media Production 3(2-2)

BCA 532 - Advanced Video/Multimedia Post-Production 3(2-2)

BCA 533 - Advanced Electronic Media Design 3(2-2)

BCA 542 - Contemporary Recording & Mixing 3(2-2)

**Note:** BCA 542 is offered in Summer only.

**Required Courses III (3 hours)**

BCA 730 - Plan B Project Research 3(3-0)

**Electives (6 hours)**

BCA 506WI - Series Script Writing For Visual Media 3(3-0)

BCA 508WI - Screenwriting for Cinematic Narrative 3(3-0)

BCA 513 - Media Entrepreneurship 3(3-0)

BCA 515 - Sports Broadcasting 3(2-2)

BCA 517 - Advanced Electronic Media Performance 3(2-2)

BCA 518 - Electronic News Reporting 3(2-2)

BCA 520 - Special Topics in Electronic Media 1-9(Spec)

BCA 521 - Advanced Electronic Cinematography 3(2-2)

BCA 522 - Audio Post-Production 3(2-2)

BCA 524 - Producing Television News 3(1-4)

BCA 525 - Film Genre Study 3-9(Spec)

BCA 527 - Film Directors 3-9(Spec)

BCA 528 - History and Analysis of Documentary Film 3(2-2)

BCA 529 - Internship in Electronic Media-Film 2-6(Spec)

BCA 531 - Industrial and Educational Video/Media Production 3(2-2)

BCA 532 - Advanced Video/Multimedia Post-Production 3(2-2)

BCA 533 - Advanced Electronic Media Design 3(2-2)

BCA 540WI - Recording Industry & Business 3(3-0)

BCA 542 - Contemporary Recording & Mixing 3(2-2)

BCA 560 - Radio Operations I 3(1-4)

BCA 561 - Radio Operations II 3(1-4)

BCA 611 - Seminar in Telecommunications Media Policy 3(3-0)

BCA 612 - Electronic Media Seminar 3(3-0)

BCA 729 - Advanced Independent Study in Electronic Media 1-9(Spec)

**Notes:**

Student may take up to 6 credits of BCA 729 as an elective.

BCA 560 and 561 are offered in Summer only.

**Total: 33 semester hours**



## College of Business Administration

### Dr. Aparna Lhila, Interim Director, MBA Program

250 Grawn Hall; 989-774-3150

#### Departments:

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 & Hospitality Services Administration

#### Course Designators:

**MBA** - Master of Business Administration  
**BUS** - Business

### Master of Business Administration (MBA)

#### Minimum Totals for Graduation: 36 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 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 make an impact on society from within the organization; and
3. individuals with limited work experience who plan to use the MBA as a foundation from which to begin their careers.

This program consists of a wide variety of emphasis areas, including Accounting, Business Data Analytics, Business Economics, Consulting, Cybersecurity, Entrepreneurship, Finance, General Business, Health Systems Leadership, Human Resource Management, Information Systems, International Business, Logistics Management (currently offered only online), Marketing, Project Management, and Value-Driven Organization. Note, however, that some emphasis areas are only offered when we have adequate student demand and resources.

The College of Business Administration offers the MBA program on its main campus and online. The program can be tailored to fit the needs of both full-time students and working professionals who seek career-enhancing education and work/life/school balance.

In existence for over 50 years, the curriculum is constantly reviewed 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)  
 Statement of Purpose      Resume  
 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 for main-campus MBA should be submitted online at least six weeks prior to the beginning of the first semester of anticipated enrollment in classes.

The Online MBA program has limited seats and we encourage applicants to submit their completed admission portfolio by the priority deadline\* to guarantee a quick decision on their application. However, completed applications will be accepted until the final deadline\*.

\*See website for exact dates.

**GMAT requirements will be waived for applicants who meet one of the following conditions:**

1. Applicants with a Doctorate degree or equivalent.
2. Applicants with a Masters' degree or equivalent with an overall GPA of 3.0 or higher.
3. Applicants with an undergraduate degree with no work experience with a minimum overall GPA of 3.0.
4. Applicants with an undergraduate degree with no work experience with a minimum overall GPA of 3.25 for the last 60 credit hours provided the overall undergraduate GPA is at least 2.7.
5. Applicants with an undergraduate degree with five (5) years professional work experience with a minimum overall GPA of 2.9.
6. Applicants with an undergraduate degree with five (5) years professional work experience with a minimum overall GPA of 3.0 for the last 60 credit hours, provided the overall undergraduate GPA is at least 2.7.

**Statement of Purpose** is a brief, one-page statement describing your purpose and general plan for MBA study at Central Michigan University. The statement should include information about your future career plans and past or current activities and achievements, including any relevant business or volunteer experience that make you a good candidate for admission. The goal is to share relevant information that is not captured in the other documents you have been asked to submit.

**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; and meet the minimum GPA. Although not required, we strongly recommend that applicants familiarize themselves with principles of accounting, finance, economics, and statistics at least through self-study or not-for-credit online courses prior to beginning the MBA program. If you have not taken formal courses in the aforementioned subjects but have gained a working knowledge on the job or by completing a not-for-credit online course, you are encouraged to describe this in your statement of purpose.

Applicants who demonstrate evidence of potential for success in the MBA program but require initial monitoring will be granted regular admission with stipulations that will be specified in the admissions letter.

Applicants who do not qualify for the GMAT waiver will be so notified and their application will be placed on a waitlist until the MBA office has received proof of the minimum required GMAT score. An official school copy of the GMAT exam score results must be sent to the College of Business Administration MBA program.

Any exceptions to the above admission requirements must be approved by the MBA Committee of the College of Business Administration.

**Degree Requirements I (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 II (9 hours)**

Select an *Area of Emphasis* or the *Finance Concentration* below:

*Areas of Emphasis*

Select one of the following areas, to be approved by a graduate advisor:

Accounting

Business Data Analytics

Business Economics

Consulting

Cybersecurity

Entrepreneurship

Finance

General Business

Health Systems Leadership

Information Systems

International Business

Human Resource Management

Logistics Management (currently offered only online)

Marketing

Project Management

Value-Driven Organization

**Total: 36 semester hours****ACCELERATED MASTER OF BUSINESS ADMINISTRATION**

Students admitted to the Master's Degree Program may earn up to eighteen (18) hours of graduate credit (500 or 600 level courses) towards the MBA for courses taken during their senior year. These courses will count both toward their undergraduate degree and toward their MBA Degree. The student will need to be admitted to the program and have completed the agreed-to plan of study.

**Admission:** Generally, students will apply during their junior year for admission into the Master's Degree Program to begin Fall Semester in their senior year.

**Admission Requirements:** Overall GPA of 3.25 and have completed university competency requirements; plus, meets the regular admission requirements of the MBA Program.

**Plan of Study:** 500 and 600-level MBA, BUS, and area of emphasis courses (except ACC 536) may be counted toward both the undergraduate degree and the Master in Business Administration when taken and completed during the senior year by a student admitted to the Accelerated MBA degree program prior to the senior year. Undergraduate Accounting majors may use ACC 521 to substitute for MBA 620. Plan of study must be approved by the graduate advisor for the MBA program.

**DOCTOR OF MEDICINE AND MASTER OF BUSINESS ADMINISTRATION****DUAL DEGREES**

Students admitted to the MD program at CMU and deemed to be in good standing by the Office of Medical Education have the option to earn an MBA degree whereby six credit hours of the MD program will count towards the MBA degree requirement.

**Admission Requirement:**

1. Complete the "Approval Form to Enroll in MBA Program" available through the Office of Medical Education. The application must include a one-page statement describing their purpose and general plan for MBA study at CMU. The statement should discuss how the MBA degree fits into their future career plans and include past or current activities and achievements, including any relevant business, research, or volunteer experiences that make them a good candidate for admission.
2. Complete the application for admission to CMU's College of Graduate Studies (<https://apply.cmich.edu/Home/Graduate>). MD-MBA students are free to take any combination of on-campus and online MBA classes to match their schedules, needs, and interests, they must begin the MBA admission process by applying to the main campus MBA program
3. Submit College of Medicine transcript demonstrating the student is in good standing at the College of Medicine whereby the GMAT requirement for admission to the MBA program may be waived.

**Important Dates:** MBA admission applications will be accepted between May 1 and May 15 of the M1/M2 year of medical school for Track I and at least one month prior to the start of their 'gap' year for Track II (see description of tracks on the following page). We expect MD students to begin the MBA program in mid-June (for MBA 2nd summer session), August (for MBA Fall semester), or January (for MBA Spring semester).

**Plan of Study:** MD students admitted to the MBA program can use up to six (6) credit hours of MED 600, if a passing grade was achieved, towards satisfying the MBA degree requirements of MBA 640 and 660. Based on the College of Medicine's recommendation, students will pick from two alternate tracks:

- Track I expects MD students to take advantage of the MD curriculum calendar to complete MBA courses simultaneously with their MD courses.
- Track II interleaves an additional year into the MD curriculum that will focus on MBA; it requires students to complete the MBA courses during a concentrated leave between M2 and M3 OR M3 and M4.
- College of Medicine will not approve enrollment into Track II after the start of year 3.
- Specific details of Track I and Track II can be obtained from your MD academic advisor.

## Graduate Certificate in Enterprise Systems (SAP)

### Minimum Totals for Graduation: 16 hours

This program is offered through CMU Online only.

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#### 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.

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#### Required Courses (13 hours)

BIS 647 - Enterprise Systems for Management using SAP Software3(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.

## Department of Business Information Systems

*College of Business Administration*

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### Dr. Anil Kumar, Chair

305 Grawn Hall, 989-774-3554

Emil Boasson, Ph.D.

James Cappel, Ph.D.

Kenneth Desloover, MS

Jerry Dimaria, DBA

Paul Dunn, MSA

Susan Helser, Ph.D.

Nancy Hicks, Ph.D.

Zhenyu Huang, Ph.D.

Mark Hwang, Ph.D.

Brent Jensen, MS

Anil Kumar, Ph.D.

Chris McBride, MS

Denise McBride, MS

Kevin McCarron, MBA

James Melton, Ph.D.

Robert Miller, Ph.D.

Kyle Nothstine, MBA

Vishal Shah, Ph.D.

Stephen Tracy, MBA

Allen Tseng, Ph.D.

Gustav Verhulsdonck, Ph.D.

### Course Designator:

BIS - Business Information Systems

## Master of Science (M.S.) in 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.

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#### 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.

### 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 (9-18 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. Students may select two tracks.

##### 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 512 – Cybersecurity Analysis 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)

##### Business Data Analytics Track (9 hours)

BIS 580 - Business Decision Modeling 3(3-0)  
 BIS 581 - Business Data Analytics 3(3-0)  
 BIS 582 - Data Visualization: Theory and Practice 3(3-0)

#### Electives (0-6 hours)

Students who select one track are required to earn six hours of graduate-level elective courses for the completion of the MSIS program. These courses must come from other MSIS program tracks, if available, or College of Business Administration graduate-level courses approved by the MSIS Director. Students who select two tracks are not required to take electives.

#### 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: 36-39 credit hours**

## Graduate Certificate in Cybersecurity

### Minimum Totals for Graduation: 15 hours

This is a standalone certificate in the Department of Business Information Systems in College of Business Administration. At the current time, this certificate is offered through Global Campus only.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

The Graduate Certificate in Cybersecurity is designed for regularly admitted graduate students or undergraduate students who meet graduate school admissions requirements who desire to acquire advanced knowledge and skills in cybersecurity. Undergraduate students generally apply during their junior year for admission into a master's program to begin Fall semester in their senior year.

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

1. A bachelor's degree with a cumulative GPA of 2.7 from an accredited institution, or an undergraduate GPA of 3.0 and successful completion of BIS 380 or CPS 565.
2. Computer network literacy as demonstrated by prerequisite coursework or professional certifications in computer networking or cybersecurity.

#### Required Courses (15 hours)

Students will take BIS 512 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 512 - Cybersecurity Analysis 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 Business Administration (MBA)

See the College of Business Administration for information.



## Department of Chemistry and Biochemistry

College of Science and Engineering

### Dr. Mary M.J. Tecklenburg, Chair

268 Dow, 989-774-3981

<https://www.cmich.edu/colleges/cst/chemistry/Pages/default.aspx>

**David E. Ash**, Ph.D., University of Pennsylvania, Biochemistry

**Gabriel Caruntu**, Ph.D., University of Orleans, Inorganic/Materials Chemistry

**Minghui Chai**, Ph.D., University of Akron, Analytical Chemistry

**Anthony Chappaz**, Ph.D., INRS-ETE, University of Quebec, Geochemistry and Environmental Chemistry-

**Wenjun Du**, Ph.D., University of California - Davis, Biomaterials, Organic and Polymer Chemistry

**Bradley D. Fahlman**, Ph.D., Rice University, Inorganic Materials Chemistry

**Bob A. Howell**, Ph.D., Ohio University, Organic and Polymer Chemistry

**Anton W. Jensen**, Ph.D., Brigham Young University, Organic Chemistry

**Dale J. LeCaptain**, Ph.D., Michigan State University, Analytical Chemistry

**Choon Young Lee**, Ph.D., Northeastern University, Organic/Medicinal Chemistry

**Bingbing Li**, Ph.D., Virginia Polytechnic Institute and State University, Physical Chemistry

**Dillip K. Mohanty**, Ph.D., Virginia Polytechnic Institute and State University, Polymer Chemistry

**Anja Mueller**, Ph.D., Washington University in St. Louis, Polymer Chemistry/Biomaterials

**Ajit Sharma**, Ph.D., Wayne State University, Biochemistry/Clinical Chemistry

**Philip J. Squatrito**, Ph.D., Northwestern University, Inorganic Chemistry/Crystallography

**Benjamin M. Swarts**, Ph.D., Wayne State University, Organic/Biochemistry

**Mary M.J. Tecklenburg**, Ph.D., Texas A & M University, Physical/Analytical Chemistry

**Janice Hall Tomasik**, Ph.D., University of Wisconsin - Madison, Chemical Education

**Linlin Zhao**, Ph.D., University of Connecticut, Biochemistry

### Course Designator:

CHM - Chemistry

### Programs of Study

As detailed below, the Department of Chemistry and Biochemistry offers programs of study leading to the master of science (M.S.) degree and the master of arts (M.A.) degree with emphasis in teaching college chemistry. The M.S. is a research degree and specializations are possible in biochemistry, and in analytical, inorganic, organic, materials, physical and polymer chemistry.

A minimum of 30 semester hours must be satisfactorily completed for either master's degree. A maximum of 15 hours of satisfactory graduate credit may be transferred into the CMU programs. Regular students are expected to be in residence for a period of two years.

Research may be started at any time and may be carried out in the Central Michigan University laboratories, at the Michigan Molecular Institute's complex in Midland or, by special arrangement, at nearby industrial locations.

Many CMU chemistry graduates enter employment in the chemical industry or as teachers in community colleges or universities. Graduates may choose to enter the Ph.D. program in the Science of Advanced Materials at CMU or Ph.D. programs of other institutions.

### Research Facilities

The department occupies approximately 62,000 square feet in the Dow Science Complex, which contains research stations for more than 20 full-time graduate students. Additionally, biochemistry research is conducted in the Bioscience building, which includes specialized rooms for isotope studies and a Biosafety level-3 room for bacterial pathogen research.

Instrumentation includes specialized equipment used in specific research projects, GC/MS, thermal analysis systems, Raman, GPC and HPLC chromatographic systems, as well as UV, AA, FT-IR, AFM, and superconducting NMR instruments.

### Financial Aid

Financial support for chemistry graduate students is available in several forms. Graduate teaching assistantships, the most common form of support, involve full-time graduate study and require teaching activities. Graduate teaching assistants receive a cash stipend (adjusted annually) and remission of 20 credits of tuition. Full-time students with outstanding records may receive graduate research fellowships. A reduced amount of teaching is required of fellows. Individual faculty research grants support fellowship or summer research activities as well. Generally all full-time graduate students receive aid in one of the categories described above.

### Master of Science (M.S.) in Chemistry

**Minimum Totals for Graduation: 30 hours**

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 (and 2.7 in Chemistry)

Entrance Exam: GRE – General

See Admission Requirement Details Below

Applicants for admission to the Chemistry M.S. program must be admitted initially to Graduate Studies. In addition to the Office of Research and Graduate Studies admission materials, the applicant must provide the GRE general exam scores and two to three letters of reference, and a Statement of Purpose. The statement should be one page describing your purpose and general plan for graduate study. The statement should include information about your future career plans, and past or current activities or achievements which are related to your proposed field of specialization including any research or teaching experience you may have had. Students from non-English speaking countries may be required to submit TOEFL scores. Upon submission of all required materials, the College forwards the materials to the Department of Chemistry and Biochemistry for admission recommendation. Final notice of admission comes from the Office of Research and Graduate Studies.

Applicants should have received a baccalaureate degree in chemistry, biochemistry, or related area, with a minimum grade point average of 2.7 overall and 2.7 in chemistry courses. Undergraduate coursework should include mathematics through calculus and one year of physics. Students with deficiencies in chemistry, mathematics, or physics may receive admission with stipulations. Regular admission is granted when those deficiencies are removed by completing coursework in addition to that required for the M.S. degree.

Financial support in the form of teaching and research assistantships is available. In order to receive full consideration for all scholarships and assistantships, completed applications and all transcripts, scores, and letters should be received by February 1 for fall semester admission and by October 1 for spring semester admission.

Full time students are required to attend and actively participate in all department seminars.

Satisfactory progress through the M.S. program involves maintaining a 3.0 cumulative grade point average in graduate courses, completion of a faculty directed program of research, and successful preparation and defense of a written thesis.

**Foundation Courses (9-10 hours)**

Select three from the following:

CHM 511 - Advanced Analytical Chemistry 4(2-4)

CHM 521 - Biochemistry I 3(3-0)

CHM 531 - Advanced Inorganic Chemistry 3(3-0)

CHM 541 - Intermediate Organic Chemistry 3(3-0)

CHM 555 - Advanced Physical Chemistry 3(3-0)

Note: Students are expected to show competency in all foundation areas at the undergraduate level. The Graduate Program Committee will determine any required foundation courses based on transcripts and placement exam performance (Chemistry department or American Chemical Society exams taken the week before the student's initial semester).

**Required Courses (3 hours)**

CHM 601 - Chemistry Seminar Presentations 2(2-0)

CHM 602 - Scientific Writing in Chemistry 1(1-0)

**Electives (11-12 hours)**

At least 6 credit hours must be earned in Chemistry courses at the 600 level. Electives must be approved by the Graduate Program Committee.

**Thesis (6 hours)**

CHM 798 - Thesis 1-6(Spec)

**Note:** Arrangements for completion of the thesis requirements are worked out between the student, research director and thesis committee chair. For further information, the student may confer with the graduate program coordinator or the Department of Chemistry and Biochemistry.

**Total: 30 semester hours**

## Master of Arts (M.A.) in Teaching Chemistry: Teaching College Chemistry

**Minimum Totals for Graduation: 30 hours**

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 (and 2.7 in Chemistry)

Entrance Exam: GRE – General

Internat'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)

See Admission Requirement Details Below

Applicants for admission to the M.A. in Teaching College Chemistry program must be admitted initially to Graduate Studies. In addition to the Office of Research and Graduate Studies admission materials, the applicant must provide the GRE general exam scores and 2 - 3 letters of reference. Students from non-English speaking countries may be required to submit TOEFL scores. Upon submission of all required materials, the College forwards the materials to the Department of Chemistry and Biochemistry for admission recommendation. Final notice of admission comes from the Office of Research and Graduate Studies. Applicants should submit all required materials at least six weeks before the beginning of the semester.

Applicants should have received a baccalaureate degree in chemistry, biochemistry, or related area, with a minimum grade point average of 2.7 overall and 2.7 in chemistry courses. Undergraduate coursework should include mathematics through calculus and one year of physics. Students with deficiencies in chemistry, mathematics, or physics may receive admission with stipulations. Regular admission is granted when those deficiencies are removed by completing coursework in addition to that required for the M.A. degree.

Financial support in the form of teaching and research assistantships is available. In order to receive full consideration for all scholarships and assistantships completed applications and all transcripts, scores, and letters should be received by February 1 for fall semester admission and by October 1 for spring semester admission.

Full time students are required to attend and actively participate in

all department seminars.

Satisfactory progress through the M.A. program involves maintaining a minimum 3.0 cumulative grade point average in graduate courses and completion of faculty directed creative scholarship in the teaching of chemistry and a scholarly paper.

**Foundation Courses (0-10 hours)**

CHM 511 - Advanced Analytical Chemistry 4(2-4)

CHM 531 - Advanced Inorganic Chemistry 3(3-0)

CHM 541 - Intermediate Organic Chemistry 3(3-0)

**Note:** CHM 511, 531, and 541 are required unless the student has taken the equivalent courses in an undergraduate program.

**Chemistry Electives (8-18 hours)**

At least 6 credit hours must be earned in Chemistry courses at the 600 level. Chemistry electives must be approved by the advisor and the Graduate Program Committee.

**Internship and Practicum (6 hours)**

CHM 781 - Chemistry Teaching Practicum 2(Spec)

CHM 793 - Chemistry Teaching Internship 1-9(Spec)

**Scholarship (6 hours)**

CHM 794 - Experimentation in the Teaching of Chemistry 1-6(Spec)

**Total: 30 semester hours**

## M.S. and Ph.D. in Biochemistry, Cell and Molecular Biology

*These degrees are interdisciplinary programs. Please see the index for the page number.*

## Ph.D. in the Science of Advanced Materials

*This degree is an interdisciplinary program. Please see the index for the page number.*

## Ph.D. in Earth and Ecosystem Science

*This degree is an interdisciplinary program. Please see the index for the page number.*

## Department of Communication

*College of the Arts and Media*

### Dr. Michael Papa, Chair

333 Moore Hall, 989-774-3177

Elizabeth Carlson, Ph.D., Communication

William Dailey, Ph.D., Communication

Tisha Dejmamee, Ph.D., Communication

Edward Hinck, Ph.D., Communication

Diane Krider, Ph.D., Communication

Alysa Lucas, Ph.D., Communication

Joseph Packer, Ph.D., Communication

Michael Papa, Ph.D., Communication

Wendy Papa, Ph.D., Communication

Shelly Schaefer Hinck, Ph.D., Director of Graduate Studies;  
Communication

Kirsten Weber, COM Area Coordinator, Ph.D., Communication

Lesley Withers, Ph.D., Communication

COM - Communication

## Master of Arts (M.A.) in Communication

### Minimum Totals for Graduation: 33 hours

The graduate program of study in Communication provides a strong background in communication research methods and classical and contemporary communication theory. Graduates from the program follow a variety of careers. Many continue graduate work in Ph.D. programs, become secondary or community college teachers, or find positions in business and media (marketing, management, training, consulting) or as coordinators of social service and volunteer organizations. Still others pursue careers in law, politics or the ministry.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 (and 3.0 in last 15 hours in Communication)

Entrance Exam: N/A

Application Deadline: March 15 (Fall), Oct.15 (Spring)

International Students not from English Proficiency Exempted Countries: TOEFL required – minimum score of 100 (some exceptions may apply)

*See Admission Requirement Details Below*

In addition to the general university requirements, for regular admission to this program, the student must have an overall grade point average of 2.7 or higher in the last 60 hours of undergraduate credit, and a grade point average of 3.0 or higher in the last 15 hours of communication courses or courses determined by the department to be related to communication. A student who does not meet the above requirements may be granted admission with stipulations to graduate study. Acceptance of transfer credit will be dependent upon the decision of the academic advisor. A maximum of 15 semester hours of approved graduate-level courses appropriate to a student's degree program from an accredited college or university may be transferred. Students must receive approval from the Director of Graduate Studies or their academic advisor and apply to the Office of Research and Graduate Studies for permission to transfer credit.

### English Language Competency Requirements for International Students

The Department of Communication and Dramatic Arts has introduced guidelines for the English language competency requirements of international graduate students seeking admission to the depart-

ment's graduate program. The guidelines are as follows:

1. International students who have a score of 600 PBT<sup>1</sup> (250 CBT<sup>2</sup>, 100 iBT<sup>3</sup>) or better on the International TOEFL are eligible for regular admission to the graduate program in the Department of Communication and Dramatic Arts if all other requirements are met.
2. International students who have a score of between 575 PBT (232 CBT, 90 iBT) and 599 PBT (249 CBT, 99 iBT) on the International TOEFL, a score of 80 points or higher on CMU's ELI Written English Competency Test, and a score of 25 or higher on CMU's ELI Oral English Language Competency Test are eligible for regular admission to the graduate program in the Department of Communication and Dramatic Arts if all other requirements are met.
3. International students who have a score between 575 (232 CBT, 90 iBT) and 599 (248 CBT, 99 iBT) on the International TOEFL, but have a score of 79 points or less on CMU's ELI Written English Competency Test, and/or a score of 24 or less on CMU's ELI Oral English Language Competency Test are eligible for admission with stipulations to the graduate program in the Department of Communication and Dramatic Arts if all other requirements are met. Such students must complete by the end of their first semester of graduate work, a course of English language study as outlined by the ELI in conjunction with the Department of Communication and Dramatic Arts.
4. International students with a score of less than 574 (230 CBT, 89 iBT) on the International TOEFL will be denied admission to the graduate program of the Department of Communication and Dramatic Arts.

<sup>1</sup> PBT = Paper-Based Test

<sup>2</sup> CBT = Computer-Based Test

<sup>3</sup> iBT = internet-Based Test

### Core Courses (6 hours)

COM 600 - Introduction to Research and Graduate Study in Communication 3(3-0)

COM 601 - Research Design in Communication 3(3-0)

### Required Courses I (3 hours)

Select one of the following:

COM 602 - Qualitative Research Methods 3(3-0)

COM 750 - Seminar in Rhetorical Criticism 3(3-0)

### Required Courses II (12 hours)

COM 603 - Professional Seminar in Communication 1-3(Spec)

COM 661 - Contemporary Communication Theory 3(3-0)

COM 664 - Seminar in Organizational Communication 3(3-0)

COM 668 - Seminar in Interpersonal Communication 3(3-0)

### Additional Requirement (0-6 hours)

Student must complete either a comprehensive examination or a 6-credit hour thesis (research or applied).

COM 798 - Thesis 1-6(Spec)

### Electives (6-12 hours)

Courses in Communication selected in consultation with advisor. No more than 3 credits from COM 764 or COM 790.

**Total: 33 semester hours**

## Financial Aid

The department offers the following kinds of financial aid: teaching assistantships and forensics assistantships. Graduate teaching assistants teach two classes of COM 101 per semester, graduate forensics assistants work and travel with either the debate team or individual events participants and may teach one COM 101 class. Graduate administrative assistantships may also be available. All assistantships begin in the fall semester. Assistants in good standing are eligible for a minimum of two semesters of financial support and a 20-credit tuition scholarship. Graduate assistantships may be renewed for an additional two semesters. Application deadline: March 15.

## Department of Communication Sciences & Disorders

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

### (Audiology, Speech Language Pathology)

#### Dr. Mark Lehman, Chair

989-774-1323, 2186 Health Professions

**Rebecca Affoo**, Assistant Professor, CCC-SLP; M.CI.Sc., The University of Western Ontario; Ph.D., The University of Western Ontario. Dysphagia, voice, scholarship of teaching and learning

**Kathryn Atkinson**, Clinical Supervisor, CCC-SLP; M.A., Central Michigan University. Adult traumatic brain injury, adult dysphagia, adult neurogenic group therapy, multi-disciplinary therapeutic processes

**Laurie Bahlke**, Clinical Supervisor, Speech-Language Pathology; CCC-SLP; M.A., Central Michigan University. Dysphagia, traumatic brain injury, adult neurogenic, child speech and language

**AnnMarie Bates**, Clinical Supervisor, CCC-SLP, M.S. University of Nebraska - Lincoln.

**Kristin Birch**, Clinical Supervisor, CCC-A, Au.D. University of Washington. Pediatric diagnostics, cochlear implant, auditory brain stem response training, and amplification.

**Natalie Douglas**, Associate Professor, CCC-SLP; M.A., Ohio University; Ph.D., University of South Florida. Adult cognitive-communicative disorders, aphasia, implementation science

**Nicole M. Ferguson**, Director of Clinical Services & Instruction in Audiology; CCC-A, FAAA; Au.D., Central Michigan University. Pediatric & Adult Diagnostics, Electrophysiology, Vestibular Assessment, Amplification, Tinnitus, Teleaudiology, and Veteran Hearing & Balance Health

**Barbara Jackson**, Clinical Supervisor, CCC-A, Au.D. Central Michigan University. Cochlear implants, amplification and educational audiology

**Theresa Jones**, Director of Clinical Instruction and Services in Speech-Language Pathology Services; CCC-SLP; M.S., Howard University. Infant-toddler specialization, early intervention, sensory integration, pediatric traumatic brain injury, voice, multidisciplinary and transdisciplinary therapy

**Mark Lehman**, Professor and Department Chair; CCC-SLP; M.A. and Ph.D., University of Michigan. Speech science, anatomy and physiology, dysarthria, voice in adults.

**Stacey Lim**, Assistant Professor, CCC-A, Au.D., University of Akron; Ph.D., Kent State University. Cochlear implants, aural rehabilitation, language and literacy development of children with hearing loss, educational audiology

**Amanda Luna-Bailey**, Clinical Supervisor, CCC-SLP, M.A., Western Michigan University. Aural Rehabilitation, Cochlear Implants, Auditory Processing, and Augmentative & Alternative Communication

**Susan Naeve-Velguth**, Professor and Director of American Sign Language Division; CCC-A; M.S. and Ph.D., University of Minnesota. Rehabilitative audiology, American Sign Language, speech and language development of children with hearing loss

**M. Dawn Nelson**, Associate Professor; FAAA; CCC-A; M.S., University of Maryland; Ph.D., Vanderbilt University. Auditory electrophysiology, central auditory processing, vestibular assessment and rehabilitation, neuroanatomy

**Shannon Palmer**, Assistant Professor; CCC-A; Au.D. and

Ph.D., University of Connecticut; Diagnostic audiology, electrophysiology, central auditory processing disorders, cochlear implants

**Claudia Pastorelli**, Clinical Supervisor, CCC-A; M.A., University of Maryland; Au.D., University of Florida. Adult and pediatric diagnostics, vestibular testing, hearing aids

**Lori Pietrandrea-Bissell**, Fixed Term Faculty; CCC-SLP, M.A., Central Michigan University. Language development, anatomy and physiology.

**Stephanie Richards**, Assistant Professor, CCC-SLP; M.A., Central Michigan University; Ph.D., Bowling Green State University. Adolescent and adult language and literacy

**MaryBeth Smith**, Fixed Term Faculty and Director of Summer Specialty Clinics; CCC-SLP, M.A., Michigan State University. Phonology, autism

**Katie Squires**, Associate Professor, CCC-SLP; M.S., Nova Southeastern University; Ph.D., Utah State University. Child Language and Literacy

**Katie Strong**, Assistant Professor, CCC-SLP, M.A., Kansas State University; Ph.D., Western Michigan University; Adult cognitive-communication disorders, aphasia, clinical education

**Janet Sturm**, Professor; CCC-SLP; Ph.D., University of Nebraska - Lincoln. Child language disorders, augmentative and alternative communication, literacy

**Yunfang Zheng**, Assistant Professor; CCC-A; M.D., Suzhou Medical College, Sc.D., Montclair State University. Audiology diagnostics (pediatric and adult), amplification, aural rehabilitation, cochlear implants

### Course Designators:

CSD - Communication Sciences and Disorders

ASL - American Sign Language

SLP - Speech Language Pathology

AUD - Audiology

### The Programs

The Department of Communication Sciences & Disorders offers the Doctor of Audiology degree for audiologists and Master of Arts degree in Speech-Language Pathology for speech-language pathologists, which lead to eligibility to apply for clinical certification and licensure and are accredited by the American Speech-Language-Hearing Association's (ASHA) Council on Academic Accreditation.

The high quality research facilities of the department are exemplary and extensive. Students are encouraged to participate in research and grant writing. A range of state-of-the-art instruments and software is available for specialized audiometric, acoustic and speech-language analyses.

Students and faculty study a wide range of speech, language, and hearing problems. The Carls Center clinical population furnishes appropriate opportunities to carry out research projects. Many off-campus clinical facilities welcome student training and research activity. The clinic offers experiences in both individual and group treatment. There are opportunities available for pre-school placements within the speech-language clinic as well as clinical experience with those in need of augmentative and alternative communication services and endoscopic visualization of the larynx for voice/swallow assessment. In addition, a number of students are afforded the opportunity to travel to local schools to work with school-aged children in programs which involve traditional speech and language therapy as well as phonemic awareness programs. Experiences with adult populations involve innovative therapy for all types of speech and language disorders, including those secondary to traumatic brain injury (TBI), aphasia and voice, stuttering, among others. The Summer Speech-Language Specialty Clinics include a specialized five-week treatment program for children and adolescents with all types of communication disorders.

(continued)



A number of graduate students are awarded competitive assistantships, which may be renewed for students whose academic achievement and clinical skills warrant continued support. Stipend amounts vary, depending upon the funding source. Appointment to an assistantship qualifies graduate students for in-state tuition rates.

In order for prospective students to receive full consideration for admission and financial assistance, applications and all accompanying documents must be received by January 15 for both degree programs for entrance in the fall semester. There are no spring semester admissions. (Early applications are encouraged.) Both graduate programs participate with the Communication Sciences and Disorders Centralized Application System (CSDCAS) on-line application process. This can be accessed at <http://www.capsd.org/csdcas-student-page/>. Admission to both graduate programs is a competitive process. Neither successful completion of an undergraduate degree at CMU or another university, nor meeting the minimal entrance requirements of CSD or the College of Graduate Studies guarantees admission. The number of students admitted each fall is governed by the number of available openings in the program.

## Scholarships

### CDO-SLP Alumni Scholarship

Established in 1998 through alumni support, for a second-year graduate student in the Speech/Language Pathology Program in the Department of Communication Sciences & Disorders.

### J. Dean and Betty L. Eckersley Audiology Scholarship

Established in 1996 as a renewable scholarship for a graduate status audiology student within the Department of Communication Sciences & Disorders who earned a minimum GPA of 3.5 as a senior with financial need as determined by CMU. Preference will be given to students from Isabella County, other counties of Michigan and transfer students from Mid-Michigan Community College who were recipients of the J. Dean and Betty L. Eckersley Scholarship.

### Nicholas P. Redfield Scholarship

Established in 1998 by colleagues in memory of Dr. Redfield for a third-year Au.D. doctoral student who demonstrates a "client-centered" approach in clinical performance. Volunteer work and efforts to better the audiology program at CMU will also be considered in selecting a candidate for this award.

## Master of Arts (M.A.) in Speech-Language Pathology

**Minimum Total for Graduation: 62 hours**

### ADMISSIONS REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

*Entrance Exam:* GRE  
*GPA:* 3.25 (see admission standards)  
*Application Deadline:* January 15 (Summer II)  
*International Students from English Proficiency Exempted Countries:* TOEFL required – minimum score of 100 IBT, 250 CBT, 600 PBT (some exceptions may apply)

*See Admission Requirement Details Below*

### Retention Standards

All students pursuing the Master of Arts in Speech-Language Pathology degree must comply with the American Speech-Language-Hearing Association national certification requirements and maintain a 3.0 GPA. All students concentrating in speech-language pathology must complete a minimum of 400 hours of directly supervised clinical experience under the supervision of an ASHA certified (and state licensed, if applicable) supervisor during their undergraduate and/or graduate programs. Of these, a minimum of 325 hours must be completed at the graduate level. On-campus classes will begin during summer II of the year admitted. During the first summer of matriculation, graduate students will be enrolled in three classes and an online clinical orientation. No clinical assignments will be made during the first summer of matriculation. Following the first summer enrollment, each full-time graduate student will be expected to enroll in clinical practicum each semester in addition to classes.

Various clinical duties will be assigned in consultation with the Director of Clinical Instruction and Speech-Language Pathology Services. In addition, graduate students will be expected to participate in the Summer Speech-Language Specialty Clinics as a student clinician during the summer following their first year in the graduate program. Additional courses may be required, depending on the student's academic background. The final determination of course requirements is made in consultation with the student's academic advisor.

The Speech-Language Pathology program at Central Michigan University is designed to prepare graduates for clinical careers as Speech-Language Pathologists. The Essential Functions and Technical Standards for Speech-Language Pathology establish essential qualities that each individual admitted to the program and graduate of the program must possess in preparation for national certification by the American Speech-Language and Hearing Association. In the event that, during the educational process, a student is unable to fulfill these standards, with or without reasonable accommodation, then the student may be dismissed from the program. Acknowledgment and signatory of the document by the student is required upon admission. It is also reviewed on an annual basis or as appropriately requested by the student, faculty, or clinical supervisor. This document can be accessed at: <https://www.cmich.edu/colleges/CHP/admissions/Documents/Technical%20Standards%20SLP%20Masters.doc>.

To participate in clinical practicum in the CMU Carls Center (Speech and Language Clinic) as well as extern and internship sites, a National Criminal Background Check (CBC) is required. In addition, each student will be responsible to disclose any subsequent infractions which appear on her/his background checks during the duration of the graduate program to the Director of Clinical Instruction and Speech-Language Services. Failure to complete and pass a background check, or to disclose an infraction which subsequently appears on a background check could be grounds for dismissal from the Speech-Language Pathology Program. Please note that certain criminal convictions may preclude clinical externship and/or internship at certain facilities, which may impact the student's ability to complete the Master's degree in Speech-Language Pathology. Be aware that some internships/externships may require a different form of background check than the one CMU requires and it will be the student's responsibility to complete such requirement before beginning an assignment with that site. All background check expenses are the responsibility of the student.

### Admission Standards

Admission to the graduate program in speech-language pathology is a competitive process. Each Summer II semester, the program accepts approximately 40 students. The number of applicants ranges from 200-300 each year. In order to apply for admission, the student must meet the general university requirements, have a grade point average of 3.00 or higher in the last 60 semester hours of undergraduate credit and a grade point average of 3.25 or higher with no grade lower than a C in the major courses or courses determined by CSD to be communication-disorders related. Over the past decade, those accepted into the program have had a major GPA ranging from 3.40 to 4.00 and a mean of 3.80. Successful applicants have had strong overall and major GPAs, and strong letters of recommendation. (The GRE is a criterion for admission.)

### Capstone Experience

All speech-language pathology graduate students will complete a 6 credit hour "capstone" experience prior to graduation. Students may choose in consultation with an advisor one of the following options:

1. Students will conduct a 3-credit research project resulting in a thesis study and a 3-credit clinical internship at an off-campus site, and participate in a presentation to synthesize and integrate their learning during this experience; or,
2. Students will complete a clinical internship at an off-campus site, and participate in a presentation to synthesize and integrate their learning during this experience.

### Required Courses (48 hours)

SLP 632 - Counseling Issues in Communication Disorders 3(3-0)  
 SLP 638 - Adult and Pediatric Swallowing and Feeding Disorders 3(3-0)  
 SLP 704 - Language Disorders in Preschool Children 3(3-0)  
 SLP 708 - Language Disorders in School-Age Children 3(3-0)

- SLP 713 - Voice/Resonance Disorders/Laryngectomy Rehabilitation 3(3-0)  
 SLP 714 - Motor Speech Disorders 3(3-0)  
 SLP 717 - Aphasia and Right Hemisphere Disorders 3(3-0)  
 SLP 722 - Cognitive-Communicative Disorders of Dementia and Traumatic Brain Injury 3(3-0)  
 SLP 735 - Augmentative and Alternative Communication 3(3-0)  
 SLP 736 - Speech Sound Disorders in Children 3(3-0)  
 SLP 739 - Stuttering 3(3-0)  
 SLP 749 - Clinical Practicum in Speech-Language Pathology or Audiology 1-15(Spec)

**Note:**

- Fifteen (15) hours of SLP 749 is required. Each full-time graduate student is expected to enroll in clinical practicum each semester for three (3) credits beginning with the first Fall Semester of enrollment.
- Participation in the Summer Speech-Language Specialty Clinics is required during the summer following the first year in the graduate program.
- Practicum coursework includes obtaining clock hours with clients. These clock hours are based upon student need as determined by the Director of Clinical Instruction and Speech-Language Pathology Services.

**Additional Requirement**

Select one of the following capstone experiences:

**Plan A****Required Courses (6 hours)**

- SLP 795 - Internship 3-6(Spec)  
 SLP 798 - Thesis 1-6(Spec)

**Plan B****Required Course (6 hours)**

- SLP 795 - Internship 3-6(Spec)

**Electives (8 hours)**

- Select from the following courses in consultation with student's academic advisor and approval of student's academic advising committee to bring total program credits to a minimum of sixty-two (62):  
 CSD 512 - Supporting Students with Literacy Disorders 3(3-0)  
 CSD 537 - Special Topics in Communication Sciences & Disorders 1-6(Spec)  
 CSD 551 - Autism Spectrum Disorders: A Clinical Focus 3(3-0)  
 CSD 790 - Advanced Independent Study 1-9(Spec)  
 SLP 637 - Special Topics in Communication Disorders 3(Spec)  
 SLP 639 - Hypopharyngeal Visualization 2(1-2)  
 SLP 702 - Infant-Toddler Communication: Assessment and Intervention 2(2-0)

**Total: 62 semester hours**

**Doctor of Audiology (Au.D.)**

**Minimum Totals for Graduation: 115 hours**

**Audiology, Post Baccalaureate**

Doctors of Audiology are highly skilled in the wide array of diagnostic, remedial and related areas associated with hearing-impaired persons and their families. Although the Au.D. is not a research-oriented degree, students will acquire the knowledge and skills requisite to evaluate/interpret the existing literature, and will be required to synthesize and apply pertinent research knowledge to clinical practice and personal research activities. The first two years of study are devoted primarily to the mastery of the audiological knowledge base. Clinical experience evolves in scope and complexity, with the final two years heavily weighted toward clinical training in a variety of settings with practicing audiologists.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

Entrance Exam: GRE

Application Deadline: January 15 (Fall)

International Students not from English Proficiency Exempted Countries: TOEFL required - minimum score of 100 IBT, 250 CBT, 600 PBT (some exceptions may apply)

See Admission Requirement Details Below

**Admission**

The deadline for receipt of all application materials is January 15 for the professional doctoral program in Audiology (Au.D.). Admission to the audiology program is facilitated through Communication Sciences and Disorders Centralized Application System (CSDCAS) on line application process. This can be accessed at <http://www.capcsd.org/csdcas-student-page/>.

The admissions committee considers the applicant's undergraduate transcript, GRE scores and letters of recommendation as well as personal statements and relevant professional experiences. Applicants from non-English speaking countries must also submit a minimum score of 100 (Internet-based), 250 (Computer-based) or 600 (Paper-based) on the TOEFL. Because an audiologist interacts with patients, an applicant's maturity and interpersonal skills are also considered. After the initial screening of all applications, interviews are conducted with the most qualified applicants to select the final candidates for admission.

Students normally are accepted into the program on a full-time basis and maintain a course load of approximately 13 credit hours per semester. Exceptions to this are considered on a case by case basis. Each student is assigned a faculty advisor who helps the student in course selection and monitors his/her progress through the program.

The audiology program at Central Michigan University is designed to prepare graduates for clinical careers as audiologists. The Essential Functions and Technical Standards for Audiology outlines essential qualities that each individual admitted to the program and graduate of the program should possess in preparation for necessary certification and/or licensure. During the educational process, if a student is unable to fulfill these standards, with or without reasonable accommodation, the student may be dismissed from the program. Acknowledgment and signatory of the document by the student is required upon admission. It is also reviewed on an annual basis or as appropriately requested by the student, faculty, or clinical supervisor. This document can be viewed on the program website.

**Retention Standards**

Progress through the program is based upon compliance with university grading standards. In addition, the student must successfully pass comprehensive examinations at the end of his/her third year of the program in order to enroll in AUD 995.

The Au.D. degree is awarded upon successful completion of course work, clinical practica, comprehensive examination, doctoral project defense, and clinical residency requirements.

Although the curriculum has the flexibility to incorporate the latest advances in the field of audiology, the current curriculum requirements are listed below under Program Requirements in order of the year they are typically taken.

Students will be placed on probation for:

1. Any grade below a C (2.0) or NC (No credit) in any course required in the Au.D. curriculum.
2. A semester GPA below 3.0 for courses required in the Au.D. curriculum.
3. A cumulative GPA below 3.0 for any semester.

**Termination Standards**

Students may be dismissed from the program for:

1. Failure to satisfactorily complete any assigned academic or clinical remediation plan.
2. Failure to meet and maintain any of the Au.D. program technical standards.
3. Failure to satisfactorily complete a repeated course at a level of C (or above) or CR (credit) for CR/NC courses the next time the course is offered.
4. Failure (grade of C- or E) of any three courses (academic or on-campus practicum) on the Au.D. curriculum.
5. A failing final grade on the comprehensive examinations. A failing final grade on the comprehensive examinations means that the student has failed a rewrite and oral examination of one or more of the comprehensive questions. Determination of whether to retain or dismiss the student from the program will be reached by a majority vote of the faculty/staff of Audiology.

(Continued)

6. Failure (NC) of any of the fourth year clinical externship courses.
7. A lack of professional conduct and/or any behavioral patterns that may jeopardize the safety or wellbeing of patients or others.
8. Unethical or illegal activity including, but not limited to academic dishonesty or violations of the AAA and/or ASHA Codes of Ethics.

### Degree Requirements

#### Required Courses I (33 hours)

The following courses should be taken in the first year:

- AUD 643 - Disorders of Hearing 3(3-0)
- AUD 720 - Anatomy and Physiology Underlying Neuro-otology 3(3-0)
- AUD 730 - Experimental Studies in Communication Disorders 3(3-0)
- AUD 731 - Diagnostic Audiology 3(3-0)
- AUD 740 - Neuroanatomy 3(3-0)
- AUD 750 - Advanced Hearing Science 3(3-0)
- AUD 752 - Amplification for Individuals with Hearing Loss 3(3-0)
- AUD 759 - Introduction to Clinical Practicum: Audiology 2-6(Spec)
- AUD 771 - Seminars in Audiology 3(3-0)
- AUD 785 - Auditory Processing Disorders 3(3-0)

#### Required Courses II (36 hours)

The following courses should be taken in the second year:

- AUD 754 - Pediatric Audiology 3(3-0)
- AUD 757 - Geriatric Audiology 3(3-0)
- AUD 763 - Audiological Rehabilitation Considerations in Education 3(3-0)
- AUD 764 - Audiologic Rehabilitation for Adults 3(3-0)
- AUD 765 - Cochlear Implants and Other Implantable Technologies 3(3-0)
- AUD 769 - Intermediate Clinical Practicum: Audiology 3-9(Spec)
- AUD 773 - Advanced Amplification Fitting Strategies 3(2-2)
- AUD 781 - Electrophysiological Techniques in Audiology 3(2-2)
- AUD 782 - Evaluation and Management of Vestibular Disorders 3(3-0)
- AUD 853 - Psychosocial Aspects of Hearing Loss 3(3-0)

#### Required Courses III (28 hours)

The following courses should be taken in the third year:

- AUD 744 - Occupational and Environmental Hearing Conservation 3(3-0)
- AUD 783 - Advanced Electrophysiological and Vestibular Techniques in Audiology 3(3-0)
- AUD 849 - Advanced Clinical Practicum: Audiology 4-12(Spec)
- AUD 863 - Professional Issues in the Practice of Audiology 3(3-0)
- AUD 898 - Doctoral Project 1-12(Spec)
- AUD 995 - Clinical Externship 5-23(Spec)

#### Notes:

**AUD 898:** Students must complete AUD 898 for a total of 6 credit hours. The doctoral project will be an evidenced-based endeavor designed to enhance the student's capacity to be a critical consumer of audiologic research and to create an opportunity for the student to engage in an in-depth study of an area of Audiology. Students may enroll for AUD 898 as variable credit in blocks ranging from 1-6 credit hours. Concurrent with enrollment in AUD 898, the student will select a doctoral project advisor who must have graduate faculty status at Central Michigan University. Prior to initiating the doctoral project, it must be approved by the Division of Audiology Doctoral Project Committee. Upon completion of the doctoral project, the student must submit it to the Division of Audiology Doctoral Project Committee in an acceptable format.

**AUD 995:** 5 credit hours of AUD 995 in year 3.

#### Required Courses IV (18 hours)

The following course should be taken in the fourth year:

- AUD 995 - Clinical Externship 5-23(Spec)

**Note:** 18 credit hours of AUD 995 in year 4 (9 each semester).

**Total: 115 semester hours**

## Department of Computer Science

College of Science and Engineering

### Dr. Patrick Kinnicutt, Chair

413 Pearce Hall, 989-774-3774

[https://www.cmich.edu/colleges/cst/comp\\_sci/Pages/default.aspx](https://www.cmich.edu/colleges/cst/comp_sci/Pages/default.aspx)

**Jesse Eickholt**, Ph.D., Machine Learning and Informatics

**Lisa Gandy**, Ph.D., Natural Language Processing and Text Informatics  
**Patrick Kinnicutt**, Ph.D., Geostatistics, Science Informatics, Signal Processing

**Qi Liao**, Ph.D., Computer and Network Security, Economics/Game Theory for Cybersecurity

**Tony Morelli**, Ph.D., Gaming and Accessibility

**S. N. Jayaram Murthy**, Ph.D., Multimedia, Pattern Recognition, Data Mining

**Ishwar Rattan**, Ph.D., Operating Systems, Distributed Processing

**Alex Redei**, Ph.D., Flight Simulations, Software Engineering, Virtual Reality, Big Data Visualization

**Patrick Seeling**, Ph.D., Multimedia, Networks, Engineering Education

**Dakun Shen**, Ph.D., Computer Security, Mobile Computing

**Ahmet Ugur**, Ph.D., Evolutionary Programming, Generic Algorithms, Biocomputing

### Course Designators:

CPS - Computer Science

ITC - Information Technology

### The Program

The graduate programs in computer science are supported by a UNIX lab, 3 PC labs and dedicated laboratories for computer graphics, databases, operating systems, networks, and software engineering. In addition, the university's computer network is available.

Some graduate assistantships are available; the application deadline is February 15 for fall and October 1 for spring. Research assistantships may be available depending on funding.

## Master of Science (M.S.) in Computer Science

Minimum Totals for Graduation: 30 hours

### ADMISSIONS REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 (in the last two years of study)

Entrance Exam: GRE

Internat'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)

See Admission Requirement Details Below

Admission with stipulations may be granted upon completion of a bachelor's degree, including a two semester sequence in a modern programming language with elementary data structures (CPS 180, CPS 181), from an accredited institution with a minimum overall grade point average of 3.0 in the last two years of study, as well as in the programming courses. International students are required to demonstrate English competency. (See section on *English Proficiency* in this Bulletin).

Regular admission is granted to students who meet the above requirements and have completed the following or the equivalent:

- Computer Architecture
- Data Structures and Algorithms
- Program Languages
- Operating Systems
- Calculus I
- Discrete Mathematics

Students admitted with stipulations who have not met all these requirements will be required to get the department chairperson's permission to register in each graduate course.

Students are required to achieve a minimum grade point average of 3.0 in the above-listed courses.



## Degree Requirements

### Required Courses I (6 hours)

CPS 541 - Databases 3(3-0)

ITC 510 - Software and Data Modeling 3(3-0)

### Required Courses II (12 hours)

Students must choose one track as a cohort:

#### CPS Track

Select CPS 542 and 691 (required) plus 6 additional hours:

CPS 520 - Software Architecture 3(3-0)

CPS 542 - Analysis and Design of Algorithms 3(3-0)

CPS 585 - Applied Data Engineering 3(3-0)

CPS 610 - Advanced Software Design and Development 3(3-0)

CPS 685 - Pattern Recognition and Data Mining 3(3-0)

CPS 691 - Research Design and Professional Practice 3(3-0)

CPS 710 - Software Engineering Metrics, Models and Management 3(3-0)

#### ITC Track

Select ITC 520 (required) plus 9 additional hours:

CPS 585 - Applied Data Engineering 3(3-0)

CPS 685 - Pattern Recognition and Data Mining 3(3-0)

ITC 520 - Foundations of Computer Security 3(3-0)

ITC 530 - Mobile Computing 3(3-0)

ITC 620 - Information Security and Privacy 3(3-0)

ITC 630 - Cloud Computing 3(3-0)

ITC 686 - Big Data Analysis 3(3-0)

### Other Requirement (3-6 hours)

Select either Plan A or Plan B.

#### Plan A Requirement (6 hours)

The 30-hour requirements include 24 hours of coursework, a Master's thesis of 6 hours (CPS 798 or ITC 798), and an oral examination on the thesis. For Master's thesis, a Thesis Committee shall be formed according to the procedure outlined in the Thesis, Field Study, or Dissertation section of the Graduate Studies Bulletin.

Select one of:

CPS 798 - Thesis 1-6(Spec)

ITC 798 - Thesis 1-6(Spec)

#### Plan B Requirement (3 hours)

The 30-hour requirements include 27 hours of coursework and a Plan B Project. A student must complete a substantial written report in computer science or an application of computer science for the Plan B project.

Copies of procedures for such projects are available from the department chairperson. The project will ordinarily include a significant original programming component with a written defense of the programming component and must include evidence of scholarly and creative ability. The project must be supervised while in progress and approved by a committee of two faculty members.

Select one of:

CPS 697 - Independent Study 1-6(Spec)

ITC 691 - Information Technology Project 3(3-0)

### Electives (6-9 hours)

At most 3 hours of electives may be non-CPS/ITC designator and must be approved in advance by faculty advisor in the CPS department.

### Total: 30 semester hours

### Notes:

At least 15 semester hours of courses must be at 600-level or above.

A student who satisfied any of the course requirements prior to entering the program may be excused from that course requirement. However, the 30-hour requirement will not be affected.

## ACCELERATED MASTER OF SCIENCE IN COMPUTER SCIENCE

Undergraduate students in Computer Science can pursue a Master of Science program in Computer Science while still fulfilling the requirements for their Bachelor's degree. The Accelerated Master's Degree Program (AMDP) allows students to reduce the total number of credits required to complete their undergraduate and graduate level degrees by applying up to 12 credits (500 and 600 level courses) towards graduation requirements on both degree programs.

### Admission Criteria:

To be eligible for the accelerated program, a student must have completed a minimum of 90 credits (including transfer and/or AP credits) towards a Bachelor's degree, including all University Program requirements. An overall grade point average (GPA) of at least 3.25 is required, as well as a minimum of 3.00 in Computer Science course work. In addition, students must satisfy all requirements for regular admission to the Master's program in Computer Science, with the possible exception of completing CPS 450 and 470 courses, which may be completed during the senior year.

During the fourth year, students will complete 12 credits of graduate level course work (excluding independent study credits) that will be counted towards both the undergraduate and graduate degrees. In addition, students will take either CPS 450 and 470 or 6 hours of CPS electives. Other courses may be taken to complete Bachelor of Science degree requirements. Students will complete the course work required for a Master of Science degree and complete either Plan A or Plan B option by the end of the fifth year.

A sample curriculum for a student who has completed 90 credit hours of undergraduate course work is given below:

### Sample Curriculum for Plan A or Plan B option:

#### Year Four

#### Fall (15 hours):

CPS 541 (Elective for BS, required for MS) - 3 hours

CPS Elective or CPS 450 - 3 hours

Undergraduate Courses - 9 hours

#### Spring (15 hours):

CPS Elective or CPS 470 - 3 hours

Other BS Requirement - 3 hours

ITC 510 (Elective for BS, required for MS) - 3 hours

CPS/ITC courses for both BS and MS - 6 hours

#### Summer (3 hours):

UG Courses - 3 hours (if necessary?)

#### Year Five

#### Fall (12 hours):

Requirements for MS\* - 12 hours

#### Spring (12 hours):

CPS 650 (Required for MS) - 3 hours

Requirements and Electives for MS\* - 12 hours

\*Note: Students may complete CPS 798 - 6 hours over the course of two semesters for the MS Plan A Option.

## Graduate Certificate in Data Mining

This is an interdepartmental graduate certificate. Please check the index for the page number.



## Department of Counseling and Special Education

College of Education and Human Services

### Dr. Andrea Jasper, Chair

321 EHS Building, 989-774-3205

Brandis Ansley, Ph.D., Special Education

Ellen Armbruster, Ph.D., Counseling

Allison Arnekrans, Ph.D., Counseling

Dawn Decker, Ph.D., Special Education

JoDell Heroux, Ph.D., Special Education

Andrea Jasper, Ph.D., Special Education

Jennifer Klemm, Ph.D., Special Education

Terry McGlasson, Ph.D., Counseling

Sheri Pickover, Ph.D., Counseling

Suzanne Shellady, Ph.D., Special Education

### Course Designators:

CED - Counselor Education

SPE - Special Education

## Master of Arts (M.A.) in Counseling

### Minimum Totals for Graduation: 60 hours

This program is also offered via Global Campus.

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, or online to better accommodate nontraditional students. Students who successfully complete the program of studies earn a Master of Arts degree in Counseling with a concentration in Addiction Counseling, Clinical Mental Health Counseling, or School 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 completed Program Recommendation Forms with attached letters (one professional [e.g. supervisor, employer, academic professor/instructor] and one personal [not a family member]). Letters will only be accepted when attached to the Program Recommendation Form, (<https://www.cmich.edu/colleges/ehs/program/counsel/Documents/Program%20Letter%20of%20Recommendation%20Form.pdf>), sent to [apply@cmich.edu](mailto:apply@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, score 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 completed Program Recommendation Forms with attached letters are required for your application. One should be a professional reference from an academic instructor, current/past supervisor, colleague etc. The second should be a personal reference from a mentor, advisor, volunteer manager, etc. Letters written from family members or friends are not acceptable. Please use the Program Recommendation Form to provide to those people you wish to receive a recommendation from: Program Letter of Recommendation Form. The student should complete the top half of the form, and then the person providing the reference should complete the bottom portion of the form and submit it directly to the Central Michigan University Admission Office email at [apply@cmich.edu](mailto:apply@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)  
 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 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.

##### 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

### Minimum Totals for Graduation: 33 hours

*This program is also offered via Global Campus/CMU Online.*

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)

**Total: 33 semester hours**

## Department of Earth and Atmospheric Sciences

*College of Science and Engineering*

### Dr. Lawrence Lemke, Chair

314 Brooks Hall, 989-774-3179

[https://www.cmich.edu/colleges/cst/earth\\_atmos/Pages/default.aspx](https://www.cmich.edu/colleges/cst/earth_atmos/Pages/default.aspx)

Martin Baxter, Ph.D., Synoptic Meteorology

Anthony Chappaz, Ph.D., Geochemistry/Water Chemistry

Daria Kliver, Ph.D., Snowfall Prediction and Climate

Mona Sirbescu, Ph.D., Mineralogy

### Course Designator:

GEL - Geology

*Graduate-level courses offered by the Department of Earth and Atmospheric Sciences may be appropriate as electives on various graduate degree curricula.*

### Ph.D. in Earth and Ecosystem Science

This degree is an interdisciplinary program. Please see the index for the page number.

## Department of Economics

College of Business Administration

### Dr. Gregory Falls, Chair

321 Sloan Hall, 989-774-3870

**Vikesh Amin**, Ph.D., Royal Holloway University of London; Labor, Education Economics

**Bharati Basu**, Ph.D., University of Rochester; International Trade, Economic Development

**Lawrence Brunner**, Ph.D., Johns Hopkins University; Public Finance, Urban Economics

**A. Aydin Cecen**, Ph.D., Indiana University; International Trade, Mathematical Economics

**Debasish Chakraborty**, Ph.D., University of Pittsburgh; International Trade, Monetary Theory, Economic Development

**Gregory A. Falls**, Ph.D., Purdue University; Econometrics, Macroeconomics

**James Richard Hill**, Ph.D., University of Kentucky; Labor, Sports Economics

**James R. Irwin**, Ph.D., University of Rochester; Economic History, International Trade, Monetary Theory, Econometrics

**Aparna Lhila**, Ph.D., Cornell University; Health Economics, Household Economics (Interim MBA Director)

**Catherine L. McDevitt**, Ph.D., University of Rochester; Macroeconomics, Monetary Theory, Public Finance

**Paul Natke**, Ph.D., University of Notre Dame; Monetary Theory, Managerial Economics

**Samuel Raisanen**, Graduate Coordinator, Ph.D., University of Colorado; Industrial Organization, Applied Game Theory

**Jason E. Taylor**, Ph.D., University of Georgia; Economic History, Industrial Organization

**Linlan Xiao**, Ph.D., University of Western Ontario; Econometrics, Mathematical Models

### The Program

The Department of Economics at Central Michigan University offers a program leading to the degree of master of arts in economics. The program is designed for two types of students: those who wish to gain marketable skills in applied economics and those who wish to strengthen their preparation in order to continue work toward a doctorate in economics.

Graduate assistantships, which involve the student in either teaching or research, are available on a competitive basis from the Economics Department. Currently, most of the economics graduate students are from countries other than the United States.

The program is designed to meet the needs of the individual student, and students may choose to write a thesis or may select a non-thesis option. The M.A. program is designed so that it can be completed in one calendar year but normally requires three semesters.

Graduate courses in economics may be selected as elective or cognate courses on various graduate curricula including the following: business administration, geography, history, mathematics, political science, statistics.

Requirements of the interdisciplinary curriculum for the Master of Science in Administration are stated in the section on Interdisciplinary Degrees.

### Course Designator:

ECO - Economics

### Master of Arts (M.A.) in Economics

#### Minimum Totals for Graduation: 30 hours

Degree requirements will be satisfied by completing the common core and the Plan A or Plan B alternative. Candidates may not offer more than 6 hours of cognate courses for this 30-hour program. All cognate courses must be selected in consultation with the candidate's advisor.

#### 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

**Statement of Purpose.** Submit a brief, one-page statement describing your purpose and general plan for graduate study at Central Michigan University. The statement should include information about your future career plans, or any past or current activities or achievements which are related to your proposed field of specialization including any research or teaching experience you may have had.

There are no specific undergraduate requirements for admission to the Master of Arts degree program in economics. Students who, in the opinion of the Graduate Coordinator, are deficient in background will be advised to take additional courses. Students who do not meet the graduate school requirements may apply for nondegree admission. A maximum of 15 credits earned during non-degree status may be applied toward a graduate degree in Economics.

#### Core Courses (15 hours)

ECO 585 - Econometrics 3(3-0)

ECO 586 - Econometric Applications 3(3-0)

ECO 616 - Advanced Microeconomic Theory 3(3-0)

ECO 620 - Advanced Macroeconomic Theory 3(3-0)

ECO 635 - Fundamentals of Mathematical Economics 3(3-0)

#### Additional Requirement (15 hours)

Choose one of the following plans:

##### Plan A: Thesis

9 hours of courses approved by an advisor, inclusive of cognate courses.

ECO 798 - Thesis 1-6(Spec)

##### Plan B: Non-thesis

1. Courses approved by advisor, inclusive of cognate courses - 15 hours.

2. Research paper under the direction of a faculty member.

**Total: 30 credit hours**

### ACCELERATED MASTER OF ARTS IN ECONOMICS

Students admitted to the Accelerated Master's Degree Program may earn up to twelve hours of graduate credit toward the MA in Economics for courses taken during their senior year. These courses will count both toward their undergraduate degree and toward their MA degree in Economics. The student will need, first, to be admitted to the program and, second, to have completed the agreed-to plan of study.

#### Admission Requirements

Within 30 credit hours of graduating with a BS or BS in BA with a GPA of 3.00. In addition, the student should have completed the University competency requirements and ECO 365, ECO 370, MTH 217, and ECO 285 or STA 282.

#### Plan of Study

Courses to be counted toward both the undergraduate degree and the MA in Economics when taken during the senior year by a student admitted to the Accelerated Master's Degree Program prior to the senior year and completing the courses during the senior year.

**Fall Semester:** ECO 585 (3 hours); ECO elective (3 hours)

**Spring Semester:** ECO 586 (3 hours); ECO elective (3 hours)

The electives must be at the 500 level and above and be approved by the graduate coordinator of Economics.

### Master of Business Administration (MBA)

See the College of Business Administration for information.



## Department of Educational Leadership

*College of Education and Human Services*

### Dr. Benjamin Jankens, Ed.D., Chair

334 EHS Building, 989-774-3204

**Frimpomaa Ampaw**, Ed.D., Quantitative Analysis, Educational Finance

**Eric Buschlen**, Ed.D., Leadership Development and Civic Engagement

**Mark Deschaine**, Ph.D., K-12 Leadership

**Anne Hornak**, Ph.D., Higher Education Administration, Ethics, Student Affairs

**Benjamin Jankens**, Ed.D., School Leadership and Organizational Improvement

**Matthew Johnson**, Ph.D., Leadership Theory, Student Affairs, Student Development Theory

**Barbara Klocko**, Ph.D., Leadership Philosophy, PK-12 Administration

**Ethan Kolek**, Ed.D., Research Methods, Assessment

**Sarah Marshall**, Ph.D., Student Affairs Administration, Work-Family Issues

**Kaleb Patrick**, Ed.D., Higher Education Administration, Leadership

**Regina Umpstead**, J.D., Ph.D., Educational Law, Educational Policy

**David E. Whale**, Ed.D., Secondary Administration and Curriculum, Educational Technology

### Course Designer:

EDL - Educational Leadership

The department provides courses and programs for graduate students preparing for leadership positions in schools, institutions of higher learning, and other community-based human service organizations. Opportunities for advanced specialized study are available in addition to pre-service preparation programs. The programs and courses in educational administration and leadership are:

- Graduate Certificate in College Teaching
- M.A. in Educational Leadership
- M.A. in Higher Education Administration
- Specialist in Education: General Educational Administration
- Ed.D. in Educational Leadership
- Ph.D. in Educational Leadership
- The M.A. in Education (Community College or Training & Development Concentrations) is an interdisciplinary program. See the index for page number.

## Master of Arts (M.A.) in 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 611 - Using Research for Leading School Improvement 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: 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**

**Master of Arts (M.A.) in Higher Education Administration****Minimum Totals for Graduation: 36 hours**

The Higher Education Administration program is most flexible in terms of allowing students to design their own programs in consultation with their advisor. The program is designed for those seeking leadership positions in colleges and universities.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

<b>GPA:</b> 3.0	<b>Entrance Exam:</b> N/A
<b>Priority Application Deadline:</b> January 1 (Fall)	
<b>International Application Deadline:</b> January 1 (Fall)	
<i>See Admission Requirement Details Below</i>	

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 online at [apply.cmich.edu](http://apply.cmich.edu). The following items must be included in the contents of the portfolio:
  - a. A current résumé identifying skills, experiences, positions held, 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 2-3 page (single-spaced) statement detailing reasons for pursuing a master's degree in higher education administration at Central Michigan University, professional goals, and what problems or challenges in higher education the applicant feels passionately about addressing.
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 the application is being made. The applicant's statement must show evidence of thoughtfulness, thoroughness, and congruence with the degree program.

It is advantageous for the applicant to submit the completed admission portfolio as early as possible. Applicants must submit a complete admission portfolio, and it must be approved before a student is granted regular admission.

**Core Courses (24 hours)***Higher Education Administration*

EDL 512 - Assessment in Higher Education 3(3-0)  
EDL 516 - Leadership for Social Justice 3(3-0)  
EDL 636 - Higher Education Law 3(3-0)  
EDL 677 - The American College Student 3(3-0)  
EDL 757 - Student Development Theory 3(3-0)  
EDL 764 - Financing of Higher Education 3(3-0)  
EDL 776 - Administration of Higher Education 3(3-0)  
EDL 777 - Student Affairs Administration 3(3-0)

**Electives (6 hours)**

Select in consultation with an advisor.

**Plan B: Capstone Project (6 hours)**

All students earning a M.A. in Higher Education Administration will take a written comprehensive exam during their last semester of enrollment in the M.A. program.

EDL 696 - Higher Education Practicum 3(3-6)  
EDL 698 - Master's Colloquium 3(3-0)

**Total: 36 semester hours**

## Graduate Certificate in College Teaching

### Minimum Totals for Graduation: 15 hours

**Note:** This program is offered through Global Campus only.

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 admitted with the stipulation that they earn a B+ or better grade in their first six credits in the GCCT program. 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 3(3-6)

EDL 763 - The Academic Profession 3(3-0)

**Total: 15 semester hours**

## Specialist in Education (Ed.S.) in General Educational Administration

### Minimum Totals for Graduation: 30 hours

**Note:** This program is offered through Global Campus only.

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.

### Admission

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.
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**

*Note: This program is offered through Global Campus only.*

### **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. 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 or Departmental Writing Assessment*  
*Priority Application Deadline: February 1*  
*Regular Application Deadline: May 15*  
*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 May 15. 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 the Office of Research and 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. In lieu of a current GRE, applicants may opt to take a department-issued writing assessment.
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.

(Continued)



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 Administrative 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.

**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 retaken, the 3 credits will not count toward the student's degree completion. If the student fails to take EDL 897 within the required time frame, 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 six months of the two-year date. If the student fails to take EDL 700 and EDL 897 within the required time frame, 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.

#### 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.

## Doctor of Philosophy (Ph.D.) in Educational Leadership

### Minimum Totals for Graduation: 66 hours

*Note: Effective Fall, 2019 through Summer, 2021, the department is not accepting students into the Ph.D. in Educational Leadership. Questions regarding this matter may be directed to the chair of the Department.*

The Ph.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 centerpiece of the Ph.D. curriculum is a personal transformation to a critical understanding of knowledge and the way it is conveyed. The purpose of the program is to develop a critical understanding of knowledge claims, culture and policy; to be able to engage effectively with multiple perspectives; and to work toward social change and social justice. It is intended for individuals focused on careers in higher education and K-12 administration, including faculty roles, post-secondary schools, and administration of institutions, policy, research centers, community educational institutions and agencies. Students entering the Ph.D. 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 degree. Remaining Ph.D. requirements must be completed at Central Michigan University.

#### ADMISSION REQUIREMENTS; RETENTION & TERMINATION STANDARDS

*Note: This program is not currently accepting admissions.*

##### ADMISSION REQUIREMENT SNAPSHOT

Master's GPA: 3.5 Entrance Exam: GRE  
 Priority Application Deadline: Jan. 15  
*(for international students, fellowships, and assistantships)*  
 Regular Application Deadline: April 1 (Fall only)  
*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 the Graduate Record Exam.

Review of complete application begins April 1 and continues until the cohort is filled. A completed application packet will include the following materials:

*To the Office of Research and 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 doctoral Letter of Recommendation Form (found on the department website) and submit recommendations from three individuals familiar with your academic and scholarly work.
2. Personal Statement: A two- or three-page typewritten statement describing your educational and professional goals as they relate to pursuing the Ph.D. at Central Michigan University.
3. Two-page reflection on current issues in your area of research.
4. GRE Score: An official score report from the Graduate Record Examination (GRE) earned within the last five years.
5. TOEFL Score: If your native language is not English, submit an official score report from the Test of English as Foreign Language (TOEFL). The TOEFL is required of all non-native speakers unless they have completed two years of university-level coursework in an English-language institution. TOEFL Exempt countries list: [https://www.cmich.edu/office\\_provost/InternationalAffairs/recruitment/Documents/TOEFL%20Exempt%20countries.pdf](https://www.cmich.edu/office_provost/InternationalAffairs/recruitment/Documents/TOEFL%20Exempt%20countries.pdf)
6. Current Resume or Curriculum Vita
7. Signed Declaration of Commitment (found on EDL website)

After reviewing the credentials of the applicants, the Doctoral Program Committee will select candidates 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.

#### Program Requirements

Progress through the program is based upon obtaining satisfactory grades (a 3.25 GPA average overall), passing the Preliminary Progress Assessment (PPA), written and oral comprehensive exams, dissertation concept paper and completing a doctoral dissertation.

#### Preliminary Progress Assessment

*(taken after the completion of first 15 credits)*

Ph.D. students are required to complete Preliminary Progress Assessment (PPA) upon completion of their first year in the doctoral program (e.g., upon completion of 15 credits following their matriculation into the doctoral program). The PPA will be scheduled annually in August as students begin their second year of doctoral work. Students will be asked to submit a 10-15 page sample of their written work (e.g., revised class paper, research proposal, conference paper, manuscript for publication), which will be reviewed by at least three faculty members in the department.

#### Comprehensive Exam

Within one year of completing all coursework (except electives EDL 898, EDL 900, and EDL 901), a Ph.D. student must successfully pass a comprehensive exam. The student's dissertation committee evaluates the comprehensive exam. The comprehensive examination for the Ph.D. entails developing a research prospectus that includes the following components: an explanation of the research problem, a series of research questions and/or hypotheses, a review of the literature and related theory, and a description of the method. Within a year of passing the comprehensive exam, a Ph.D. student must present a dissertation proposal to their committee.

#### Academic Core I (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 820 - Critical Perspectives of Development Theory 3(3-0)
- EDL 830 - Educational Foundations of Philosophy 3(3-0)
- EDL 860 - Organizational Theory in Educational Institutions 3(3-0)
- EDL 890 - Doctoral Proseminar: Writing and Inquiry 3(3-0)

#### Academic Core II (3 hours)

Select one of the following:

- EDL 752 - Social Justice in Global Studies Education 1-12(Spec)
- EDL 816 - Social Justice in Education 3(3-0)

#### Research Requirements (15 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)
- EDL 900 - Advanced Qualitative Analysis in Educational Leadership 3(3-0)
- EDL 901 - Advanced Quantitative Analysis in Educational Leadership 3(3-0)

#### Concentrations (18 hours)

There are two concentration areas in the program and 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.

Select one of the following:

(Continued)

**Concentration 1: K-12 Leadership (18 hours)**

EDL 766 - Advanced Educational Law 3(3-0)

EDL 767 - Public School Finance 3(3-0)

EDL 775 - Educational Policy Analysis 3(3-0)

Plus nine hours of electives to be chosen in consultation with program advisor.

**Concentration 2: Higher Education Leadership (18 hours)**

EDL 768 - Advanced Higher Education Law 3(3-0)

EDL 864 - Economics and Finance of Higher Education 3(3-0)

EDL 876 - Higher Education Policy 3(3-0)

Plus nine hours of electives to be chosen in consultation with program advisor.

**Dissertation (15 hours)**

Candidates will undertake original research relevant to the program focus. Completion of the dissertation will require a minimum of 15 credits of EDL 898 Dissertation. The course description includes: design and complete the dissertation including data collection, analysis, written report, and oral defense.

EDL 898 - Dissertation 1-15(Spec)

**Total: 66 semester hours**

## School of Engineering and Technology

*College of Science and Engineering*

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**Dr. Kumar Yelamarthi, Director**

100 ET Building, 989-774-3033

[https://www.cmich.edu/colleges/cst/engi\\_tech/Pages/default.aspx](https://www.cmich.edu/colleges/cst/engi_tech/Pages/default.aspx)

Ahmed Abdelgawad, Ph.D., Computer Engineering, Internet of Things

Daniel Chen, Ph.D., Mechanical Engineering/CAD &amp; CAE

Frank Cheng, Ph.D., Industrial Robotics, Automation Manufacturing

Brian DeJong, Ph.D., Mechanical Engineering

Goksel Demirer, Ph.D., Environmental Engineering

Waseem Haider, Ph.D, Biomaterials

Yousef Haseli, Ph.D., Heat transfer, Combustion

Ernur Karadogan, Ph.D., Robotics, Haptics

David Kelley, Ph.D., Computer Aided Design

Joseph Langenderfer, Ph.D., Mechanical Engineering

Terry Lerch, Ph.D., Mechanical Engineering, Mechanics

David Lopez, Ph.D., Manufacturing Management, Quality

Adam Mock, Ph.D., Electrical Engineering, Photonics, Electromagnetics

Molu Olumolade, Ph.D., Manufacturing Systems

Ishraq Shabib, Ph.D., Materials

Donghyun Shin, Ph.D., Mechanical Engineering-thermal Fluids

Dru Wilson, Ph.D., Industrial Technology/Plastics

Prasanth Yanambaka, Ph.D., Computer Engineering

Kumar Yelamarthi, Ph.D., Electrical Engineering, Circuit Design

The Engineering and Technology Building contains 30 state-of-the-art laboratories and support spaces. Facilities are provided for research and development, automotive technology, plastics technology, mechanical/energy technology, robotics, materials testing, metal fabrication, computer-aided design, manufacturing systems, electronics instrumentation and design, and engineering design graphics. An auditorium and classrooms are also included in the building.

Since students need a balance of knowledge and applied experience to succeed in today's industrial environment, ample learning opportunities are provided in CMU's laboratories. Selected resources of the university are available for special projects. Contacts with industry are maintained in a variety of ways.

The interaction between E&T faculty and students is continuous. A well-qualified faculty member counsels and advises each student. E&T faculty not only have appropriate academic credentials, many also have technical certificates, professional state engineering registrations, and other forms of recognition for technical applications expertise.

**Course Designators:**

EGR - Engineering

IET - Industrial and Engineering Technology

## Master of Science in Engineering

Minimum Totals for Graduation: 30 hours

### ADMISSION REQUIREMENTS; RETENTION & TERMINATION STANDARDS

ADMISSION REQUIREMENT SNAPSHOT	
GPA: 3.3	Entrance Exam: GRE
See Admission Requirement Details Below	

Students pursuing the MS in Engineering degree are required to meet with an engineering advisor during the first semester of attendance at CMU.

MS in Engineering majors are required to meet with their engineering advisor each semester to ensure students select appropriate courses to facilitate their progress through the program. Registration is not allowed until after this meeting. Prerequisites are strictly enforced for all engineering classes.

#### Admission Requirements

Program quality is emphasized by requiring students to meet the following criteria:

- Accepting only students with:
  - 3.3 GPA (or admission with stipulations between GPA 3.0 and 3.3) and 720/156+ GRE Quantitative for minimum admission
  - 563/223/84+ TOEFL for international students
  - Strong reference letters and statement of purpose by applicants
- Students must have completed an undergraduate ABET-accredited engineering degree in Mechanical Engineering, Electrical Engineering, Computer Engineering, Materials Engineering, Environmental Engineering, Biomedical Engineering, Aeronautical Engineering or Chemical Engineering. Students who have degrees from a non-ABET accredited school, or have an undergraduate degree in a different discipline, must show an average GPA of 3.3 in the following classes (or equivalent) to be admitted for the MS in Engineering degree:
 

*Science* (13 Cr Hrs): CHM 131, PHY 145, PHY 146, PHY 175

*Mathematics* (11 Cr Hrs): MTH 132, MTH 133, MTH 232

*Engineering* (15 Hrs): EGR 251, EGR 253, EGR 255, EGR 356, and EGR 358; or EGR 190, EGR 290, EGR 298, EGR 391 and EGR 396

If needed, the school may require students to pass an entrance exam to show competency in the above subjects.

#### Retention & Termination Standards

In order to remain in the MS in Engineering program, a student must meet the following criteria:

- Students must select courses in consultation with an engineering advisor.
- Students may not take courses required for this degree Credit/No Credit (except the EGR 798 course).
- At least 24 credits must be taken at CMU to graduate with this degree.
- If a student does not continue to meet the retention standards, s/he may be asked to withdraw. The school maintains the right to terminate a student if s/he is not progressing satisfactorily.
- The student who does not meet degree requirements by the end of the 4th year will be terminated.

#### Required Courses I (6 hours)

EGR 600 - Advanced Engineering Analysis 3(3-0)  
EGR 601 - Advanced Engineering Experimentation 3(2-2)

#### Required Courses II (6-15 hours)

Select 6-15 credit hours in consultation with the student's advisor and advisory committee.

EGR 553 - Mechanical Vibrations 3(3-0)  
EGR 554 - Mechanical Controls 3(3-0)  
EGR 576 - Mechanics of Composite Materials 3(3-0)  
EGR 578 - Advanced Mechanics of Materials 3(3-0)  
EGR 588 - Photonics 3(3-0)  
EGR 591 - CMOS Circuit Design 3(2-2)  
EGR 594 - Power Electronics 3(3-0)  
EGR 595 - Nanoscale Transistors 3(3-0)  
EGR 597 - Special Topics in Engineering 1-6(Spec)  
EGR 637 - Directed Research in Engineering 1-6(Spec)  
EGR 697 - Special Topics in Engineering 1-6(Spec)  
EGR 791 - Independent Research in Engineering 1-6(Spec)

**Note:** 1-6 credits EGR 637, any extra credits in EGR 637 may be counted as an elective. Students may take EGR 791 following 6 credits of EGR 637.

#### Required Courses III (3 hours)

EGR 685 - Seminar: Current Topics in Engineering 1-3(Spec)

**Note:** must be taken three (3) times.

#### Electives (0-9 hours)

Graduate courses approved by the advisor and school director.

#### Thesis (6 hours)

EGR 798 - Thesis Research 1-6(Spec)

#### Total: 30 semester hours

Courses offered for graduate students only are Seminar, Directed Research, Independent Research in Engineering, Special Topics (as merit is established), and Thesis. This is carefully done to make sure that faculty members will have an increased emphasis on research, yet reasonably loaded for teaching courses.

#### Accelerated MS in Engineering

Up to 9 credit hours may be double counted from appropriate courses in undergraduate degree for an accelerated MS in Engineering Program at CMU. Contact the Office of Research and Graduate Studies for more information regarding admission for accelerated programs.



## Department of English Language and Literature

College of Liberal Arts and Social Sciences

### Dr. Melinda Kreth, Chair

215 Anspach Hall, 989-774-3171

Anne Alton, Ph.D., Children's Literature, British Literature

Steven Bailey, Ph.D., Rhetoric and Technical Communication, Director of Composition

Nicole Barco, Ph.D., Latin American, American, and World Literature

Jeffrey Bean, M.F.A., Creative Writing and Poetry

Ari Berk, Ph.D., Myth, Folklore, Native American Literature

Carlin Borsheim-Black, Ph.D., Curriculum, Instruction, and Teacher Education

William Brevda, Ph.D., American Literature

Elizabeth Brockman, Ph.D., English Education, Composition

April Burke, Ph.D., Literacy and Language Education

Tracy Davis, Ph.D., Linguistics

JoEllen DeLucia, Ph.D., British Literature

Darrin Doyle, Ph.D., Creative Writing, Fiction

Maureen Eke, Ph.D., African-American, African, and World Literature

Robert Fanning, M.F.A., Creative Writing and Poetry

Amy Carpenter Ford, Ph.D., English Education

Richard Forest, Ph.D., Linguistics

Mark Freed, Ph.D., Literary Theory

Desmond Harding, Ph.D., British Literature

Cathy Hicks-Kennard, Ph.D., Linguistics

Melinda Kreth, Ph.D., Technical Writing

Daniel Lawson, Ph.D. Rhetoric, Writing Center Director

Kristen McDermott, Ph.D., British Literature

Gretchen Papazian, Ph.D., Children Literature, American Literature

Matthew Roberson, Ph.D., Creative Writing, Fiction

Susan Schiller, Ph.D., Composition, Rhetoric

Nate Smith, Ph.D., British Literature

Joseph Sommers, Ph.D. Children's Literature

William Spruiell, Ph.D., Linguistics

Marcy Taylor, Ph.D., Composition, English Education

William Wandless, Ph.D., British Literature

Jeffrey Weinstock, Ph.D., American Literature

### Course Designer:

ENG - English Language and Literature

The Department of English at Central Michigan University offers the following graduate degrees: a Master of Arts in English Language and Literature, a Master of Arts in Language and Literature with an concentration in Creative Writing, a Master of Arts in English Language and Literature with a concentration in Children's/Young Adult Literature, a Master of Arts in English Composition and Communication, and a Master of Arts in TESOL (Teaching English to Speakers of Other Languages). Accelerated admission for undergraduate students is available. See program descriptions in the following pages.

Graduate classes are small and provide the student with ample opportunity for interaction with professors and other graduate students. Graduate-level classes are offered in the late afternoons, evenings, weekends, and online.

## Master of Arts (M.A.) in English Language and Literature

Minimum Totals for Graduation: 30 hours

This program is designed to meet the needs of students who wish to teach English at a community college, for students seeking preparation for advanced study at the doctoral level at another university, or for students teaching English at the secondary level who wish to pursue more study in the discipline.

Students must complete at least 15 of their total semester hours at or above the 600 level. At the advisor's discretion up to 6 hours from other departments may be included.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

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

To become a candidate for the degree of Master of Arts in English Language and Literature, a student normally will be expected to have had an undergraduate major or minor in English with a grade point average of at least 3.0 on a four point scale and a cumulative grade point average of at least 3.0. For applicants whose native language is not English, a TOEFL score of 550 (213 CBT) and a TWE of at least 5, or a MELAB of 85, are required for admission. All students applying for admission to the Language and Literature program must submit a 7-10 page sample of analytical writing that shows an aptitude to do graduate-level work in English.

### Required Courses I (6 hours)

*Professional Methodologies*

ENG 535 - History of Literary Criticism 3(3-0)

ENG 602 - Research Materials and Methods 3(3-0)

### Required Courses II (9 hours)

*Literature Seminars*

At least one of these seminars must focus on literature before 1800.:

ENG 635 - Seminar in English Literature 3-9(Spec)

ENG 656 - Seminar in American Literature 3-9(Spec)

ENG 665 - Seminar in World Literature 3-9(Spec)

### Unrestricted Electives (15 hours)

Hours authorized by the advisor and planned with the student.

### Capstone Project

Plan B

**Total: 30 semester hours**

### ACCELERATED M.A. IN ENGLISH LANGUAGE & LITERATURE

#### Admission Standards

(Currently enrolled CMU Undergraduate Students only.)

Student must be a signed major in English or a related field.

1. Maintain an overall cumulative undergraduate GPA of at least 3.25 and a grade of 3.25 or higher in at least two of the following courses: ENG 334, ENG 335, ENG 336, ENG 337, and ENG 338.
2. Submit a writing sample and cover letter (for more details, contact the Department of English Language & Literature at 989-774-3171).
3. Obtain written approval from the Chair of the Department of English Language & Literature.
4. Obtain graduate school approval of courses selected to double count on both the BA/BS and MA.

#### Retention Standards

Maintain a 3.25 GPA in English courses. Students who fail to maintain a 3.25 GPA in English courses in two successive semesters will be removed from the accelerated program.

Students considering an accelerated MA program should be aware that their financial aid may be affected for courses double counting on the BA/BS and MA Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or cmuosfa@mich.edu.

## Master of Arts (M.A.) in English Language and Literature: Creative Writing Concentration

### Minimum Totals for Graduation: 30 hours

This program is designed to meet the needs of students who wish to teach English at a community college, for students seeking preparation for advanced study at the doctoral level at another university, or for students teaching English at the secondary level who wish to pursue more study in the discipline.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

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

To become a candidate for the degree of Master of Arts in English Language and Literature, a student normally will be expected to have had an undergraduate major or minor in English with a grade point average of at least 3.0 on a four point scale and a cumulative grade point average of at least 3.0. For applicants whose native language is not English, a TOEFL score of 550 (213 CBT) and a TWE of at least 5, or a MELAB of 85, are required for admission.

The student must submit a portfolio of original poetry or fiction for approval before selecting this concentration.

#### Required Courses I (6 hours)

##### Professional Methodologies

ENG 535 - History of Literary Criticism 3(3-0)  
 ENG 602 - Research Materials and Methods 3(3-0)

#### Required Courses II (9 hours)

##### Literature Seminars

Select 9 hours from the following:

ENG 635 - Seminar in English Literature 3-9(Spec)  
 ENG 656 - Seminar in American Literature 3-9(Spec)  
 ENG 665 - Seminar in World Literature 3-9(Spec)

**Note:** At least one of these seminars must focus on literature before 1800.

#### Required Courses III (6 hours)

##### Workshop Courses

Select 6 hours from the following:

ENG 591 - Seminar: Writing Fiction 3-6(3-0)  
 ENG 592 - Seminar: Writing Poetry 3-6(3-0)  
 ENG 691 - Seminar: Writing Fiction 3-6(3-0)  
 ENG 692 - Seminar in Writing Poetry 3-6(3-0)

#### Required Courses IV (3 hours)

##### Craft Courses

Select one of the following:

ENG 694 - The Craft of Fiction 3(3-0)  
 ENG 695 - The Craft of Poetry 3(3-0)

#### Unrestricted Electives (6 hours)

Hours authorized by the advisor and planned with the student.

#### Capstone Portfolio Project

The MAELL in Creative Writing requires a Plan B portfolio. Students will need to submit a portfolio of written materials in the semester immediately prior to graduation.

**Total: 30 semester hours**

## ACCELERATED M.A. IN ENGLISH LANGUAGE & LITERATURE: CREATIVE WRITING CONCENTRATION

### Admission Standards

(Currently enrolled CMU Undergraduate Students only.)

Student must be a signed major in English or a related field.

1. Maintain an overall cumulative undergraduate GPA of at least 3.0 and a grade of 3.25 or higher in at least two of the following courses: ENG 294WI, ENG 301WI, ENG 391WI, ENG 392WI, ENG 491WI, ENG 492WI, ENG 493.

2. Submit a writing sample and cover letter (for more details, contact the Department of English Language & Literature at 989-774-3171).
3. Obtain written approval from the Chair of the Department of English Language & Literature.
4. Obtain graduate school approval of courses selected to double count on both the BA/BS and MA.

### Retention Standards

Maintain a 3.25 GPA in English courses. Students who fail to maintain a 3.25 GPA in English courses in two successive semesters will be removed from the accelerated program.

Students considering an accelerated MA program should be aware that their financial aid may be affected for courses double counting on the BA/BS and MA. Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).

## Master of Arts (M.A.) in English Language and Literature: Children's/Young Adult Literature

### Minimum Totals for Graduation: 30 hours

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

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

To become a candidate for the degree of Master of Arts in English Language and Literature, a student normally will be expected to have had an undergraduate major or minor in English with a grade point average of at least 3.0 on a four point scale and a cumulative grade point average of at least 3.0. For applicants whose native language is not English, a TOEFL score of 550 (213 CBT) and a TWE of at least 5, or a MELAB of 85, are required for admission.

#### Required Courses I (6 hours)

##### Professional Methodologies

ENG 535 - History of Literary Criticism 3(3-0)  
 ENG 602 - Research Materials and Methods 3(3-0)

#### Required Courses II (9 hours)

##### Literature Seminars

At least one of these seminars must focus on literature before 1800:

ENG 635 - Seminar in English Literature 3-9(Spec)  
 ENG 656 - Seminar in American Literature 3-9(Spec)  
 ENG 665 - Seminar in World Literature 3-9(Spec)

#### Required Courses III (6 hours)

##### Core CYAL Courses

ENG 581 - The History of Children's Literature in English 3(3-0)  
 ENG 681 - Seminar in Children's and Young Adult Literature 3-9(3-0)

#### Required Courses IV (6 hours)

##### CYAL Literary Area Courses

Select two of the following:

ENG 580 - Young Adult Literature 3(3-0)  
 ENG 582 - Seminar in Diversity in Children's and Young Adult Literature 3-9(3-0)  
 ENG 583 - The Heroic Tradition in Children's Literature 3(3-0)  
 ENG 681 - Seminar in Children's and Young Adult Literature 3-9(3-0)

#### Unrestricted Electives (3 hours)

Hours authorized by the advisor and planned with the student.

#### Capstone Project

Plan B

**Total: 30 semester hours**

## ACCELERATED M.A. IN ENGLISH LANGUAGE & LITERATURE: CHILDREN'S/YOUNG ADULT LITERATURE CONCENTRATION

### Admission Standards

(Currently enrolled CMU Undergraduate Students only.)

Student must be a signed major in English or a related field.

(continued)

1. Maintain an overall cumulative GPA of at least 3.25; have earned a grade of 3.25 or higher in ENG 381 and two of the following: ENG 334, ENG 335, ENG 336, ENG 337, and ENG 338.
2. Submit a writing sample and cover letter (for more details, contact the Department of English Language & Literature at 989-774-3171).
3. Obtain written approval from the Chair of the Department of English Language & Literature.
4. Obtain graduate school approval of courses selected to double count on both the BA/BS and MA.

**Retention Standards**

Maintain of a 3.25 GPA in English courses. Students who fail to maintain a 3.25 GPA in English courses in two successive semesters will be removed from the accelerated program.

Students considering an accelerated MA program should be aware that their financial aid may be affected for courses double counting on the BA/BS and MA. Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).

## Master of Arts in English Composition & Communication

**Minimum Totals for Graduation: 30 hours**

The Master of Arts degree in English Composition and Communication is a program of courses centering on the practice and teaching of non-fiction forms of writing. It prepares students for careers as writing teachers in two- and four-year colleges and universities; careers as professional writers in a variety of educational, business, or government sectors; or for doctoral studies in fields such as in rhetoric & composition, writing studies, and technical & professional writing. All students will develop their skills in a variety of forms of writing. The program offers courses in hybrid and online formats.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

Admission Requirement Snapshot	
GPA: 3.0 (and 3.0 in major)	Entrance Exam: N/A
Internat'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)	
<i>See Admission Requirement Details Below</i>	

To become a candidate for the degree of Master of Arts in English Composition and Communication, a student normally will be expected to have a grade point average of at least 3.0 on a four point scale and a cumulative grade point average of at least 3.0, or demonstrate equivalent academic or professional experience. All candidates for admission to this program must submit a sample of representative writing. Students should contact the department chairperson for a description of what this sample should be. For applicants whose native language is not English, a TOEFL score of 550 (213 CBT) and a TWE of at least 5, or a MELAB of 85, are required for admission.

Students must complete at least 15 of their total semester hours at or above the 600 level.

**Required Core Courses (12 hours)**

Select from the following:

- ENG 519 - Teaching Composition 3(3-0)
- ENG 601 - Nonfiction Writing for Graduate Students 3(3-0)
- ENG 614 - Practicum in Teaching College Composition 3(3-0)
- ENG 618 - Empirical Research Methods in English Studies 3(3-0)
- ENG 637 - Seminar in Rhetoric and Composition 3(3-0)

**Note:** ENG 519 and 614 are open only to students who are not ENG 101 graduate teaching assistants.

**Restricted Electives I (6 hours)**

Advanced courses from among any of the following chosen in consultation with an advisor:

- ENG 510WI - Writing Center Practicum 1-3(Spec)
- ENG 514 - Language and Media Discourse 3(3-0)
- ENG 517 - Reading and the English Classroom 3(3-0)
- ENG 539 - Seminar in Major Nonfiction Writers 3-9(Spec)
- ENG 615 - Seminar in Current Issues in the Teaching of Writing 3-6(Spec)

**Restricted Electives II (6 hours)**

Advanced courses from among any of the following chosen in consultation with an advisor.

- ENG 503 - Document Design 3(3-0)
- ENG 504 - Technical Editing 3(3-0)
- ENG 510WI - Writing Center Practicum 1-3(Spec)
- ENG 603 - Seminar in Technical & Professional Communication 3-6(Spec)
- ENG 672 - Applied Linguistics for Written Communication 3(3-0)
- ENG 691 - Seminar: Writing Fiction 3-6(3-0)
- ENG 693 - Seminar in Writing Creative Nonfiction 3-6(Spec)

**Unrestricted Electives II (0-6 hours)**

Select advanced courses in consultation with an advisor.

**Thesis or Plan B**

Select from the following:

**Plan B**

30 course hours and an Exit Portfolio.

**Thesis (6 hours)**

Thesis plus an oral examination over thesis.

ENG 799 - Thesis 1-6(Spec)

**Total: 30 semester hours****ACCELERATED M.A. IN ENGLISH COMPOSITION & COMMUNICATION**

*(Currently enrolled CMU Undergraduate Students only.)*

**Admission Standards**

Students in any major may apply.

1. Maintain an overall cumulative undergraduate GPA of at least 3.25 and a grade of 3.25 or higher in at least two of the following courses: ENG 301WI, 303WI, ENG 319, 402WI, 493WI.
2. Submit a writing sample and cover letter (for more details, contact the Department of English Language & Literature at 989-774-3171).
3. Obtain written approval from the Chair of the Department of English Language & Literature.
4. Obtain graduate school approval of courses selected to double count on both the B.A./B.S. and M.A.

**Retention Standards**

Maintain of a 3.25 GPA in English courses. Students who fail to maintain a 3.25 GPA in English courses in two successive semesters will be removed from the accelerated program.

Students considering an accelerated M.A. program should be aware that their financial aid may be affected for courses double counting on the B.A. and M.A.. Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).

## Master of Arts (M.A.) in TESOL

**Teaching English to Speakers of Other Languages****Minimum Totals for Graduation: 30 hours****ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

ADMISSION REQUIREMENT SNAPSHOT	
GPA: 3.0 (and 3.0 in major)	Entrance Exam: N/A
Internat'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)	
<i>See Admission Requirement Details Below</i>	

To be admitted into the M.A. TESOL program, a student normally should have an undergraduate major or minor in English, linguistics, language arts, reading or a foreign language. Applicants with majors in areas not related to language will be considered on an individual basis.

**Regular Admission**

For regular admission to the M.A. TESOL program, a student must have:

- An undergraduate degree with a GPA of at least 3.0 on a four-point scale and a cumulative grade point average of at least 3.0.

- TOEFL scores of IBT 79 (20 writing), PBT 550 or above, or an IELTS score of 6.5 (6.5 writing) or above.
- Two years of college foreign language study (or its equivalent) and a B or better in a 3 credit introductory linguistics course.

#### Admission with Stipulations

Admission with stipulations may be granted to applicants who meet the minimum GPA requirement, but do not meet the additional language and linguistic coursework requirements. Those applicants may be required to take additional coursework to meet these requirements before being granted regular admission status.

Applicants with TOEFL scores from 61-78 IBT, 500 to 549 PBT, or IELTS scores of 5.5 or 6, may be granted admission with stipulations. Upon arrival at the university, they will be required to take an English proficiency test administered by CMU's English Language Institute (ELI). The results of the test will be used to determine the number of courses they will be required to take through the ELI. Students admitted with stipulations will be allowed to take a restricted number of courses in their academic disciplines concurrently with the ELI courses and must complete all required ELI courses by the end of their first year at CMU. ELI courses must be passed with a B or better to demonstrate proficiency for this program. Once satisfactory proficiency in English has been demonstrated, as determined by ELI policies, these restrictions will be removed. Please note that students are required to pay tuition for ELI courses just as they would for any other CMU course.

#### Degree Requirements

##### Required Courses (24 hours)

ENG 571 - Teaching of English to Speakers of Other Languages 3(3-0)  
 ENG 574 - TESOL Materials, Assessment, Curriculum 3(3-0)  
 ENG 577 - Introduction to Second Language Acquisition 3(3-0)  
 ENG 672 - Applied Linguistics in Written Communication 3(3-0)  
 ENG 673 - English Phonology for Language Teachers 3(3-0)  
 ENG 674 - English Grammar for Language Teachers 3(3-0)  
 ENG 675 - Seminar in English Linguistics 3-9(3-0)  
 ENG 690 - Practicum in TESOL 1-3(Spec)

**Note:** 3 hours of ENG 675 is required. The remaining 3-6 credits for ENG 675 may be taken as elective course credits.

##### Electives (6 hours)

ENG 510WI - Writing Center Practicum 1-3(Spec)  
 ENG 517 - Reading and the English Classroom 3(3-0)  
 ENG 573 - Linguistics and Reading 3(3-0)  
 ENG 578 - Applied Sociolinguistics 3(3-0)  
 ENG 615 - Seminar in Current Issues in the Teaching of Writing 3-6(Spec)  
 ENG 618 - Empirical Research Methods in English Studies 3(3-0)  
 ENG 675 - Seminar in English Linguistics 3-9(3-0)

##### Total: 30 semester hours

**Note:** Students must pass a comprehensive examination. A Plan B paper is required

#### ACCELERATED M.A. IN TEACHING ENGLISH TO SPEAKERS OF OTHER LANGUAGES

*(Currently enrolled CMU undergraduate students only)*

##### Admission Standards

Students must be signed English majors intending to pursue the Applied Linguistics Specialization.

1. Maintain an overall cumulative undergraduate GPA of at least 3.0 and a grade of 3.25 or higher in ENG 375 and one of the following: ENG 303WI or ENG 402WI.
2. Submit a writing sample and cover letter (for more details, contact the Department of English Language & Literature at 989-774-3171).
3. Obtain written approval from the Chair of the Department of English Language & Literature.
4. Obtain graduate school approval of courses selected to double count on both the BA/BS and MA.

##### Retention Standards

Maintain a 3.25 GPA in English courses. Students who fail to maintain a 3.25 GPA in English courses in two successive semesters will be removed from the accelerated program.

Students considering an accelerated MA program should be aware that their financial aid may be affected for courses double counting on the BA/BS and MA. Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).



## Department of Entrepreneurship

College of Business Administration

### Dr. Jeff Thomas, Chair

Grawn 170; 989-774-3270

Joseph Affholter, Ph.D.

Padowitz Alce, J.D., L.L.M.

Alan Fitzpatrick

Louis Foreman

Jason Gordon, J.D., L.L.M.

Joseph Green, J.D.

David Nows, J.D.

Pyayt Oo, Ph.D.

Mark Potts, J.D.

Spenser Robinson, D.B.A.

Malika Simmons, J.D.

Robin Sosnow, J.D.

Jeff Thomas, J.D.

Lynne Zagami, J.D.

### Course Designator:

ENT - Entrepreneurship

## Master of Entrepreneurial Ventures (M.E.V.)

### Minimum Totals for Graduation: 36 hours

**Note:** This program is only offered via Global Campus/CMU online at this time.

The Master of Entrepreneurial Ventures 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. MEV 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 Ventures 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 VENTURES

(Currently enrolled CMU Undergraduate students only)

Undergraduate students majoring or minoring in Entrepreneurship may pursue a Master of Entrepreneurial Ventures (MEV) degree during the final year of their Bachelor's degree program. The Accelerated MEV program allows students to reduce the total number of credits required to complete the combined undergraduate and MEV degrees by applying up to 50 percent of the MEV program requirements towards both degrees. Thus, with advising and planning, it is possible for students to complete their MEV requirements the summer after receiving their undergraduate degree.

To enroll in the Accelerated MEV program, students must submit both an application for admission to the MEV program and an Accelerated Master's Degree Program: Acknowledgement & Approval Form. Students interested in the Accelerated MEV program should visit Grawn 164 (or call 989-774-3270) to discuss the process with the MEV Program Director.

### Admission Criteria

Students are encouraged to apply early in their junior year. Further, in order to enroll in the Accelerated MEV program, a student must:

1. Have completed a minimum of 86 credit hours toward a Bachelor's degree with an overall cumulative GPA of at least 3.30.
2. Have completed ENT 495 - Venture Development (or enroll to take ENT 495 in Fall of Year 4).
3. 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 can complete up to 18 credits of MEV coursework that will count towards both their undergraduate and MEV degrees. If a student does not earn a 3.0 GPA or higher in each course that is intended to apply to the MEV degree, the student will be dematriculated from the accelerated program and the ENT courses taken in the accelerated MEV program may only be used on the student's undergraduate program. The student may subsequently apply for regular admission to the MEV 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 90 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)  
*(MEV 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 MEV program, students must meet with faculty for ENT 600 and ENT 605 to devise a strategy and timetable for satisfying the credit by exam requirements.

## Department of Fashion, Interior Design, and Merchandising

College of Education and Human Services

### Dr. Tanya Domina, Chair

EHS 228; 989-774-3218

**Su An**, Ph.D., Body Scan Technology, Functional Apparel Design and Evaluation

**Usha Chowdhary**, Ph.D., Textile Analysis, Functional and Socio-Cultural Aspects of Clothing

**Tanya Domina**, M.S., M.B.A., Design and Retailing Technologies

**Seung-Eun Lee**, Ph.D., Technology Applications in Fashion Retailing and Merchandising; Fashion Marketing

**Maureen MacGillivray**, Ph.D., Functional Apparel Design & Socio-cultural Aspects of Dress

**Michael Mamp**, Ph.D., Apparel Merchandising and Design

**Thamizhisai Periyaswamy**, Ph.D., Advanced Material Characterization Methods, Human-centered Clothing Design Analysis

**Ling Zhang**, Ph.D., Sustainable Creative Design, Design Theory, Design Process Model

### Course Designators:

FMD – Fashion Merchandising and Design

IND – Interior Design

## Master of Science (M.S.) in Apparel Product Development and Merchandising Technology

### Minimum Totals for Graduation: 30-36 hours

This program is designed to prepare graduates for advanced positions in apparel and textile product design and development, CAD technology, industry research and development, careers in higher education and government and continued graduate study. Creative solutions, cutting edge technology and real world applications are emphasized at all instructional levels.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 (in the last 60 hours undergraduate course work)

Entrance Exam: N/A

Application Deadline: March 1 (Fall Admission)

August 1 (Spring Admission)

See Admission Requirement Details Below

**Note:** Complete application materials must be received by the date indicated. Applicants interested in being considered for a graduate assistantship should apply for admission by the deadline. Late applications may not be considered for a graduate assistantship.

Students applying for the M.S. degree should have a minimum of 12 hours of undergraduate coursework in fashion merchandising and design or closely related area.

Students accepted for the M.S. program who lack supporting course work generally are required to make up these deficiencies by taking undergraduate course work in fashion merchandising and design. **Equivalent work experience in the field may be counted as supporting coursework toward minimum admission requirements.**

Admission to the graduate program in Apparel Product Development and Merchandising Technology includes meeting the following criteria:

1. Submission of the CMU application form for admission to the Graduate School, found at <https://apply.cmich.edu/>.

2. An earned baccalaureate degree from an accredited institution.
3. Three letters of recommendation, including two from faculty. If it is not possible to obtain faculty references, references should be from professionals who can address your capacity to succeed as a graduate student.
4. One official transcript (with institution's seal) sent directly from each institution attended.
5. A minimum grade point average of 3.0 on a 4.0 scale in the last 60 hours of undergraduate course work.
6. A 2-4 page, typed, double-spaced essay that (Part I) describes how previous experiences and training have prepared and led the applicant to pursue a Master of Science degree in Apparel Product Development and Merchandising Technology (APDMT) and (Part II) identifies likely professional goals and how graduate training can help accomplish these goals.
7. Non-refundable application fee.

### Degree Requirements

#### Foundational Course (3 hours)

FMD 604 - Scholarship in Textiles and Clothing 3(3-0)

#### Plan Options

**Note:** In order to be eligible to apply for graduate assistantships, students must choose Plan A option.

Select from the following options:

#### Plan A - Thesis/Creative Scholarship (27 hours)

- 6 hours of graduate courses related to Research Methods and/or Statistics.
- 12 hours of FMD graduate level courses
- 3 hours of supporting courses outside FMD
- Select one of the following for 6 hours:
  - FMD 796 - Creative Scholarship 1-6(Spec)
  - FMD 798 - Thesis 1-6(Spec)

#### Plan B - Internship (33 hours)

- 15 hours of FMD graduate level courses
- 12 hours of supporting courses outside of FMD
- 6 hours of the following:
  - FMD 635 - Advanced Internship in Textiles & Apparel 1-6(Spec)

#### Plan C - Course Work (33 hours)

- 18 hours of FMD graduate level courses
- 15 hours of supporting courses outside FMD

Plus written and oral examination over course work administered by the student's advisor and committee members.

The comprehensive exam will be designed to measure outcomes related to the student's program rather than outcomes which are limited to particular courses. The component, format and time set for the comprehensive examination will be determined by the major advisor in consultation with other faculty on the student's committee. The exam may require the student to answer a detailed question, write a research proposal on a particular topic, describe a process for developing a product, complete a case analysis, provide a critical review of a manuscript, or solve a particular problem. Students may use their course materials and other sources of information in answering the exam question.

The comprehensive examination will be administered during the fall (First full week of November) or spring semester (First full week of April) in which the student plans to complete the courses required on their program of study. Students are responsible for notifying their advisor during the first week of their final semester indicating their intent to take the comprehensive written examination that semester.

The faculty comprising the student's supervisory committee will have two weeks to review the exam responses. The student will be notified of the outcome shortly thereafter. An oral defense (continued)

of the written exam may be scheduled if deemed necessary by the major professor or committee members. Plagiarism of any kind or other violations of academic integrity will result in failure of the exam and possible dismissal from the program. Students who do not receive a passing grade will retake the written exam the next semester.

**Total: 30-36 semester hours**

**ACCELERATED MASTER OF SCIENCE IN APPAREL PRODUCT DEVELOPMENT AND MERCHANDISING TECHNOLOGY**

Advanced undergraduate students majoring and minoring in Fashion Merchandising and Design who would like to pursue advanced studies in design, merchandising, product development, and technology relating to the textiles and apparel industry complex may consider an option whereby they can complete their bachelor's degree and a Master of Science in Apparel Product Development and Merchandising Technology in five years. The program requirements on the Accelerated Master's Degree Program are identical to those of the Master of Science in Apparel Product Development and Merchandising Technology, but allow the student to apply 12 credit hours of graduate coursework toward both their bachelor's degree and their Master of Science in Apparel Product Development and Merchandising Technology.

**Admission Requirements:**

- Be within 30 credit hours of graduation
- Have an overall GPA of 3.3, or a 3.3 GPA in the last 60 hours of coursework
- Complete all university requirements
- Have a signed Fashion Merchandising and Design major on a B.S., B.A. or B.A.A. degree
- Three letters of recommendation, including two from faculty. If it is not possible to obtain faculty references, references should be from professionals who can address your capacity to succeed as a graduate student.
- A 2-4 page, typed, double-spaced essay that (Part I) describes how previous experiences and training have prepared and led the applicant to pursue a Master of Science degree in Apparel Product Development and Merchandising Technology (APDMT) and (Part II) identifies likely professional goals and how graduate training can help accomplish these goals.

**Program of Study**

Students must be fully admitted to the accelerated program prior to beginning classes that are expected to be counted towards both degrees. During their first semester of enrollment, students may take one 600-level course and one 500-level course to be counted towards both degrees. During the second semester of enrollment, students may take one 600-level course and one 500-level course OR two 600-level courses to be counted towards both degrees. Students may not take more than 6 hours per semester for dual credit.

**Retention Standards**

Upon admittance into the Accelerated Master's Degree Program (AMDP), students have the responsibility of continuing the completion of all course requirements for the university program and for their majors and minors on their bachelor's degree. Upon matriculation into the AMDP, an overall GPA of at least 3.0 is required throughout the graduate curriculum.

**Sample Dual-Degree Curriculum (Plan A Thesis Option)**

**Year Four (Fall)**

- \*FMD 604 (3)
- \*One 500-level required on the APDMT program (3)
- 9 hours of undergraduate courses

**Year Four (Spring)**

- \*Two 500-level courses required on the APDMT program (6)
- Or
- \*One 500-level required on the APDMT program and one 600-level required on the APDMT program (6)
  - 9 hours of undergraduate courses

**Year Five (Fall)**

- One 600-level required on the APDMT program (3)
- Graduate course in Research Methods (3)
- FMD 798 Thesis (3)

**Year Five (Spring)**

- Graduate Course in Statistics (3)
- One Graduate Elective (3)
- FMD 798 Thesis (3)

\*Courses that may be counted on the undergraduate and graduate degrees.

**Department of Finance and Law**

*College of Business Administration*

**Dr. Nancy White, Chair**

332 Sloan, 989-774-3362

- Abu S. Amin, Ph.D., Finance
- Thomas Anthony, J.D., Law and Public Policy
- Bruce Benet, Ph.D., Finance
- Vigdis Boasson, Ph.D., Finance
- Elizabeth Campbell, J.D., Law and Public Policy
- Adam Epstein, J.D., Law and Public Policy
- James Felton, Ph.D., Finance
- John B. Mitchell, D.B.A., Finance
- Nancy White, J.D., Law and Public Policy

**Course Designators:**

- BLR - Business Law and Regulation
- FIN - Finance

**Master of Business Administration (MBA)**

*See the College of Business Administration for information.*

## Department of Geography & Environmental Studies

College of Science and Engineering

### Dr. Bin Li, Chair

296B Dow Science  
989-774-2798

<https://www.cmich.edu/colleges/cst/geography/Pages>

**Brian Becker**, Ph.D., GIS and Remote Sensing, 989-774-1529

**Marcello Graziano**, Ph.D., Economic Geography

**Benjamin Heumann**, Ph.D., Director, Center for Geographic Information Science; GIS, Remote Sensing, Ecological Modeling

**Stacey Kerr**, Ph.D., Human Geography

**Bin Li**, Ph.D., Geographic Information Sciences, Spatial Statistics, Economic Geography

**Matthew Liesch**, Ph.D., Director, M.S.GISci; Cultural/Human, Human Environmental Interactions

**Yong Tian**, Ph.D., Geo-computation and Environmental Modeling

**Xiaoguang Wang**, Ph.D., Land-use and Transportation Planning

**Tao Zheng**, Ph.D., Remote Sensing

### Course Designators:

**GEO** - Geography

**ESC** - Earth Science

**ENV** - Environmental Studies

## Master of Science (M.S.) Degree in Geographic Information Sciences (GISci)

### Minimum Totals for Graduation: 33 hours

The Geographic Information Science graduate program provides students with high quality training in a cutting edge field combining geography, information science, statistics, remote sensing and environmental studies. The wide diversity of faculty expertise in the program enables students to pursue their own research interests by applying geospatial technologies (e.g. GIS, spatial statistics, cartography, unmanned aerial systems remote sensing) to surface hydrology, atmospheric processes, cultural and natural resource management, demography, historical change, location analysis, transportation/land use planning and regional economics. Program graduates are highly competitive in the job market; and most past graduates obtained high quality jobs upon graduation or continued on to pursue a Ph.D.

The M.S. in GISci is a program available either through a Plan A option (thesis) or Plan B option (non-thesis). The Plan A option requires students to propose, complete, and defend an MS Thesis; while Plan B requires students to propose, complete and defend a research project and complete an additional course. For both options, a total of 33 graduate credit hours are required to graduate, of which 15 credits have to be earned from courses at the 600 level or above. More detailed information is available in the Department office.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: expected minimum of 3.0 *Entrance Exam:* GRE  
*Application Deadline:* rolling admission; but February 1 (to be considered for funding the following Fall)

*See Admission Requirement Details Below*

To be eligible for full consideration for financial support, all application materials must be received in the Department of Geography & Environmental Studies no later than February 1 for the following Fall semester. Applicants should allow approximately one month for materials submitted to the College of Graduate Studies to be processed and forwarded to the department.

To be eligible for Regular Admission at any time, applicants should have a minimum undergraduate GPA of 3.0. Applicants must submit transcripts, general GRE scores, two recommendation forms containing letters of recommendation, and a statement of purpose on the scope of approximately 500 words that addresses the following questions: What are your career goals? How will this program help your career goals? An applicant who does not meet the foregoing requirements may be granted admission with stipulations by the department graduate committee. Details regarding the application process and the program may be found at <https://www.cmich.edu/colleges/se/Geography/Graduate/Pages/How-to-Apply.aspx>.

### Program Course Requirements for Admission

- Three hours of Statistics (CMU equivalent: STA 282QR or STA 382QR)
- Six hours of M.S. GISci-relevant courses at the undergraduate level, or three hours at the graduate level.

### Degree Requirements

#### Required Courses I (15 hours)

GEO 500 - Advanced Cartography 3(2-2)

GEO 503 - Advanced Geographic Information Systems 3(2-2)

GEO 508 - Applications of Remote Sensing 3(2-2)

GEO 512 - Quantitative Methods for Spatial Analysis 3(2-2)

GEO 615 - Research Design in Geographic Information Sciences 3(3-0)

**Note:** A student satisfying any of the required courses or their equivalents prior to entering the program may be excused from these courses. Other courses will be substituted with the approval of the advisor. Credits from these courses will be applied to the 21 hours of required courses. A student must receive a minimum grade of C in each course to have their course work approved for the graduate program.

#### Required Courses II (6 hours)

Select two courses from the following:

GEO 600 - Dynamic Mapping and Geospatial Visualization 3(2-2)

GEO 603 - GIS Design and Programming 3(2-2)

GEO 608 - Topics in Advanced Remote Sensing 3(2-2)

GEO 701 - Spatial Data Management 3(2-2)

**Note:** A student satisfying any of the required courses or their equivalents prior to entering the program may be excused from these courses. Other courses will be substituted with the approval of the advisor. Credits from these courses will be applied to the 21 hours of required courses. A student must receive a minimum grade of C in each course to have their course work approved for the graduate program.

#### Additional Requirement (3-6 hours)

Select either Plan A (Thesis) or Plan B (Directed Research)

##### Plan A Thesis (6 hours)

GEO 798 - Thesis 1-6(Spec)

##### Plan B Directed Research (3 hours)

GEO 797 - Directed Research in Geographic Information Sciences 1-6(Spec)

#### Electives (6-9 hours)

Two or three 500 to 700 level courses in a technical or cognate field(s) in consultation with advisor.

Technical courses might include relevant Computer Science, Mathematics, and/or Statistics courses or Special Topics courses in Cartography, Geographic Information Systems, Global Positioning System (GPS), or Remote Sensing. Cognate courses might include relevant Biology, Earth Science, Geography, Geology, Political Science, or other courses that would complement the student's area of specialization. A student must receive a minimum grade of C in each elective course.

#### Total: 33 semester hours

(Continued)



**ACCELERATED PROGRAM**

Undergraduate students in Geography with a Concentration in Geographic Information Science can pursue a Master of Science degree in Geographic Information Science while still fulfilling the requirements for their Bachelor's degree. The Accelerated Master's Degree Program (AMDP) allows students to reduce the total number of credits to complete their undergraduate and graduate level degrees by applying up to 15 credits (500 level courses) towards graduate requirements on both degree programs.

**ADMISSION CRITERIA:**

Students must have an overall undergraduate grade point average (GPA) of at least 3.25 and have completed a minimum of 60 credits toward a Bachelor's degree the semester that they apply for admission to the Accelerated MS program in Geographic Information Science. Students must also satisfy all other requirements for regular admission to the MS program in Geographic Information Science to be eligible for the accelerated program including the completion of GEO 203QR, GEO 303, and GEO 308, or GEO 501; STA 282QR or STA 382QR, submit GRE scores, two letters of recommendation, and a statement of purpose (see admission requirements).

Students can complete up to 15 credits of course work that will be counted toward both the undergraduate and graduate degrees from the following courses: GEO 500, GEO 503, GEO 505, GEO 508, GEO 512, GEO 513, GEO 528, GEO 575, or GEO 597. The student is responsible for fulfilling all of the requirements of the undergraduate degree and, therefore, additional credits may need to be taken to complete the Bachelor of Science degree requirements during the fourth year.

A sample curriculum for a student who has completed 90 credit hours of undergraduate course work is given below:

**Year Four:****Fall**

GEO 500, GEO 503, and/or GEO 508 (6)  
Undergraduate courses (9)  
Total: 15 credits

**Spring**

GEO 505, GEO 512, GEO 513, and/or GEO 528 (9)  
Undergraduate courses (6)  
Total: 15 credits

**Year Five:****Fall**

GEO 600, GEO 603, GEO 608, or GEO 701 (3)  
GEO 615 (3)  
Graduate Electives (1)  
Total: 9 credits

**Spring**

GEO 600, GEO 603, GEO 608, or GEO 701 (3)  
GEO 798 (Plan A) (6) or GEO 797 (Plan B) (3) and Graduate Elective (1)  
Total: 9 credits

**Graduate Certificate in Data Mining**

This is an interdepartmental graduate certificate. Please check the index for the page number.

**Ph.D. in Earth and Ecosystem Science**

This degree is an interdisciplinary program. Please see the index for the page number.

**Master of Arts (M.A.) or Graduate Certificate in Cultural Resource Management**

These programs are interdisciplinary. Please see the index for the page number.

**School of Health Sciences**

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

**Dr. Jeffery Betts, Chair**

2219 Health Professions Building, 989-774-3541

**Tunde Akinmoladun**, Ph.D., MPH Internship Coordinator

**Steven Berkshire**, Ed.D., Program Director, DHA Program

**Jeffery Betts**, Ph.D., Exercise & Health Sciences

**Jodi Brookins-Fisher**, Ph.D., Division Director, Community Health

**Mark Cwiek**, J.D., Health Administration

**Nailya DeLellis**, Ph.D., Division Director, Health Administration

**Jeffrey E. Edwards**, Ph.D., Division Director of Exercise and Health Sciences

**Salma Haidar**, Ph.D., Community Health

**Roger Hammer**, Ph.D., Exercise & Health Sciences

**Jeff Inungu**, M.D., Dr.P.H., Program Director, Master of Public Health

**Lana Ivanitskaya**, Ph.D., Health Administration

**Shayesteh Jahanfar**, Ph.D., Master of Public Health

**Roop Jayaraman**, Ph.D., Exercise & Health Sciences

**James Johnson**, Ph.D., Health Administration

**Bernard Kerr**, Ed.D., Director, Master of Health Administration

**Tina Lewis Kopka**, Ph.D., Health Administration

**Mark Minelli**, Ph.D., Community Health

**Rachael Nelson**, Ph.D., Exercise & Health Sciences

**Albert Nowak, Jr.**, MPA, Internship Coordinator, Health Administration

**Paul O'Connor**, Ph.D., Exercise & Health Sciences

**William Saltarelli**, Ph.D., Exercise & Health Sciences

**Naveen Sharma**, Ph.D., Exercise & Health Sciences

**Frank Snyder**, Ph.D., Community Health

**Dimitrios Zikos**, Ph.D., Health Administration

**Course Designators:**

DHA - Degrees in Health Administration

HSC - School of Health Sciences

HSL - Health Systems Leadership

MPH - Master of Public Health

MHA - Master of Health Administration

**Master of Science (M.S.) in Exercise Physiology****Minimum Totals for Graduation: 30 hours**

The Exercise Physiology degree program is designed to prepare students for several professional avenues. Health and Fitness practitioners will work in environments such as fitness facilities and community organizations. Strength and conditioning specialists work with athletes for performance enhancement on professional, intercollegiate, or secondary school athletic programs. Clinical physiologists offer medically supervised exercise programs for populations with morbidities such as cardiovascular or pulmonary. Graduates have also gone on to pursue terminal doctoral degrees in the exercise sciences and other students have used the master's program as a launching point for admission into post-graduate allied health professions such as physician assistant, physical therapists, and medical school.

The Graduate Exercise Physiology degree program takes about two years to complete. Each student in the program is required to complete a minimum of 30 graduate credit hours, which include:

- required core (9 hours)
- required courses (9 hours)
- elective courses (6-9 hours)
- one of two capstone research experiences, Plan A or Plan B.

Credit hours in the electives vary depending on whether a Plan A thesis (6 credits) or Plan B research study (3 credits) is selected.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****Admission Requirement Snapshot**

GPA: 3.0 Entrance Exam: GRE  
 Application Deadlines: Apr. 1 (Fall)  
*See Admission Requirement Details Below*

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. Applicants must have a minimum undergraduate overall grade point average of 3.0. Applicants who possess an undergraduate GPA less than 3.0 may be considered for admission with stipulations.
2. Applicants must have completed at least one course in exercise physiology (CMU equivalent: HSC 308).
3. Applicants must submit general Graduate Record Exam (GRE) scores.
4. International applicants whose native language is not English must demonstrate their English language competency using one of the methods outlined by the College of Graduate Studies (<https://www.cmich.edu/colleges/ehs/program/nutr/Pages/TOEFL-English-Requirements.aspx>).
5. Applicants must submit an application, submit transcripts, from all academic programs attended, and submit two reference letters.

**Retention Requirements:**

1. Students must achieve a 3.00 GPA to graduate and may not have more than two C or C+ grades in required classes to graduate.
2. Students who may be admitted with stipulations must demonstrate during the first semester that 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 classes 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.

**Required Core (9 hours)**

HSC 632 - Cardiopulmonary Exercise Physiology 3(3-0)  
 HSC 633 - Neuromuscular Physiology of Exercise 3(3-0)  
 HSC 634 - Experimental Design in Exercise Science 3(3-0)

**Required Courses (9 hours)**

HSC 635 - Biomechanics of the Musculoskeletal System 3(3-0)  
 HSC 637 - Advanced Exercise Physiology 3(2-2)  
 HSC 638 - Endocrine and Metabolic Responses to Exercise 3(3-0)

**Research Requirements (3-6 hours)**

Select either Plan A (Thesis) or Plan B (Directed Research):

**Plan A Thesis (6 hours)**

HSC 798 - Thesis 1-6(Spec)

**Plan B Directed Research (3 hours)**

HSC 797 - Directed Research in Exercise Physiology 1-6(Spec)

**Electives (6-9 hours)**

Select hours in consultation with an advisor. A student must have a minimum grade of C in each elective course.

**Total: 30 semester hours**

**Master of Public Health: Public Health Practice Concentration (M.P.H.)****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 admission with stipulations following the process below.
  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. Statement of Purpose. A personal statement (1-2 pages) describing your reasons for pursuing a graduate degree in public health at Central Michigan University. The statement should include information about your future career plans, or any past or current activities or achievements which are related to your proposed field of specialization including any research or teaching experience you may have had.
  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:

(Continued)

- 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 admission with stipulations 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, admission with stipulations 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 such admission will need to submit a rationale for granting admission with stipulations, which will then be reviewed by the program which has the final authority in making a decision.

#### Retention Requirements:

1. Students must maintain a cumulative 3.00 GPA.
2. Students who may be admitted with stipulations 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 12 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.)

#### Minimum Totals for Graduation: 51 hours

**Note:** This program is available through online or Global Campus locations only.

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 admission with stipulations following the process 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 statistics competency requirement before they may enroll in MHA 601, Statistics for Health Professionals, a required course for this degree. Statistics competency may be achieved in any one of the following ways:
  - a. Successful completion (final grade of "C" or better) of CMU's STA 282 or PSY 211 course
  - b. A transcript showing completion of an equivalent statistics course in the last five (5) years
  - c. Achieving 70% or higher on CMU's statistics competency exam (only two attempts will be permitted).
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, admission with stipulations may be considered by the program. In such cases the student will need to earn at least a 3.00 GPA during the first 9 credits taken in the program. Applicant's wishing to be considered for admission with stipulations will need to submit a rationale for granting such admission, which will then be reviewed by the program, which has the final authority in making a decision.

**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 with stipulations 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.

**Transfer Credits:** Students may transfer into the degree program up to 9 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 University limits transfer credits from a previously earned graduate degree to 6 credits.)

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 1-6(Spec)
  - MHA 698 - Applied Research Project in Health Administration 1-6(Spec)
  - MHA 699 - Health Administration Internship 1-6(Spec)

**Total: 51 semester hours**



## Doctor of Health Administration (D.H.A.)

### Minimum Totals for Graduation: 63 hours

Applications are accepted for admission to the Doctor of Health Administration (DHA) program for the fall cohort start. Applications must be received for the fall start by April 15. 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 a 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 15 (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. The personal statement must include the following information: the applicant's reason for seeking a doctoral degree, including how the applicant believes he/she will be able to use the degree as a leader in the field; personal background professionally that adds to the desire in seeking a doctoral degree; a brief description of the applicant's background in quantitative reasoning, especially preparation to do statistics and research for the applied doctoral dissertation; what areas of interest he/she might have a doctoral research dissertation (what is the applicant passionate about in the field?); and anything else that the applicant wants to commit to know.
- Submission of at least three (3) names and contact information for references of professional colleagues that can speak to the applicant's potential to do doctoral work, transcripts and other documentation customarily required for admission to the Graduate Studies will be required.
- Successful completion of an admission interview with the program faculty.
- Students admitted to the Program must attend the on-campus new DHA student orientation. 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.

#### 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 Health Systems Leadership

### Minimum Totals for Graduation: 18 hours

The Graduate Certificate in Health Systems Leadership is designed for graduate level students who want to gain education in healthcare administration and management, but do not necessarily want or need a master's degree because they already possess a graduate degree in another field or they are already practicing in a healthcare profession. The certificate is designed to provide academic knowledge and training in healthcare administration and operations with a compliance focus. The six courses in the certificate are similar to the core healthcare administration curriculum and content one would obtain in a master's degree in the field. It is anticipated that a student can earn the certificate in conjunction with another degree program and in some cases include the six courses as a concentration in a distinct degree program. This option is dependent on the other degree program and its requirements. For example a student earning the MD degree might complete the certificate while completing the requirements for the medical degree. Interested students should discuss such options with an academic advisor or their academic program director. Course work includes content in healthcare law, compliance, operations, administration, health economics, policy, marketing, planning, and healthcare finance. Students can find employment in a variety of healthcare settings in administrative or management positions. Potential students interested in the graduate certificate should speak with a faculty member in the Health Administration Division of the School of Health Sciences or an admissions representative from CMU Global Campus. Students enrolling in the graduate certificate must be admitted to the University as a graduate student and be in good academic standing with the Office of Research and Graduate Studies. The certificate may be taken either online or in the classroom where offered by the University or in combination between classroom and online.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To be admitted to the Graduate Certificate, a student must have an earned undergraduate degree from a regionally accredited university in the United States or an equivalent degree if from a non-U.S. college or university. The student must have an undergraduate cumulative GPA of at least a 2.7, with a 3.00 being optimal. Prerequisite course work in accounting, economics, statistics, and English composition must have at least a 2.00 Grade Point (C or above). Central Michigan University equivalent courses would be ACC 201, 202, or 250; ECO 201, 202, or 203; STA 282 or PSY 211; and ENG 101 and 201. International students must meet the language requirements of the Office of Research and 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**

## Graduate Certificate in International Health

### Minimum Totals for Graduation: 15 - 18 hours

The Graduate International Health Certificate is designed to provide a structured curriculum leading to knowledge, skills and abilities relevant to international health as well as provide a marketable credential for students achieving the certification. The certificate program 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 the Office of Research and 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 Systems 3(3-0)

#### Electives (3-8 hours)

Select from the following:

ANT 520 - Medical Anthropology 3(3-0)  
COM 667 - Seminar in Intercultural Communication 3(3-0)  
HSC 504 - International Health Education 3(3-0)  
HSC 516 - Travel Course in Health Education 1-15(Spec)  
IPS 597 - International Program Studies 1-36(Spec)  
PSC 551 - Seminar in International Relations 3(3-0)  
PSC 555 - International Law I 3(3-0)  
SOC 506/ANT 506 - Comparative Cultural Systems 3(3-0)  
SOC 514 - Sociology of Health and Illness 3(3-0)

**Note:** If chosen, the elective HSC 516 course must be different from the two required HSC 516 courses above.

**Total: 15-18 semester hours**

## Master of Science in Administration (M.S.A.)

### CONCENTRATION IN HEALTH SERVICES ADMINISTRATION

The Master of Science in Administration Program requires 36 Credit Hours of graduate study. The MSA Program provides students with the fundamental principles required for successful administrative careers in the public, private, or nonprofit sectors.

The required core courses of the MSA program (18 Credit Hours) provide a comprehensive overview of organizational and human relationships and the administrative mechanisms through which to make sound analytical judgments and decisions.

The Health Services Administration Concentration (15-18 Credit Hours) provides the knowledge and skills required for directors, administrators, and supervisors in the health services field.

Please go to page 157 for the concentration or to <https://www.cmich.edu/MSA>.

## Department of History

College of Liberal Arts and Social Sciences

### Dr. Gregory Smith, Chair

Powers Hall 106, 989-774-3374

**Michelle Cassidy**, Ph.D., American Indian history, 19th century United States

**Jennifer Liu Demas**, Ph.D. East Asian history

**Lane Demas**, Ph.D., African American history

**Kathleen Donohue**, Ph.D., United States political and cultural history

**Carrie Euler**, Ph.D., late medieval and early modern Europe

**Solomon Getahun**, Ph.D., sub-Saharan Africa

**Mitchell Hall**, Ph.D., recent U.S.

**Doina Harsanyi**, Ph.D., European history, France

**Eric Johnson**, Ph.D., modern Europe

**Jay Martin**, Ph.D., museum studies, public history

**Tara McCarthy**, Ph.D., U.S. women and gender post 1870

**Timothy O'Neil**, Ph.D., modern Europe

**John Robertson**, Ph.D., Ancient Near East and Egypt, Islamic and Modern Middle East

**Gregory Smith**, Ph.D., history of ancient Mediterranean world

**Catherine Tobin**, Ph.D., United States social history, immigration

**Jonathan Truitt**, Ph.D., colonial Latin American history

**Andrew Wehrman**, Ph.D., U.S. colonial history

### Course Designator:

HST - History

The Department of History offers a Master of Arts degree, a Joint Master of Arts degree, and a Joint Ph.D. in History. The Joint Master of Arts degree and the Joint Ph.D. are offered in association with partner institutions at Friedrich Schiller University, Jena, Germany; Newcastle University, Newcastle-upon-Tyne, United Kingdom; the University of Strathclyde, Glasgow, Scotland; and the University of Puebla, Puebla, Mexico.

## Master of Arts (M.A.) in History

### Minimum Totals for Graduation: 30 hours

The Department of History offers a Master of Arts degree.

An Accelerated program for this degree is available to highly motivated students to accelerate their academic careers by undertaking graduate work toward the traditional Master of Arts degree (not the Joint M.A. in History) concurrently with undergraduate work.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 (and 3.0 in major)

Application Deadline: Rolling deadline

See Admission Requirement Details Below

#### Admission Requirement Snapshot

GPA: 3.0 (and 3.0 in major)

Application Deadline: Rolling deadline

See Admission Requirement Details Below

To be admitted to the Master of Arts program, a student must present 20 or more hours of history or historically oriented courses in related fields with a grade point average in history of 3.0 or higher.

M.A. students seeking funding should submit a funding application, available on the Department website at <https://www.cmich.edu/colleges/class/History/graduate/Pages/grad-funding.aspx>, and a Statement of Purpose. In the Statement of Purpose, the applicant should describe their academic background and preparation including any language preparation; identify the area or areas of history they want to study; and outline their career goals.

#### Funding Application Deadlines for the M.A. In History:

March 3 (Fall), Nov. 3 (Spring)

**Retention Standards**

Maintenance of a GPA average of 3.0 or higher.

**Required Courses**

HST 600 - Historiography 3-6(3-0)

1. Thirty (30) hours of graduate coursework, including HST 600.
2. At least eighteen (18) hours of coursework must be completed at or above the 600 level. At least twenty (20) hours must be completed in history courses.
3. At least one graduate research seminar in history (3 hours) to be chosen from among 700-level HST courses with "Seminar" in the title.
4. Ten (10) or fewer cognate hours may be selected with an advisor from one or more of the following fields: anthropology, economics, education, English, geography, philosophy, political science, religion, and sociology. Other fields may be approved by the advisor.
5. At least two history colloquia to be chosen from among 600-level HST courses with "Colloquium" in the title.
6. Additional Requirement for the Accelerated Master of Arts program: Three to twelve (3-12) hours of the above (except Thesis credit) must have been taken concurrently with the student's B.A. degree work. HST 696 can be substituted for the graduate research seminar.

**Additional Requirements****Plan A - Thesis**

A thesis, including an oral examination in the field of the thesis.

Students must register for a minimum of six hours of thesis credit.

A minimum of one semester of HST 799 - Dissertation/Thesis Writing Workshop. The Department strongly recommends this option for students planning on pursuing a doctoral degree.

**Plan B - Seminars**

Either (1) two seminars or (2) one seminar and 3 hours in HST 791. The required graduate research seminar can be used to fulfill one of the Plan B seminars. Students electing Plan B must submit two research papers as evidence of scholarship. These papers must be prepared in connection with a seminar, an independent research course, or a graduate-level course in the Department of History. Each paper must receive a minimum grade of B. In addition, normally after revision, each must be accepted by the professor responsible for the course as satisfactory for permanent filing. Papers must be well written and presented in a proper scholarly format. Their conclusions must rest on interpretation of a substantial body of primary sources. A minimum 6,000 words is suggested.

**Total: 30 semester hours**

**ACCELERATED MASTER OF ARTS IN HISTORY**

*(Currently enrolled CMU Undergraduate students only)*

**Admission Standards:**

1. Written approval of a CMU history professor.
2. Six (6) hours of history coursework completed with at least a 3.00 GPA in those courses and a 3.00 overall GPA.

**Retention Standards:**

1. Candidates for the Accelerated Masters Degree Program must meet with the History Graduate Director and complete the Acknowledgement and Approval Form.
2. Candidates must earn at least a "B" grade in each of the courses listed on the Approval Form.
3. Students who earn less than a "B" grade in any of their AMDP courses will be notified by College of Graduate Studies of their removal from the program.

Students considering an accelerated M.A. program should be aware that their financial aid may be affected for courses double counting on the B.A. and M.A. Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).

**Graduate Certificate in European History**

**Minimum Totals for Graduation: 18 hours**

This 18 credit hour certificate is designed for regularly admitted graduate students who desire advanced training in European history, but who are not seeking a master's degree at this time. Credits successfully earned with this certificate program can be transferred toward the M.A. degree. Students may substitute courses only upon approval of the History Graduate Studies Committee. Admission is through the Office of Research and Graduate Studies. Students pursuing this certification program should have some prior coursework in European history.

This certificate is granted upon completion of 18 hours within the selected area.

**Required Courses (6-18 hours)**

At least 6 hours must be taken at the 600-level or above, selected from the following courses:

HST 636 - Colloquium in Ancient History 3-6(3-0)

HST 650 - Colloquium in European History to 1450 3(3-0)

HST 651 - Colloquium in Early Modern European History 3-6(3-0)

HST 652 - Colloquium in Modern European History 3-6(3-0)

HST 738 - Seminar in Ancient History 3-6(3-0)

HST 740 - Seminar in Medieval History 3-6(3-0)

HST 741 - Seminar in Early Modern Europe 3-6(3-0)

HST 742 - Seminar in Eighteenth-Century European History 3(3-0)

HST 744 - Seminar in Nineteenth-Century European History 3-6(3-0)

HST 758 - Seminar in Twentieth-Century European History 3-6(3-0)

**Electives (0-12 hours)**

All courses must be selected from the department's course offerings in European history.

**Total: 18 semester hours**

**Graduate Certificate in Modern History**

**Minimum Totals for Graduation: 18 hours**

This 18 credit hour certificate is designed for regularly admitted graduate students who desire advanced training in modern history, but who are not seeking a master's degree at this time. Credits successfully earned with this certificate program can be transferred toward the M.A. degree. Students may substitute courses only upon approval of the History Graduate Studies Committee. Admission is through the Office of Research and Graduate Studies. Students pursuing this certification program should have some prior coursework in modern history.

This certificate is granted upon completion of 18 hours within the selected area.

**Required Courses (6-18 hours)**

At least 6 hours must be taken at the 600-level or above, selected from the following courses:

HST 603 - Colloquium in U.S. History Since 1865 3-6(3-0)

HST 652 - Colloquium in Modern European History 3-6(3-0)

HST 717 - Seminar in the History of Twentieth Century America 3-6(3-0)

HST 758 - Seminar in Twentieth-Century European History 3-6(3-0)

**Electives (0-12 hours)**

All courses must be selected from the department's course offerings in modern history.

**Total: 18 semester hours**



## Graduate Certificate in United States History

### Minimum Totals for Graduation: 18 hours

This 18 credit hour certificate is designed for regularly admitted graduate students who desire advanced training in United States history, but who are not seeking a master's degree at this time. Credits successfully earned with this certificate program can be transferred toward the M.A. degree. Students may substitute courses only upon approval of the History Graduate Studies Committee. Admission is through the Office of Research and Graduate Studies. Students pursuing this certification program should have some prior coursework in United States history.

This certificate is granted upon completion of 18 hours within the selected area.

### Required Courses

At least 6 hours must be taken at the 600-level or above, selected from the following courses:

- HST 602 - Colloquium in U.S. History to 1865 3-6(3-0)
- HST 603 - Colloquium in U.S. History Since 1865 3-6(3-0)
- HST 711 - Seminar in Colonial and Revolutionary America 3-6(3-0)
- HST 713 - Seminar in the History of Nineteenth Century America 3-6(3-0)
- HST 715 - Seminar in the Civil War and Reconstruction 3(3-0)
- HST 711 - Seminar in the History of Twentieth Century America 3-6(3-0)
- HST 723 - Seminar in American Diplomatic History 3(3-0)

### Electives (0-12 hours)

All courses must be selected from the department's course offerings in United States history. No more than 3 hours may be taken below the 500-level, and then only if approved for graduate credit.

**Total: 18 semester hours**

## Joint M.A. in History

### Minimum Totals for Graduation: 36 hours

The Joint Master of Arts degree is offered in association with a partner institution abroad.

### Overview

This degree requires two years of study: one year at Central Michigan University and one year of post-baccalaureate study in history at a partner institution. It serves two distinct groups of students:

1. **Partner Students.** Students coming to CMU from partner institutions as part of a graduate exchange agreement with the Department of History ("partner students") must apply for and enroll in the Joint MA as their primary CMU degree program.
2. **Joint PhD Students.** Students who apply for the Joint PhD program in history are automatically enrolled in the Joint MA, whose requirements comprise the first two years of study in the Joint PhD. With the exception of partner students as defined above, students may not apply directly for admission to the Joint MA, although they are eligible to receive the degree after completing its requirements as part of the Joint PhD program.

While both groups of students have the same degree requirements, distinct admissions criteria and transfer policies apply to each group as detailed below.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

General Admission Requirement Snapshot (all students)  
GPA: 3.3 Application Deadline: Jan. 3 (Fall)

*See Admission Requirement Details Below*

1. Bachelor's degree or equivalent with at least 20 hours of history or related courses with a GPA of 3.3 or higher.
2. **Statement of Purpose:** In your statement (500-1,000 words) include a description of your academic background and preparation including any language preparation; identify the area or areas of history you want to study; outline your career goals; and indicate why you are drawn to a program in transnational and comparative history.

### Partner Students

In addition to general admission requirements, the following admissions criteria apply to students coming to CMU from a partner institution as part of a graduate exchange agreement with the Department of History:

1. At least one year (18 hours equivalent) of post-baccalaureate study in history at a partner institution;
2. At least one substantial research paper, equivalent to the paper described in the CMU Year requirements below, completed at a partner institution;
3. Recommendation by the student's partner institution supporting the student's application for the Joint MA.

### All Other Students

Admission to the Joint PhD in History. See Joint PhD program for details. Separate application for the Joint MA is not required.

### Transfer Policies

#### Partner Students

Partner students who meet the admissions criteria specified above will have completed all degree requirements for the Partner Year; these credits will be applied toward the Joint MA at CMU. No transfer credit will be given toward degree requirements for the CMU Year. After completing the requirements for their CMU Year as specified below, partner students are eligible to receive the Joint MA.

#### All Other Students

Non-partner students admitted to the Joint PhD program are automatically enrolled in the Joint MA and may transfer up to 18 hours of credit toward the Joint MA. Transfer credit will be granted only for courses and requirements approved as equivalent to the degree requirements listed below under "CMU Year." No transfer credit will be given toward degree requirements for the Partner Year.

### Degree Requirements

#### CMU Year (18 hours)

During their year at CMU students must take a minimum of 18 hours and produce at least one research paper approved for permanent filing.

#### Required Courses (6-9 hours)

- HST 600 - Historiography 3-6(3-0)
- HST 601 - Colloquium in Transnational and Comparative History 3-6(3-0)
- HST 700 - Practicum in College Teaching 3(3-0)

**Note:** HST 600 is not required if student has taken an approved equivalent at a partner institution.

#### Electives (9-12 hours)

- At least one graduate colloquium in history (3 hours). Eligible courses include all 600-level HST courses with the exception of HST 600, 601, 619, 681, 690, and 695. At least one graduate colloquium in history (3 hours) to be chosen from among 600-level HST courses with "Colloquium" in the title.
- At least one graduate research seminar in history (3 hours) to be chosen from among 700-level HST courses with "Seminar" in the title.
- Other graduate courses in history or cognate fields as approved by advisor (3-6 hours).

#### Research Paper

Students must write at least one major research paper based on the interpretation of a substantial body of primary sources, prepared in connection with a 700-level seminar elective or an independent research course. The paper must receive a minimum grade of B. In addition, and normally after revision, the paper must be accepted by the professor responsible for the course as satisfactory for permanent filing. A minimum length of 7,500 words is suggested.

#### Partner Year (18 hours)

During their year at a partner institution students must take a minimum of 18 hours (equivalent) and produce at least one major research paper.

**Electives (18 hours)**

18 hours (equivalent) of coursework in history, in accordance with partner institution's program requirements and applicable agreement(s) with CMU and the Department of History.

**Research Paper**

Major research paper based on the interpretation of a substantial body of primary sources, ordinarily prepared in a seminar or independent research course under the supervision of partner faculty in history. A minimum length of 7,500 words is suggested.

**Total: 36 semester hours**

**Joint Ph.D. in History****Minimum Totals for Graduation: 72 hours**

This degree normally requires a minimum of four years. Its designation as a degree in transnational or comparative history entails a required year of international study at one of several universities with which the Department of History maintains formal partnerships for graduate study, required coursework in transnational and comparative history, and a dissertation that incorporates transnational or comparative methods.

The program has two phases. In the first phase (36 semester hours) students complete all requirements for the Joint MA; in the second (36 semester hours) they complete requirements for the PhD, including comprehensive examinations, foreign language competency, and the doctoral dissertation.

Students who join the program with prior graduate coursework in history are eligible to transfer certain credits and requirements toward the Joint M.A. phase of the program. Students who have previously earned the Joint M.A. as part of an exchange agreement between the Department of History and one of its partner institutions are eligible to enter the program's second phase directly upon admission.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

GPA: 3.3

Application Deadline: Jan. 3 (Fall)

See Admission Requirement Details Below

**Admission to doctoral study requires the following:**

- Successful applicants will ordinarily have completed a bachelor's degree or equivalent with at least 20 hours of history or related courses with a GPA of 3.3 or higher.
- TOEFL scores are required for students for whom English is a second or third language.
- Candidates are strongly urged to gain proficiency in at least one language other than English relevant to their intended field of study before applying for the Joint PhD. Demonstrated proficiency in field and research languages will be considered during the evaluation of applications.
- Other requirements for graduate study include:
  - Statement of Purpose:** In your statement (500-1,000 words) include a description of your academic background and preparation including any language preparation; identify the area or areas of history you want to study; outline your career goals; indicate why you are drawn to a program in transnational and comparative history; and, finally, identify which partner institution would be most appropriate for your year abroad and why.
  - Three letters of recommendation.
- The application deadline for all materials submitted by the candidate is January 3, for admission to the program in the fall of the same year. See the department website and application form for further details and instructions for submission.

**Doctoral Candidacy:**

Students achieve doctoral candidacy upon successful completion of the requirements listed below. See Degree Requirements for detailed expectations.

- All degree requirements for the Joint M.A.
- All language requirements.
- Oral and written comprehensive examinations in multiple fields of History.
- Approval of dissertation prospectus by the Department of History and Graduate Student Services.

**Retention Expectations and Requirements:**

Students are expected to meet the following requirements to continue in the program. Exceptional cases will be reviewed by the Department of History.

- Students must maintain at least a 3.5 GPA (or its equivalent at foreign institutions).
- All requirements for the Joint M.A. must be completed by the beginning of the third year. Incomplete grades will not be accepted for credit toward these requirements.
- Students should plan to achieve doctoral candidacy as early as possible during or before the third year, and must achieve doctoral candidacy by the end of the third year.

**Degree Requirements**

A minimum of 72 hours of post-BA coursework in history or cognate fields is required for this degree.

**Part I: Joint MA Requirements (36 hours)**

With the exception of students who have already earned a Joint MA in history from CMU, all students are automatically enrolled in the Joint MA upon matriculation in the Joint PhD and must complete all degree requirements for the Joint MA during their first two years in the program. This means that:

- The degree requirements for the first two years in the Joint PhD are identical to the requirements for the Joint MA.
- Joint PhD students are eligible to receive the Joint MA after completing these requirements, enroute to completing their doctoral degree.

See Joint MA degree requirements for details.

**Part II: Doctoral Requirements (36 hours)****Doctoral Courses and Credits**

In addition to completing all requirements for the Joint MA, students must complete a minimum of 36 hours of additional coursework in support of required examinations and the doctoral dissertation. Since previous preparation for examinations and the dissertation will vary substantially from student to student, students and advisors will select coursework from a combination of the following courses and categories, subject to stated minimum and/or maximum hours and the overall minimum of 36 hours.

HST 799 - Dissertation/Thesis Writing Workshop 1-10(1-0)

2-4 hours while writing dissertation

HST 890 - Doctoral Readings 1-9(Spec)

Up to 9 hours in preparation for comprehensive examinations.

HST 898 - Dissertation 1-36(Spec)

12-36 hours for dissertation preparation, research, and writing.

*Other Comprehensive Examination electives.* Up to 9 hours of relevant graduate history colloquia or other courses in addition to or instead of HST 890, in preparation for comprehensive examinations.

*Research language electives.* Up to 9 hours (equivalent) of intensive language coursework, if demonstrably required for dissertation research. Credit may be applied to the student's record in lieu of up to 9 hours of elective dissertation credit (HST 898).

(Continued)

**Comprehensive Examinations**

All students must pass oral and written examinations in multiple fields of history by the end of their third year in the program. Students ordinarily take these examinations after the Partner Year but may take them at any time before the end of the third year, subject to the approval of their advisor and examiners. With the exception of the Atlantic World, which is equivalent to two major fields, students must present either (a) two major fields or (b) one major field and two minor fields.

**Major Fields**

- United States
- Modern Europe
- Early Modern Europe
- The Atlantic World: Comparative North American, European, African, and Latin American History

**Minor Fields**

- United States\*
- Modern Europe\*
- Early Modern Europe\*
- Latin America\*
- Ancient Mediterranean\*
- Medieval Europe
- East Asia
- Africa
- Topical Fields (must be transnational or comparative): e.g. Indigenous History; Colonialism; Crime; Poverty and Social Welfare; Business; Women; Slavery; Ethnicity and Race; Minority Communities and Culture; Reform; Regionalism

*\*Not available for minor if chosen as major.*

**Language Requirements**

Candidates for the PhD in history must demonstrate either (a) reading knowledge of two languages other than English or (b) reading knowledge of one language other than English plus an appropriate research tool such as statistics. There are two exceptions to this rule:

1. Students whose only major field is United States history need to demonstrate reading knowledge of only one language other than English.
2. Students for whom English is not their first language need to demonstrate reading knowledge of one language other than English or an appropriate research tool such as statistics.

Completion of the language requirement is defined as reading proficiency at least at a level sufficient to conduct graduate-level research.

Completion of the language requirement may be fulfilled in one of the following ways:

1. An examination in which the candidate will translate with the aid of a dictionary, at least two passages totaling no less than 500 words within two hours.
2. An alternative approved by the Graduate Studies Committee.
3. Intensive language study abroad in a program approved by the department's Graduate Studies Committee.

**Dissertation Standards and Policies**

The Ph.D. from CMU requires completion of a doctoral dissertation that makes significant contribution to knowledge, contains a significant transnational or comparative element, and is successfully defended at a formal meeting of the student's examining committee. Upon admission to candidacy, the student and the chair of the history department of the university where the student is currently in residence will select a committee of two faculty members, at least one from each university, to advise the candidate and supervise the research and writing of the dissertation. Dissertations grounded in two or more national histories will be encouraged. The examining committee for the dissertation will consist of two faculty members from the university where the majority of research has been done, at least one faculty member from the other university, and at least one external examiner. The chair of the examining committee will serve as director of the candidate's dissertation and will be responsible for making all arrangements for meetings of the committee.

The Ph.D. will be awarded to Joint MA/Ph.D. students by Central Michigan University upon successful completion of the shared program. In some cases, it may be possible to receive a second Ph.D. through the partner institution. Regulations governing residency requirements and time limitations for completion of degrees will be those of the university granting the degrees. Student work at either university will be treated as work in residence by both the partner institution and Central Michigan University.

**Previous Degrees and Transfer Credits***Students with a Joint MA from CMU*

Students who have completed the Joint MA as part of an exchange agreement between the Department of History and a partner institution must apply in the usual way for admission to the Joint PhD; these applications will be evaluated using the same criteria as other applicants. If admitted to the Joint PhD program, however, students who already have a Joint MA need only complete degree requirements for the doctoral phase of the program (*see Degree Requirements, Part II: Doctoral Requirement*).

*All Other Students*

All other students admitted to the Joint PhD program may transfer up to 18 hours of graduate coursework toward the Joint MA phase of the degree. See the Joint MA for details on transfer policies.

**Total: Part I (36 hours) + Part II (36 hours): 72 semester hours**

**Master of Arts (M.A.) or Graduate Certificate in Cultural Resource Management**

These programs are interdisciplinary. Please see the index for the page number.

## Department of Human Development and Family Studies

College of Education and Human Services

### Dr. Joellen Lewsader, Chair

EHS 228; 989-774-3218; <https://www.ehs.cmich.edu/hdfs>

Jeff Angera, Ph.D., Human Development & Family Studies

Deborah Bailey, Ph.D., Human Development & Family Studies

Phame M. Camarena, Ph.D., Human Development & Family Studies

Tzu-Fen Chang, Ph.D., Child Development

Kimberly Davidson, Ph.D., Early Childhood Development and Learning

Cheryl Geishardt, Ph.D. Human Development and Family Studies

Megan Goodwin, Ph.D., Child Development

Mikiyasu Hakoyama, Ph.D., Human Development & Family Studies

Holly Hoffman, Ph.D., Child Development

Chris Latty, Ph.D., Human Development & Family Studies

Joellen Lewsader, Ph.D., Human Development & Family Studies

Edgar Long, Ph.D., Empathy and Romantic Relationships, Marriage

Eileen MaloneBeach, Ph.D., Human Development & Family Studies

Tierney Popp, Ph.D., Human Development & Family Studies

Cheryl Priest, Ed.D., Child Development

Katie Reck, Ph.D., Human Development

Pamela Sarigiani, Ph.D., Human Development & Family Studies

Linda Traum, Ph.D., Early Childhood Development and Learning

### Course Designators:

HDF - Human Development & Family Studies

Graduate-level courses offered by the Department of Human Development and Family Studies may be appropriate as electives on various graduate degree curricula.

## Department of Journalism

College of the Arts and Media

### Dr. Timothy Boudreau, Chair

454 Moore Hall, 989-774-3196

Sean Baker, Ph.D., Visual/Digital Communication, Research

Timothy Boudreau, Ph.D., Press and Society, Research

Lori F. Brost, Ph.D., Press and Society, New Media, Electronic Media, Pop Culture, Research

Elina Erzikova, Ph.D., Public Relations, Research

Kenneth McDonald, B.A., Graphic Design, Visual Communication

Carol McGinnis, M.A., Advertising, Multimedia, Press and Society, Research

Kent Miller, M.A., Photojournalism

Richard Ren, Ph.D., Integrative Public Relations, Research

Edgar Simpson, Ph.D., Public Affairs Reporting, Research

Alice A. Tait, Ph.D., AHANA (African American, Hispanics, Asians, Native Americans)/Women and Mass Media, Mass Communication Theory and Research, Interpersonal and Public Communication

James Wojcik, M.A., Public Relations

Jiafei Yin, Ph.D., News Editorial, Media History and International Communications, Research

### Course Designator:

JRN - Journalism

Graduate-level courses offered by the Department of Journalism may be appropriate as electives on various graduate degree curricula.

## Department of Management

College of Business Administration

### Dr. Luis Perez-Batres, Chair

200 Smith Hall, 989-774-3450

Mahmood S. Bahaee, Ph.D., Management and Business Policy

Lawrence O. Jenicke, Ph.D., Management Science, Production/Operations Management

Hyungu Kang, Ph.D., Management Policy and Strategy

Kevin G. Love, Ph.D., Human Resource Management

Alexandra MacDougall, Ph.D., Human Resource Management

Van Miller, Ph.D., International Business

Michael J. Pisani, Ph.D., International Business

Luis A. Perez-Batres, Ph.D., Strategic Management, International Business

Tomas Thundiyil, Ph.D., Human Resource Management

Vincent Whitelock, Ph.D., Operations Management; Supply Chain Management

### Course Designator:

MGT - Management

### Master of Business Administration (MBA)

See the College of Business Administration for information.

## Department of Marketing and Hospitality Services Administration

College of Business Administration

### Dr. Richard Divine, Chair

100 Smith Hall 989-774-3701

Concha Allen, Ph.D., Marketing/Professional Sales

Steven H. Dahlquist, Ph.D., Marketing/Professional Sales

Rebecca Dingus, Ph.D., Marketing/Entrepreneurship

Richard L. Divine, Ph.D., Marketing

Michael S. Garver, Ph.D., Marketing

Sean Goffnett, Ph.D., Marketing/Logistics

Deborah Gray, Ph.D., Marketing

Obinna Obilo, Ph.D., Marketing

Yae Sock Roh, Ph.D., Hospitality

Samuel Spralls III, Ph.D., Marketing

Crina Tarasi, Ph.D., Marketing

Zachary Williams, Ph.D., Marketing/Logistics

### Course Designators:

MKT - Marketing

HSA - Hospitality Services Administration

### Master of Business Administration (MBA)

See the College of Business Administration for information.



## Department of Mathematics

College of Science and Engineering

### Dr. Ben Salisbury, Chair

214 Pearce Hall; 989-774-3596

<https://www.mth.cmich.edu>

### Yeonhyang Kim, Graduate Coordinator

201G Pearce Hall; 989-774-3598

**Ahmed Assaf**, Ph.D., Technion University, combinatorics

**Debraj Chakrabarti**, Ph.D., University of Madison-Wisconsin, analysis

**C-Y. Jean Chan**, Ph.D., University of Utah, commutative algebra and algebraic geometry

**Lisa DeMeyer**, Ph.D., University of North Carolina at Chapel Hill, differential geometry

**Ana Dias**, Ph.D., Indiana State University, mathematics education

**Olivia M. Dumitrescu**, Ph.D., Colorado State University, algebraic geometry

**Donna Ericksen**, Ph.D., Michigan State University, mathematics education

**Martha Frank**, Ph.D., Purdue University, mathematics education

**Thomas Gilsdorf**, Ph.D., Washington State University, functional analysis, ethnomathematics

**George Grossman**, Ph.D., University of Windsor, applied mathematics

**Yeonhyang Kim**, Ph.D., University of Wisconsin, analysis and approximation theory

**Douglas Lapp**, Ph.D., The Ohio State University, mathematics education

**En-Bing Lin**, Ph.D., Johns Hopkins University, applied and computational mathematics

**Meera Mainkar**, Ph.D., Tata Institute of Fundamental Research, geometry, nilmanifolds

**Tibor Marcinek**, Ph.D., Comenius University, mathematics education

**Sivaram K. Narayan**, Ph.D., Purdue University, operator theory

**Christine M. Phelps-Gregory**, Ph.D., University of Delaware, mathematics education

**Katrina Piatek-Jimenez**, Ph.D., University of Arizona, mathematics education

**Leela Rakesh**, Ph.D., Kanpur University, applied mathematics

**Benjamin Salisbury**, Ph.D., University of Connecticut, algebraic combinatorics

**Dennis St. John**, Ph.D., University of Iowa, mathematics education

**Jordan Watts**, Ph.D., University of Toronto, differential geometry, data science

**Dmitry Zakharov**, Ph.D., Columbia University, algebraic geometry & mathematical physics

**Xiaoming Zheng**, Ph.D., University of California at Irvine, applied mathematics

### Course Designators:

MTH - Mathematics

The Department of Mathematics offers the Master of Arts (M.A.) in Mathematics, which includes an Accelerated Program; and the Ph.D. in Mathematical Sciences.

The department has an active faculty with particular research strengths in the areas of algebra, algebraic geometry, combinatorics, complex analysis, computational mathematics, differential geometry, fluid dynamics, functional analysis, mathematical biology, operator theory, representation theory, and mathematics education with focuses in beliefs, cross-cultural studies, equity, ethnomathematics, teacher education, and technology.

Classes are small, allowing students to receive individual attention. An active colloquium program draws speakers with varied research interests from a wide range of locales. A graduate student seminar gives students the opportunity to explore topics that extend the required coursework. The applied mathematics group's specialty is computational and polymer fluid dynamics. Research groups have strong links with science and engineering departments within Central Michigan University, other universities and industry.

Computing facilities within Pearce Hall, where the department is located, include computer laboratories with Macintosh and PC computers and a research computer lab.

Two types of financial assistantships are available: graduate teaching assistantships and graduate research assistantships. Some of these are specified for doctoral students and carry a higher stipend. Additional support is available for members of under-represented minority groups.

Completed applications for assistantships must be submitted by February 15, although late applications may be considered if positions are available.

## Master of Arts (M.A.) in Mathematics

### Minimum Totals for Graduation: 30 hours

The M.A. degree has an emphasis in the more computational aspects of mathematics for students who are interested in jobs in business, industry and government. The degree program also retains the flexibility to prepare students for teaching mathematics at the undergraduate level or to undertake doctoral work in mathematics.

The requirements are those that a student with minimal undergraduate preparation would need to fulfill.

Any student having satisfied any of the course requirements prior to entering the program may be excused from that course requirement. However, the 30-hour requirement will not be affected.

If the student elects to write a thesis, it shall be in mathematics. If a student elects to follow non-thesis Plan B, two projects in two fields of mathematics must be completed under the direction of graduate faculty. More detailed information is available in the department office.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 (and 2.7 in major)

Entrance Exam: GRE Recommended

Internat'l Application Deadline: July 1 (Fall), Oct.1 (Spring)

See Admission Requirement Details Below

1. Applicants must meet all CMU Graduate Studies admission requirements. International students should take note of any special admission considerations required by the College of Graduate Studies, including TOEFL requirements.
2. Applicants must have successfully completed a minimum of 20 semester hours of mathematics including Multivariate Calculus (equivalent to MTH 233), Abstract Algebra (equivalent to MTH 523), and Advanced Calculus (equivalent to MTH 532). Students missing one or more of these courses may be considered for admission with stipulations. Applicants granted admission with stipulations will be asked to take the missing course(s) when they begin the program. A grade point average of 2.7 overall and a 2.7 in mathematics are required.
3. Applicants must submit a Statement of Purpose of at least 100 words and not to exceed two pages. The Statement of Purpose should explain their relevant academic and professional experiences, discuss motivation for applying to the program, and describe their goals after completing the program.
4. Both admission to the program and awards of Graduate Assistantships are competitive. Applicants interested in a Graduate

Assistantship position must submit a Graduate Assistantship Application along with General GRE scores and three letters of recommendation directly to the Department of Mathematics. Evaluation for Graduate Assistantships is based on the nature of previous coursework, grades, general GRE scores, and letters of recommendation. The deadline for applying for a Graduate Assistantship is February 15. Application materials received after February 15 are considered on a rolling basis until all positions are filled.

### Degree Requirements

#### Algebra Requirements (6 hours)

MTH 525 - Modern Algebra II 3(3-0)  
MTH 623 - Theory of Groups and Rings 3(3-0)

#### Analysis Requirements (9 hours)

MTH 533 - Advanced Calculus II 3(3-0)  
MTH 632 - Introduction to Real Analysis and Its Applications 3(3-0)  
MTH 636 - Introduction to Complex Variables 3(3-0)

#### Computational Mathematics Requirement (3 hours)

Select one of the following:

MTH 520 - Optimization Theory 3(3-0)  
MTH 534 - Applied Mathematics and Differential Equations 3(3-0)  
MTH 578 - Combinatorics I 3(3-0)  
MTH 638 - Theoretical Numerical Analysis 3(3-0)

#### Perspectives in Math Requirement (3 hours)

Select one of the following:

MTH 673 - History of Advanced Mathematics 3(3-0)  
MTH 761 - Methods for Teaching College Mathematics 3(3-0)

#### Statistics Requirement (3 hours)

Any Statistics course offered by the mathematics department numbered STA 500 or higher.

#### Research Requirements (6 hours)

Select either plan A or plan B.

##### Plan A (6 hours)

Completion of a thesis, including an oral examination over the thesis.

MTH 798 - Thesis 1-6(Spec)

##### Plan B (6 hours)

#### Required Courses (3 hours)

1 hour of MTH 693, plus 1 hour of MTH 698 for Plan B paper 1, and 1 hour of MTH 698 for Plan B paper 2:

MTH 693 - Graduate Seminar in Mathematics and Its Applications 1-4(Spec)

MTH 698 - Plan B Project 1-2(Spec)

#### Electives (3 hours)

Electives may be chosen from any graduate level course and may be selected from a department other than mathematics. Electives must be chosen with approval of the advisor.

**Total: 30 semester hours**

### ACCELERATED MASTER OF ARTS IN MATHEMATICS

Advanced undergraduate students majoring in mathematics may want to consider an option by which they can obtain their Bachelor of Arts or Bachelor of Science in Mathematics and their Master of Arts in Mathematics in five years. The accelerated program requirements are identical to the Major in Mathematics and to the Master of Arts in Mathematics, but allow the student to apply 12 credit hours of graduate coursework toward both the Bachelor of Arts or the Bachelor of Science and the Master of Arts degrees.

#### Admission Requirements, Retention & Termination Standards

To be eligible for the accelerated program, a student must have completed a minimum of 20 semester hours of mathematics including MTH 233 (Calculus III) or its equivalent, and one course in either linear or abstract algebra. A grade point average of 3.0 overall and a 3.0 in mathematics are required. In addition, students must have completed MTH 332 or its equivalent with a letter grade of at least B and must have completed at least 90 credit hours of undergraduate course work, including all competency requirements and all but 12 credit hours of University Program requirements.

### Degree Requirements

During the fourth year, students will complete MTH 632 or MTH 636, MTH 525, 533, 623 to be counted toward both the undergraduate and graduate degrees. Students will complete the Bachelor of Arts or Bachelor of Science degree requirements by the end of the summer term of the fourth year. Students will complete the coursework for the Master of Arts and complete either the Plan A or Plan B option by the end of the summer term of their fifth year.

A sample curriculum for a student who has completed 90 credit hours of undergraduate coursework is given below.

#### Year 4 - Fall (15 hours)

Undergraduate Courses (9 hours), plus 3 hours each of MTH 525 and 632:

MTH 525 - Modern Algebra II 3(3-0)

MTH 632 - Introduction to Real Analysis and Its Applications 3(3-0)

**Note:** MTH 525 and 632 apply to both the BA/BS and MA degrees. Students must register for graduate credit in these courses.

#### Year 4 - Spring (15 hours)

Undergraduate courses (9 hours), plus 3 hours each of MTH 533 and MTH 623.

MTH 533 - Advanced Calculus II 3(3-0)

MTH 623 - Theory of Groups and Rings 3(3-0)

**Note:** MTH 533 and 623 apply to both the BA/BS and MA degrees. Students must register for graduate credit for these courses.

#### Year 4 - Summer (4 hours)

Undergraduate courses up to 4 hours.

*(BA or BS degree conferred.)*

#### Year 5 - Fall (7-9 hours)

A statistics (STA) elective (3 hours), MTH 636 (3 hours), plus:

- For Plan B, 1 hour of MTH 698.
- For Plan A, 6 hours of MTH 798 over two semesters.

MTH 636 - Introduction to Complex Variables 3(3-0)

MTH 698 - Plan B Project 1-2(Spec)

MTH 798 - Thesis 1-6(Spec)

#### Year 5 - Spring (6-8 hours)

Computational/Perspective (3 hours), plus:

- For Plan B, a Plan B elective (3 hours), and 1 hour each of MTH 693 and 698.
- For Plan A, students must complete 6 hours of MTH 798 over the course of two semesters.

MTH 693 - Graduate Seminar in Mathematics and Its Applications 1-4(Spec)

MTH 698 - Plan B Project 1-2(Spec)

MTH 798 - Thesis 1-6(Spec)

#### Year 5 - Summer (3 hours)

Computational Mathematics Requirement or Perspectives in Mathematics Requirement (3 hours)

*(M.A. degree conferred)*

### Graduate Certificate in Data Mining

This is an interdepartmental graduate certificate. Please check the index for the page number.

## Doctor of Philosophy (Ph.D.) in Mathematical Sciences

### Minimum Totals for Graduation: 75 hours

The Ph.D. degree is a content-based degree program that has two concentrations: Concentration in Mathematics and Concentration in Collegiate Mathematics Education. Coursework is broadly distributed across the various areas of mathematics and mathematics education. The Ph.D. degree is designed (a) to develop well-prepared teachers to teach college level mathematics/statistics and conduct independent research effectively in their areas of expertise or (b) to prepare students with advanced knowledge and applications in mathematics to work effectively in non-academic environments.

- For students who are interested in teaching at universities, the program has a unique component of two courses on teaching pedagogy in addition to two semesters of teaching internships.
- For students who are interested in industrial jobs, the program has a component of professional internship to provide students work experience in a non-academic environment.
- For students who are interested in the Concentration in Mathematics, this concentration features choices for broad or in-depth coursework in different branches of pure and applied mathematics.
- For students who are interested in the Concentration in Collegiate Mathematics Education, in addition to the unique feature of teaching pedagogy and teaching internships, this concentration also includes coursework in the theory of learning and research methodology.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Admission Requirement Snapshot

GPA: 2.7 (see Item 2 below) Entrance Exam: GRE  
 Application Deadline: February 15 for full consideration  
 See Admission Requirement Details Below

### Admission

1. Applicants must meet all CMU Graduate Studies admission requirements. International students should take note of any special admission considerations required by the College of Graduate Studies, including TOEFL requirements.
2. Applicants with a Bachelor's degree must have successfully completed 20 semester hours of mathematics including Multivariate Calculus (equivalent to MTH 233), Abstract Algebra (equivalent to MTH 523), and Advanced Calculus (equivalent to MTH 532). A minimum GPA of 2.7 overall (or 3.0 in the final sixty semester hours of graded coursework toward the bachelor's degree) and 3.0 in mathematics is required.
3. Applicants with a Master's degree in mathematics equivalent to the M.A. degree at Central Michigan University must have a minimum GPA of 3.0 in their graduate work.
4. Applicants must submit general GRE examination scores and three letters of recommendation directly to the Department of Mathematics.
5. Applicants must submit a Statement of Purpose of at least 100 words and not to exceed two pages. The Statement of Purpose should explain their relevant academic and professional experiences, discuss motivation for applying to the program, and describe their goals after completing the program.
6. Full consideration is guaranteed for applicants who submit all materials before February 15. Application materials received after February 15 are on a rolling basis until all positions are filled.
7. Both admission to the program and awards of Graduate Assistantships are competitive, with evaluation based on the nature of previous coursework, grades, general GRE scores, and letters of recommendation. Applicants interested in a Graduate Assistantship position must submit a Graduate Assistantship Application directly to the Mathematics Department. The deadline for applying

for a Graduate Assistantship is February 15. Application materials received after February 15 are considered on a rolling basis until all positions are filled.

### Program Requirements

Successful completion of the Ph.D., including coursework, internship, and dissertation, requires a minimum of 75 semester hours of graduate work beyond the bachelor's degree. Up to 30 hours of relevant graduate work may be transferred for students entering with a master's degree. In order to obtain the Ph.D. degree the student must have a GPA of 3.0 (B) or better.

A student with a bachelor's degree must have earned at least 50 of the total 75 hours at the 600 level or above. Those entering with a master's degree must have earned at least 35 hours at the 600 level or above taken at CMU. At least 15 hours of the coursework must be earned at the 700 level or above, excluding the dissertation and the internship credits.

### Coursework

The program requires a minimum of 57 hours of coursework excluding internship and the dissertation credit beyond the bachelor's degree or 27 hours of such coursework after the master's degree. At least 15 hours of the coursework must be earned at the 700 level or above, excluding the dissertation and the internship credits. These hours are distributed among core courses and concentration-specific courses. The minimum hours that are required in each category is specified in parentheses. An advisor will assist a student in the selection of the courses. Courses in which a student earns or has earned a grade below C (2.0) do not count toward meeting any graduate degree requirements.

Any student having satisfied any of the course requirements prior to entering the program may be excused from that course requirement. For this to be approved, the student must complete the Course Requirement Waiver Form supplied by the department. However, the required total credit hours will not be affected.

The three concentrations require a list of Common Core Courses, Internship, Dissertation, and concentration-specific coursework and qualifying exams. The list of coursework below is for students who have an undergraduate degree satisfying the admission requirements. For those who enter the program with a master's degree, up to 30 hours of relevant graduate work may be transferred depending on individual's background and the chosen concentration in consultation with an academic advisor.

### Common Core Courses (24 hours)

MTH 525 - Modern Algebra II 3(3-0)  
 MTH 623 - Theory of Groups and Rings 3(3-0)  
 MTH 632 - Introduction to Real Analysis and Its Applications 3(3-0)  
 MTH 636 - Introduction to Complex Variables 3(3-0)  
 MTH 761 - Methods for Teaching College Mathematics 3(3-0)  
 MTH 762 - A Survey of Research in Collegiate Mathematics Education 3(3-0)  
 STA 584 - Mathematical Statistics I 3(3-0)  
 STA 684 - Theory of Statistical Inference 3(3-0)

### Concentrations

Select one of the following concentrations:

### Concentration in Mathematics (33 hours)

#### Mathematics Core Courses (9 hours)

Must select MTH 625, 645, and ONE of MTH 633 or 637:  
 MTH 625 - Theory of Modules and Fields 3(3-0)  
 MTH 633 - Real Variables 3(3-0)  
 MTH 637 - Complex Variable Theory 3(3-0)  
 MTH 645 - Algebraic Topology 3(3-0)

#### Core Electives (15-18 hours)

Select 15-18 hours from the following Core Electives below. At least three (3) of the courses must be at or above 600-level.

**Core Electives I - Applied Mathematics (3-9 hours)**

Must select MTH 534 as one of the courses:

- MTH 520 - Optimization Theory 3(3-0)
- MTH 534 - Applied Mathematics and Differential Equations 3(3-0)
- MTH 634 - Fourier Analysis 3(3-0)
- MTH 638 - Theoretical Numerical Analysis 3(3-0)
- MTH 734 - Partial Differential Equations and Applications 3(3-0)

**Core Electives II - Pure Mathematics (3-9 hours)**

Select from the following:

- MTH 527 - Representation Theory of the Symmetric Group 3(3-0)
- MTH 578 - Combinatorics I 3(3-0)
- MTH 627 - Representation Theory of Lie Algebras 3(3-0)
- MTH 644 - Differential Geometry 3(3-0)
- MTH 678 - Combinatorics II 3(3-0)
- MTH 732 - Functional Analysis 3(3-0)

**Core Electives III - Advanced Topics in Mathematics (3-9 hours)**

Select from the following:

- MTH 725 - Topics in Algebra 3-9(Spec)
- MTH 730 - Topics in Applied Mathematics 3-9(Spec)
- MTH 737 - Topics in Analysis 3-9(Spec)
- MTH 744 - Topics in Geometry 3-9(Spec)
- MTH 778 - Topics in Combinatorics 3-9(Spec)

**Area of Specialization Courses (6 hours)**

- MTH 796 - Special Topics in Mathematics 1-6(Spec)
- MTH 797 - Independent Study 1-9(Spec)

**Other Electives (0-3 hours)**

All other courses with designation of MTH, STA, or ACT at 500 level or higher, and approved by the advisor.

**Concentration in Collegiate Mathematics Education (33 hours)****Mathematics Education Core Courses (18 hours)**

- EDU 614 - Advanced Educational Psychology 3(3-0)
- MTH 763 - Advanced Perspectives In Collegiate Mathematics Education 3(3-0)
- MTH 764 - Qualitative Research Methods in Mathematics Education 3(3-0)
- MTH 767 - Seminar in Collegiate Mathematics Education I 3(3-0)
- MTH 768 - Seminar in Collegiate Mathematics Education II 3(3-0)
- PSY 611 - Research Design 3(3-0)

**Core Electives I (6 hours)**

Select 6 hours from the following:

- MTH 520 - Optimization Theory 3(3-0)
- MTH 578 - Combinatorics I 3(3-0)
- MTH 586 - Operations Research I 3(3-0)
- MTH 625 - Theory of Modules and Fields 3(3-0)
- MTH 638 - Theoretical Numerical Analysis 3(3-0)
- MTH 644 - Differential Geometry 3(3-0)
- MTH 645 - Algebraic Topology 3(3-0)
- MTH 673 - History of Advanced Mathematics 3(3-0)
- MTH 678 - Combinatorics II 3(3-0)
- STA 590 - Applied Statistical Methods II 3(3-0)
- STA 678 - Categorical Data and Survival Analysis 3(3-0)
- STA 682 - Linear Models 3(3-0)
- STA 686 - Multivariate Analysis 3(3-0)

**Core Electives II (9 hours)**

Select courses from either inside or outside of the department, in consultation with the student's advisor.

**Qualifying Examination**

In the Ph.D. qualifying examinations, students are expected to demonstrate a broad knowledge of the topics and be able to integrate concepts and explain them at an appropriate level. Qualifying Examinations will be offered in the following subjects, based on the material in the courses listed in the current *Graduate Student Handbook* of the Department of Mathematics.

1. Algebra
2. Analysis
3. Applied Mathematics
4. Applied Statistics
5. Combinatorics
6. Mathematics Education
7. Theoretical Statistics
8. Topology

Each doctoral student must pass three examinations in three different subjects from those listed above.

- Students choosing the Concentration in Mathematics must pass examinations in algebra, analysis, and one other subject listed above.
- Students choosing the Concentration in Collegiate Mathematics Education must pass examinations in mathematics education and two other subjects listed above, at least one of which must be algebra or analysis.
- Students choosing the Concentration in Statistics must pass examinations in theoretical statistics, applied statistics, and one other subject listed above.
- If a student decides to switch to a different concentration after completing three qualifying exams, whether s/he will take additional qualifying exam(s) is determined by the faculty in the area of the new concentration.

Full-time students must pass at least one examination before the end of their fifth semester (fourth semester for students who entered the Ph.D. program with a master's degree in mathematics or statistics), and have exams in three subjects passed before the end of their eighth semester (sixth semester for students who entered the Ph.D. program with a master's degree in mathematics or statistics). Part-time students may request additional time from the department.

A maximum of three attempts in each subject are allowed. A third failure in one subject eliminates the student from the Ph.D. Program.

**Internship (6 hours)**

Students are required to take 6 hours of internship of which at least 3 hours must be a teaching internship.

The teaching internship courses are at the 200 level or above offered in the Department of Mathematics. Students may teach a course lower than 200 level with the approval of the Graduate Committee. Prior to seeking a faculty teaching internship supervisor, the student is required to consult with his/her academic advisor.

For students who plan to complete two teaching internship courses, the internships must be in two different courses under the supervision of two different graduate faculty members in two different semesters in the Department of Mathematics. Courses with substantial overlap of contents cannot be used as two different internship courses.

Students who plan to take a non-teaching professional internship must consult with the internship faculty coordinator to arrange their internship with an external company (agency) and must complete a written contract with the company (agency) prior to registering for the non-teaching professional internship.

The student must earn credits for internships by registering for MTH 766 for teaching internship and MTH 795 for non-teaching professional internship.

- MTH 766 - Internship: College Teaching 3-6(Spec)
- MTH 795 - Advanced Practicum/Internship 3-6(Spec)



**Dissertation (12 hours)**

Upon successful completion of the qualifying examinations, the student will select a dissertation supervisor. A dissertation supervisor must be a graduate faculty member in the Mathematics Department. The student will form a dissertation committee of at least three graduate faculty members in consultation with the dissertation supervisor. This dissertation committee will be chaired by the supervisor(s) and must include at least two (2) other graduate faculty members. Two members of the dissertation committee must be from the Mathematics Department. A completed doctoral dissertation must be approved by the dissertation committee, and by the College of Graduate Studies.

Students are required to register for 12 hours of MTH 898 (Dissertation). The dissertation must consist of original work and can combine scholarly, analytical, creative and expository skills. It could consist of research on a topic in mathematics/statistics, or research on a topic related to the teaching of collegiate mathematics/statistics. Before starting the dissertation work, the project to be undertaken must be approved by the dissertation committee, and by the College of Graduate Studies.

Upon completion of coursework, qualifying examination, internship, and dissertation, the candidate for the Ph.D. degree must pass a final oral examination which is a dissertation defense in a colloquium format. The student's dissertation committee determines whether the student passes the oral examination.

The dissertation must be prepared according to the regulations prescribed in the College of Graduate Studies most recent edition of the *Preparation Guide to Doctoral Dissertations, Theses, Field Studies, and Plan B Papers* and must be submitted to Dissertations Abstracts International.

MTH 898 - Dissertation 1-30(Spec)

**Total: 75 semester hours**

## College of Medicine

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**Dr. George Kikano, Dean**

CMED; 989-774-7570; [www.cmich.edu/med](http://www.cmich.edu/med)

**Frederick Creighton**, Assistant Dean/Clinical Operations, M.A., Central Michigan University

**David Forsythe**, Assistant Dean/Finance, MBA, University of Chicago

**Dan Griffin**, Assistant Dean, Foundational Science Education, Ph.D., University of Minnesota

**George Kikano**, Dean and Senior Associate Dean/Clinical Affairs, M.D., American University of Beirut

**Edward McKee**, Senior Associate Dean/Research, Ph.D., Pennsylvania State University

**Georgette Russell**, Assistant Dean/Faculty & Staff Affairs, M.S., Colorado Technical University

**Kurt Smith**, Assistant Dean/Technology, B.S., Michigan Technological University

**Tina Thompson**, Senior Associate Dean, Academic Affairs, Ph.D., Texas Christian University

**Steven Vance**, Associate Dean/Clinical Education; M.D., Michigan State University

**Faculty**

Faculty from the three disciplines (Foundational Sciences, Medical Disciplines and Surgical Disciplines) will be participating in instruction. Please see the College of Medicine website at [www.cmich.edu/colleges/cmmed](http://www.cmich.edu/colleges/cmmed) for a complete listing of faculty and additional information.

**Course Designator:**

MED - College of Medicine

## Doctor of Medicine (M.D.)

### Minimum Totals for Graduation: 235-241 hours

The Central Michigan University College of Medicine curriculum is an innovative, inquiry-based educational program which is integrated, individualized, sustains life-long engagement and embodies the values of the profession. This competency-based curriculum balances formal instruction with clinical training across the continuum of the fully integrated curriculum. Upon successful completion of the four-year professional program, the student will receive the Doctor of Medicine degree (MD). The College of Medicine will take a holistic approach to admissions. We seek to admit students who have personal characteristics and interests that align with the college's mission to prepare physicians focused on improving access to high quality health care in rural and medically underserved areas in Michigan. The holistic process includes measuring a student's cognitive capabilities, past experiences and personal attributes.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

Students should access the most current information directly from the CMU College of Medicine website ([www.cmich.edu/med](http://www.cmich.edu/med)).

#### Required Courses - Year I (81 hours)

MED 600 - Society and Community Medicine 9(Spec)  
 MED 610 - Essentials of Clinical Skills 17(Spec)  
 MED 620 - The Art of Medicine 9(Spec)  
 MED 630 - Foundational Sciences of Medicine: Wellness and Disease 9-18(Spec)  
 MED 640 - Reproductive/Human Development: Wellness and Disease 8(Spec)  
 MED 650 - Cardiopulmonary: Wellness and Disease 10(Spec)  
 MED 660 - Renal/Endocrine: Wellness and Disease 10(Spec)

#### Required Courses - Year II (38 hours)

MED 740 - Neurosciences and Behavior: Wellness and Disease 10(Spec)  
 MED 750 - Musculoskeletal/Dermal: Wellness and Disease 8(Spec)  
 MED 760 - Gastrointestinal: Wellness and Disease 8(Spec)  
 MED 770 - Hematology/Oncology: Wellness and Disease 8(Spec)  
 MED 780 - SYNAPSE 6(Spec)

#### Required Core Clerkships - Years III and IV (80 hours)

##### To be taken in Year III only: (36 hours)

MED 800 - Comprehensive Community Clerkship 36(Spec)

##### May be taken in either Year III or IV: (30 hours)

MED 810 - Clerkship: Surgery 6(Spec)  
 MED 820 - Clerkship: Hospitalist - Internal Medicine 6(Spec)  
 MED 830 - Clerkship: Psychiatry 6(Spec)  
 MED 840 - Clerkship: Obstetrics and Gynecology 6(Spec)  
 MED 850 - Clerkship: Pediatrics 6(Spec)

##### To be taken in Year IV only: (14 hours)

Select MED 930, plus one of MED 910 or 920, for a total of 14 hours:  
 MED 910 - Surgery Sub-Internship 8(Spec)  
 MED 920 - Internal Medicine Sub-Internship 8(Spec)  
 MED 930 - Clerkship: Emergency Medicine 6(Spec)

#### Elective Clerkships (36-42 hours)

Select one or combination of the following, to equal minimum of 24 weeks (36 hours):

##### To be taken in Year III only:

MED 797 - Special Topics: Medical Clerkship Elective 1-30(Spec)

##### To be taken in Year IV only:

MED 997 - Special Topics: Medical Clerkship Elective 1-42(Spec)

##### To be taken in Year IV only:

MED 999 - Capstone 6(Spec)

#### Total: 235-241 semester hours

**Note:** MED 600, 610, and 620 are to be delivered longitudinally across the first two years of the College of Medicine curriculum. Total credit hours indicated are for the entire 2-year course.

College of Medicine students are required to take a minimum of 24 weeks of electives. These courses/clerkships will be taken as MED 797 Special Topics or MED 997 Special Topics courses, one of which may be the 4-week MED 999 Capstone, and all must be approved by the College of Medicine Office of Curriculum.

## Scholarships

### 1st State Bank Medical Scholarship

Established in 2017 by 1st State Bank. Income from the endowment will support a renewable scholarship for a medical student with proven financial need from the Great Lakes Bay region (Saginaw, Bay City and Midland counties).

### Drs. John and Anna Bartnik Medical Education Endowment

Established in 2017 by Drs. John and Anna Bartnik. The endowment will support a renewable award for a full-time student enrolled in the College of Medicine from the state of Michigan demonstrating financial need. Preference will be given to a student who intends to stay in Michigan and practice in a rural or underserved community.

### The Fabiano Family Foundation Medical School Scholarship

Established in 2015 by the Fabiano Family Foundation. Income from the endowment will support a scholarship for a medical student with proven financial need from one of the following counties: Isabella, Saginaw, Midland, Bay, Genesee, Lapeer, Tuscola, Gratiot, Clare, Mecosta, Roscommon, Crawford, Otsego, Cheboygan, Emmet and Charlevoix. The applicant should have a stated purpose, written in an essay, as to why they are pursuing a primary care physician role and why they intend on staying in the Michigan area.

### Flagg Medical School Endowed Scholarship

Support two scholarships. Student selection will be need based and recipients must be committed to practice Pediatrics or Family Medicine and be in good academic standing.

### Founding Dean's College of Medicine Scholarship

Established in 2014 by Dr. Ernest and Wendy Yoder. Dr. Yoder was the Founding Dean of the CMU College of Medicine. The endowment will support a renewable award for a full-time student enrolled in the College of Medicine who is a resident of the rural Michigan area (defined as a town in Michigan with a population of less than 2,000 residents). A written essay is required that would express why the student has a proven financial need.

### Rollin M. Gerstacker Endowed Medical Scholarship

Established in 2012 by the Rollin M. Gerstacker Foundation. Income from the endowment will support a full-time third or fourth year student enrolled in the College of Medicine in high academic standing. Applicant should have a demonstrated commitment to advancing the Central Michigan University College of Medicine's mission and value statements. Demonstrating this quality includes, but is not limited to: developing programs, supporting volunteerism, involvement in research, and starting and advancing a Student Interest Group. Applicant should explain in a required essay how they have advanced the College of Medicine's mission and values, and illustrate their passion for pursuing a career in primary care as well as a desire to return and practice in the following counties: Midland, Isabella, Gratiot, Clare, Gladwin, Montcalm, Roscommon or Ogemaw.

### Gudipati Medical Scholarship

Established in 2015 by Drs. Rao and Suhasini Gudipati to support a renewable award for a full-time medical student with proven financial need enrolled in the College of Medicine. Preference will be given to a student that comes from the Tri-City area of Michigan, consisting of Saginaw, Bay, Midland and Isabella Counties. Applicant should have a stated purpose, written in an essay, as to why they are pursuing medicine and discuss their path to medical school.

### Dr. Marilyn Haupt Endowed Scholarship

Established in 2017 by Dr. Marilyn Haupt. The endowment will support a renewable award for a full-time student enrolled in the College of Medicine from the State of Michigan. Recipient will be a student who is a resident of a central or northern county and has graduated from a high school or community college in the same region.

### Dr. W.E. and Idonea Hersee Memorial Medical Scholarship

Established in 2013 by Sandra and Dennis Olson in honor of Sandra's parents, Dr. W.E. Hersee '31 and Idonea Lewis Hersee '31. Scholarship will support a renewable award for a full-time first year student enrolled in the College of Medicine.

(Continued)

**August and Jamie Hurt Family Endowed Medical Scholarship**

Established in 2013 by August '83 and Jamie Hurt. Income from the endowment will support a renewable award for a student enrolled in the College of Medicine and awarded to a first year student who has shown community service. Applicant shall compose an essay explaining why they are pursuing a career as a primary care physician, including how morals, values and upbringing have shaped his/her career. Preference will be given to students from the "Tri-City" area, with Bay County being first priority.

**Isabella Bank Endowed Medical Scholarship**

Established in 2013 by Isabella Bank to support of a renewable award for a full-time first year student enrolled in the College of Medicine. Recipient should have a stated interest in considering a residency in the central region of Michigan and/or returning to practice in the central region of Michigan as defined by the following counties: Clare, Gratiot, Isabella, Mecosta, Midland, Montcalm or Saginaw.

**David C. and Linda M. Johnson Medical Scholarship**

Established in 2015 by the David C. and Linda M. Johnson '75, '99 Family Foundation. The endowment will support a renewable award for a full-time student enrolled in the College of Medicine who is a resident of Michigan demonstrating financial need.

**R. Kessler Family Medical Student Endowed Scholarship**

Established in 2015 by Roger '58, '89 and Phyllis Kessler. Income from the endowment will support an award for a first year medical student enrolled in the CMU College of Medicine with interest in Family Practice Medicine. Preference will be given to a Grayling High School graduate. Recipient will need to provide a one page essay along with the application. If a recipient is not available from Grayling High School, a student may come from Traverse City St. Francis High or a northern Michigan high school north of Mt. Pleasant, in that order.

**MidMichigan Health Endowed Scholarship**

Established in 2012 by MidMichigan Health, its employees and friends. Income from the endowment will support a renewable award for a full-time third or fourth year student enrolled in the College of Medicine in good academic standing. Recipient should have: 1) completed a clinical rotation at a MidMichigan Health facility, 2) a stated purpose, explained in a required essay, in pursuing a primary care residency, 3) strongly considering residency training at a MidMichigan Health residency and/or returning to practice in the MidMichigan Health services areas as defined by the following counties: Midland, Isabella, Gratiot, Clare, Gladwin, Montcalm, Roscommon or Ogemaw.

**Morey Medical Scholarship**

Established in 2013 by The Morey Foundation for support of a renewable award for a full-time student enrolled in the College of Medicine who is a Michigan resident, has proven his/or commitment to community involvement from an early age, and has participated in some business and/or communication classes as an undergraduate student. Applicant should submit a short essay correlating how his or her personality and skills are a good match for a rural healthcare environment. Financial need not a requirement, but may be considered if recipient selection is competitive.

**Myler Family Scholarship**

Established in 2013 by the Myler Family and Muskegon Development Company for support of a renewable award for a full-time first year student enrolled in the College of Medicine. Recipient should be a resident of Lower Michigan who was born and raised in a community located between M-46 and the Mackinaw Bridge. Financial need is not a requirement but may be taken into consideration if the recipient selection is competitive.

**President's Medical School Scholarship**

Two scholarships for students enrolled in the CMU College of Medicine. Student Selection will be need based and recipients must be committed to practice Pediatrics or Family Medicine and be in good academic standing.

**Dr. George E. & Elizabeth G. Ross Future Physician Award**

Established in 2014 by CMU's fourteenth President and his spouse, Dr. George and Elizabeth Ross. The endowment will support an award for a full-time first year student enrolled in the College of Medicine. Preference will be given to a student that is a resident of mid-or northern Michigan, especially the Flint and Saginaw areas. Applicant will also write an essay expressing his/her desire to attend CMU's medical school.

**College of Medicine Rotary Scholarship**

Established in 2017 by Rotary Clubs of Mid-Michigan and Friends. Income from the endowment will support a renewable award for a full-time third or fourth year student enrolled in the College of Medicine in good academic standing. Recipient will be a student from mid-Michigan (Saginaw, Bay, Midland, Isabella, Clare, Gladwin, Tuscola and Huron Counties). Applicant will submit a brief essay demonstrating his/her interest in mid-Michigan residency and future practice opportunities.

**Gary and Barbara (Anderson) Russell College of Medicine Scholarship**

Established in 2018 by Gary and Barbara (Anderson) Russell. This endowment will support a renewable award for a full-time student enrolled in the College of Medicine with no restrictions on residency.

**W. Sidney Smith and Judith French Smith Medical Scholarship**

Established in 2015 by W. Sidney '65 and Judith French Smith '65. The endowment will support a renewable award for a full-time student enrolled in the College of Medicine who is a resident of a central or northern county in Michigan, and has graduated from a high school or community college in the same region. Applicants will be required to complete an essay titled "Why I want to be a Primary Care Physician". Recipient will be chosen based on criteria and essay content.

**Stark and Moreno Families Medical School Scholarship**

Established in 2016 by Jim '75 and Naomi Stark. Income from the endowment will support a renewable award for a full-time student enrolled in the CMU College of Medicine and a resident of one of the following counties: Lenawee, Jackson or Isabella. Recipient must have expressed financial need which is evident through required essay.

**William and Janet Maar Strickler Scholarship**

Established in 2015 by William '62, '08 and Janet Maar Strickler. Income from the endowment will support an award for a first year medical student enrolled in the CMU College of Medicine and is a Michigan resident from Shiawassee County or any Michigan county north of M-46. Preference will be for a student who shows evidence of nurturing qualities and/or a connection to nature and fitness as evidenced by a written essay.

**Charles J. Strosacker Endowed Medical Scholarship**

Established in 2013 by the Charles J. Strosacker Foundation for support of a renewable award for a full-time first year student enrolled in the College of Medicine. Recipient should have a stated purpose, explained in a required essay, in Family Practice and also have an interest in considering a MidMichigan Health residency and/or returning to practice in the MidMichigan Health services area as defined by the following counties: Midland, Isabella, Gratiot, Clare, Gladwin, Montcalm, Roscommon or Ogemaw.

**Summit Petroleum Corporation Medical Scholarship**

Established in 2012 by Summit Petroleum Corporation and Robert and Jeanne Long. Income from the endowment will support a renewable award for a full-time student enrolled in the College of Medicine and a Michigan resident. Recipient must have expressed financial need which is evident through required essay.

**William & Molly Weideman Medical Scholarship**

Established in 2017 by William '76 and Molly Weideman. The endowment will support an award for a full-time first year student enrolled in the College of Medicine. Recipient will be a student that is a resident of Michigan and has an expressed financial need as evidenced with a written essay.

## School of Music

College of the Arts and Media

### Dr. Eric Hoy Tucker, Director

162 Music, 989-774-3281

James Batcheller, D.A., Band

Jay C. Batzner, D.M.A., Electro-Acoustic Music

Bruce Bonnell, D.M.A., Horn

Keith Clifton, Ph.D., Musicology

Mark Cox, D.M.A., Tuba and Euphonium

Edward Fedewa, M.M., Double bass

James Fiste, D.M.A., Violoncello

Alan Gumm, Ph.D., Music Education

Scott Harding, Ph.D., Theory

Robert Lindahl, D.M.A., Trombone

José Máurtua, D.M.A., Theory

Mary Beth Minnis, M.M., Bassoon, Assistant Director

John Nichol, M.M., Saxophone

Rob Smith, M.M., Jazz Studies

Eric Hoy Tucker, D.M.A., Voice

Joanna Cowan White, D.M.A., Flute

Kennen White, D.M.A., Clarinet

Adrienne Wiley, D.M.A., Piano Pedagogy

The School of Music is accredited by the National Association of Schools of Music. Thirty-six full-time and nine part-time faculty teach all specializations in the field of music. The faculty's reputation as outstanding performers, conductors, composers, and—most importantly—educators, is known throughout the nation. Students in the school immediately sense an unyielding commitment on the part of each faculty member to outstanding musical education.

### Course Designator:

MUS - Music

### Master of Music (M.M.)

Minimum Totals for Graduation: 30 hours

#### 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

In addition to university requirements for graduate admission, applicants for the Master of Music degree must meet the following requirements in the School of Music:

1. Possess a completed undergraduate music degree or other degree with at least 40 semester hours with a grade point average of 3.0 or better in music studies.
2. Statement of Purpose. Submit a brief, one-page statement describing your purpose and general plan for graduate study at Central Michigan University. The statement should include information about your future career plans, or any past or current activities or achievements which are related to your proposed field of specialization including any research or teaching experience you may have had.
3. Submit three letters of recommendation and a writing example (e.g., term paper from undergraduate studies) to the School of Music.

4. Complete audition requirements according to degree concentration, as follows, arranged through the School of Music:
  - Composition applicants must submit a portfolio of their compositions accompanied by a CD or online recording of submitted compositions.
  - Conducting applicants must submit a DVD or online recording of their conducting.
  - Music Education applicants must complete an interview with the music education faculty.
  - Performance applicants must audition with the appropriate faculty member or performance area.
5. Any exceptions to the above requirements must be approved by the School of Music Graduate Committee.

#### Program Requirements

1. Each candidate will develop a program of studies in consultation with the School of Music Graduate Coordinator.
2. Candidates for the Master of Music degree must take diagnostic tests and pass an end-of-program comprehensive examination. Diagnostic tests must be taken the week before or first week of the semester of entry into the program as scheduled by the School of Music Graduate Coordinator. The Recital requirement on the Conducting and Performance concentrations and Thesis on the Composition concentration include submission of a Plan B Paper. Music Education students elect 6 hours of thesis in lieu of elective courses or submit two Plan B Papers.
3. Credit earned in courses taken to remove deficiencies will not apply toward the graduate degree.
4. Candidates for the Master of Music degree must complete the Music Core and the requirements of one of the concentrations.
5. Candidates for the Master of Music: Music Education concentration must have completed teaching certification requirements before graduation; international students returning to their country of origin are omitted from this requirement.

#### Degree Requirements

##### Core Courses I (6 hours)

MUS 708 - Analytical Styles II: 19-21st Century 3(3-0)

MUS 791 - Introduction to Music Research 3(3-0)

##### Core Courses II (3 hours)

Select one of the following:

MUS 717 - Historical Topics I: Medieval - Classical 3(3-0)

MUS 718 - Historical Topics II: 19-20th Century 3(3-0)

##### Core Electives (3 hours)

*Music Theory, History, or Literature*

Select in consultation with an advisor from:

MUS 504 - Seminar in Compositional Techniques 3-9(Spec)

MUS 507 - Music Theory Pedagogy 3(3-0)

MUS 512 - Choral Literature II (Since 1750) 2(2-0)

MUS 514 - Survey of Piano Literature 3(3-0)

MUS 515 - History of Opera 3(3-0)

MUS 518 - Song Repertoire 2(1-2)

MUS 711 - Choral Masterworks 3(3-0)

MUS 714 - Wind Band Literature 3(3-0)

MUS 715 - Rock 'n' Roll Seminar 3(3-0)

MUS 719 - Seminar in World Music 3(3-0)

MUS 720 - Seminar in the Music of a Selected Composer 3-9(Spec)

##### Notes:

- Keyboard Performance must choose MUS 514; Composition cannot choose MUS 507.
- If a student chooses a 2-hour course, they may select a 1-hour MUS 500 to 700 level elective in consultation with an advisor.

#### Concentrations

Select one of the following concentrations:

##### Music: Composition

##### Required Courses (10 hours)

MUS 701 - Advanced Composition 2-8(Spec)

MUS 798 - Thesis 1-6(Spec)

**Note:** 6 hours of MUS 701; 4 hours of MUS 798.

(Continued)



**Required Courses II (6 hours)**

MUS 506 - Advanced Scoring 2(2-0)  
 MUS 507 - Music Theory Pedagogy 3(3-0)

**Electives (2 hours)**

MUS 500 to 700 level courses.  
 Participation in conducted or coached ensembles is recommended (6 hours)

**Total: 30 semester hours****Music: Conducting****Required Courses I (6 hours)**

Select one of the following:  
 MUS 781 - Advanced Choral Conducting 3-6(Spec)  
 MUS 782 - Advanced Instrumental Conducting 3-6(Spec)

**Required Courses II (2-3 hours)**

Select one of the following:  
 MUS 512 - Choral Literature II (Since 1750) 2(2-0)  
 MUS 784 - Instrumental Rehearsal Techniques 3(3-0)

**Required Course III (4 hours)**

MUS 799 - Recital 4(Spec)

**Electives (5-6 hours)**

Select from 500 to 700 level MUS courses.  
 Participation in conducted or coached ensembles is recommended.

**Total: 30 semester hours****Music: Music Education****Required Courses (6 hours)**

MUS 731 - Curriculum Design in Music Education 3(3-0)  
 MUS 732 - History and Philosophy of Music Education 3(3-0)

**Electives (12 hours)**

- 6 hours of Pedagogy Electives selected in consultation with an advisor.
- 6 hours of 500 to 700 level MUS courses.
- Participation in conducted or coached ensembles is recommended.

**Total: 30 semester hours****Music: Performance****Required Courses (13 hours)**

An Applied Major Area (8 hours selected from MUS 750 to MUS 779), plus:  
 MUS 780 - Performance Ensembles 1-8(Spec)  
 MUS 799 - Recital 4(Spec)

**Notes:**

- 8 hours of Applied must be from the same course number.
- 1 hour of MUS 780.

**Electives (5 hours)**

Select from 500 to 700 level MUS courses.

**Total: 30 semester hours****Applied Music (Private Instruction)**

Students may earn credit for private instruction in the various areas of applied music as follows:

Curriculum In Each Area	Hours Credit Applicable Toward Graduation	Maximum Hours
Master of Music	1-8	8
Master of Arts (Music concentration)	1-2	4

There is a special fee of \$40.00 for one-credit-hour lessons and \$75.00 for two- and four-credit-hour lessons. This fee is in addition to the regular tuition fees.

## Department of Philosophy and Religion

*College of Liberal Arts and Social Sciences*

**Dr. Guy M. Newland, Chair**

288 Anspach 989-774-3793

James B. Coleman, Ph.D., Ethics

Gary Fuller, B.Lit., Philosophy of Mind

Hugh T. Halman, Ph.D., Islam

Roger D. Hatch, Ph.D., Religion and Society

Hope May, Ph.D., Ancient Philosophy

John Meixner, Ph.D., Philosophy of Science, Logic

Merlyn E. Mowrey, Ph.D., Ethics and Feminist Thought

Guy M. Newland, Ph.D., History of Religions, Tibetan Buddhism

Robert Noggle, Ph.D., Ethics

William W. Reader, Th.D., Biblical Studies, Greek

Mark Shelton, Ph.D., Ethics

David L. Smith, Ph.D., Modern Religious Thought

Greg Spinner, Ph.D., Judaism, History of Religions

Robert Stecker, Ph.D., Aesthetics

John Wright, Ph.D., History of Modern Philosophy 18th Century

**Course Designators:**

PHL - Philosophy

REL - Religion

*Graduate-level courses offered by the Department of Philosophy & Religion may be appropriate as electives on various graduate degree curricula.*

## Department of Physical Education and Sport

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

### Dr. H. Ray Allen, Chair

SAC 194; 989-774-6679

E-mail: [allen1hr@cmich.edu](mailto:allen1hr@cmich.edu)

H. Ray Allen, Ph.D., Pedagogy

Daniel E. Ballou, Ph.D., Sport Administration

Judy P. Chandler, Ph.D., Special Physical Education

Rick C. Ferkel, Ph.D., Curriculum and Instruction

Kevin M. Fisher, Ph.D., Kinesiology

Scott Hirko, Ph.D., Sport Management

Marcia J. Mackey, Ph.D., Sport Management

Vincent E. Mumford, Ed.D., Sport Management

Tracy W. Olrich, Ph.D., Motor Learning, Psychology of Sport

The Department of Physical Education and Sport offers a Master of Arts in Sport Administration.

### Course Designator:

PES - Physical Education and Professional Courses

## Master of Arts (M.A.) in Sport Administration

### Minimum Totals for Graduation: 36-39 hours

This is a 36 to 39 hour graduate program designed specifically to meet the Commission on Sport Management Accreditation (COSMA) standards for accreditation.

The master's degree in sport administration is designed to prepare the student for a career in administration in a sport-related field. The program is flexible and designed to provide both theoretical and practical experience that will meet the needs and interests of the individual.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION 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 Graduate Studies at CMU.

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 admission or admission with stipulations. For regular admission, the minimum undergraduate GPA must be 3.0 or higher on a 4.0 scale. For admission with stipulations, the minimum undergraduate GPA must be at least 2.5 on a 4.0 scale.

### Required Courses (36-39 hours)

PES 602 - Sport Event Management: Theory & Application 3(Spec)

PES 603 - Administration of Sport and Athletics 3(3-0)

PES 610 - Philosophical & Ethical Issues in Athletics 3(3-0)

PES 625 - Athletic Facility Design and Management 3(3-0)

PES 635 - Quantitative Applications & Data Based Decision Making in Sport 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 665 - Applied Research in Sport Management 3(3-0)

PES 675 - Human Resource Management in Sport Organizations 3(3-0)

PES 685 - Integrated Capstone Project in Sport Management 3(Spec)

PES 699 - Internship in Sport Management 1-6(Spec)

**Total: 36-39 semester hours**

## Department of Physical Therapy

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

### Dr. Deborah Silkwood-Sherer, Chair

HPB 1232, 774-1337

John M. Andraka, P.T., DPT, OCS, CSCS

Elaine Betts, P.T., Ph.D.

Raju Chowdhary, P.T., MHS, NCS, GCS

Karen Grossnickle, P.T., M.S.

Caroline Gwaltney, P.T., DPT, CWS

Jamie Haines, P.T., DScPT, NCS

Linda Hall, P.T., M.S., DPT

Peter Loubert, P.T., Ph.D.

Jan Perkins, P.T., Ph.D.

Jennifer Sansom, P.T., MPT, M.S., Ph.D.

Deb Silkwood-Sherer, P.T., M.S., DHS, HPCS

Paul Sung, P.T., Ph.D., DHSc

Ksenia Ustinova, P.T., Ph.D.

Kristin VanderArk, P.T., M.S., NCS

Cameron Williams, P.T., M.S., DPT

J. Tim Zipple, P.T., M.S., OCS, DScPT, FAAOMPT

### Course Designators:

PTH - Physical Therapy

## Doctor of Physical Therapy (DPT)

### Minimum Totals for Graduation: 118 - 131 hours

The professional curriculum in physical therapy is three years in length. Students are eligible to apply for admission to the Doctoral Program in Physical Therapy any time after they have no more than one (1) year of coursework remaining for their undergraduate degree. Students must complete both the requirements for their undergraduate major and the physical therapy prerequisite courses before entering the program. At the completion of the professional program, the student will receive a Doctor of Physical Therapy (D.P.T.). In the undergraduate preparation phase, the student can enroll in one of a number of appropriate undergraduate majors. Some suggested undergraduate majors include exercise science, athletic training, health administration, biomedical science, biology, neuroscience, psychology, child development, and therapeutic recreation. When contacting an advisor from their chosen undergraduate major during their first semester to identify the coursework that is needed for their undergraduate degree, students should also discuss how to incorporate into their undergraduate program a series of prerequisite courses that are required to prepare them for the coursework in the graduate program in physical therapy.

This program is also offered on a satellite campus in Houghton, MI.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0

Entrance Exam: GRE

See the complete Application Process Instructions referenced below

### Admission to the Professional Curriculum

The Doctor of Physical Therapy Program uses the PTCAS (Physical Therapy Centralized Application Service), an online application service. For complete instructions on the application process go to the Physical Therapy Application Requirements web-page: [https://www.cmich.edu/colleges/CHP/hp\\_academics/physical\\_therapy/Pages/Admissions.aspx](https://www.cmich.edu/colleges/CHP/hp_academics/physical_therapy/Pages/Admissions.aspx).

To be eligible for admission students must complete the following requirements:

1. Submit application as described in The Physical Therapy Application Requirement web-page: [https://www.cmich.edu/colleges/CHP/hp\\_academics/physical\\_therapy/Pages/Application-Requirements.aspx](https://www.cmich.edu/colleges/CHP/hp_academics/physical_therapy/Pages/Application-Requirements.aspx).

(Continued)

- Complete a minimum of 50 hours of volunteer/career exploration or paid work in physical therapy clinic. Experience in at least 2 different settings is required.
- Complete all prerequisite courses before entry into the program.
- Maintain a minimum GPA of 3.0 in all prerequisite courses with no grade below a 2.0 in any prerequisite course.
- Complete undergraduate degree with a minimum GPA of 3.0.
- Students must submit verbal reasoning, quantitative reasoning, and analytical writing GRE scores.

Admission into the Doctoral Program in Physical Therapy is competitive. Students should contact The Herbert H. and Grace A Dow College of Health Professions Admissions office for specific information or questions on this process. 989-774-1730.

#### Retention and Dismissal

Students will be placed on probation for:

- Any grade below a C (2.0) or NC (NC) in any course required in the PT professional curriculum.
- A cumulative GPA below 3.0 for any semester.

Students may be dismissed from the program for:

- Two consecutive semesters of probation.
- Failure to satisfactorily complete remedial work required to be taken off probation.
- Failure to satisfactorily complete a repeated course at a level of CR (credit) or C or above.
- Multiple academic or clinical deficits to a degree that makes it unlikely the student will be able to succeed in the remainder of the curriculum.
- A cumulative GPA below 3.0 (graduate) in the professional portion of the physical therapy curriculum for two semesters.
- Failure (NC) of clinical affiliation/internship courses.
- A lack of professional conduct and/or any behavior patterns that may jeopardize the safety or well-being of patients or others; this includes students who do not demonstrate satisfactory performance or progress in Professional Behaviors Assessment in academic or clinical courses.
- Dishonesty in communications with the Physical Therapy program, or participation in unethical or illegal activity including, but not limited to, academic dishonesty or violations of the APTA Code of Ethics and Guide for Professional Conduct.

#### Degree Requirements

##### First Year I - Summer (8 hours)

- HSC 630 - Regional Human Anatomy 5(3-4)  
 PTH 618 - Human Physical Development 2(2-0)  
 PTH 625 - Imaging in Physical Therapy 1(1-0)

##### First Year II - Fall (16 hours)

- PTH 617 - Clinical Pathophysiology & Pharmacology I 2(2-0)  
 PTH 626 - Neuroanatomy in Physical Therapy 3(3-0)  
 PTH 635 - Examination and Diagnosis I 2(1-2)  
 PTH 645 - Foundations of Patient Care 5(3-4)  
 PTH 650 - Research & Evidence-Based Practice I 3(3-0)  
 PTH 665 - Physical Therapy Seminar I 1(1-0)

##### First Year III - Spring (17 hours)

- PTH 622 - Clinical Pathophysiology & Pharmacology II 2(2-0)  
 PTH 633 - Clinical Education I 3(1-3)  
 PTH 636 - Examination and Diagnosis II 2(1-2)  
 PTH 646 - Therapeutic Interventions 5(3-4)  
 PTH 666 - Physical Therapy Seminar II 1(1-0)  
 PTH 672 - Clinical Anatomy and Kinesiology of Human Joints 4(3-3)

##### Second Year I - Summer (11 hours)

- PTH 634 - Clinical Education II 6(Spec)  
 PTH 655 - Teaching and Learning in Physical Therapy 2(2-0)  
 PTH 661 - Manual Therapy I 1(0-2)  
 PTH 725 - Research & Evidence-Based Practice II 1(1-0)  
 PTH 894 - Issues and Practice in Gender Health 1(1-0)

##### Second Year II - Fall (15 hours)

- PTH 623 - Clinical Pathophysiology & Pharmacology III 2(2-0)  
 PTH 690 - Motor Learning in Neurorehabilitation 2(2-0)  
 PTH 732 - Clinical Education III 3(1-3)  
 PTH 735 - Examination and Diagnosis III 2(1-2)  
 PTH 745 - Therapeutic Interventions II 5(3-4)  
 PTH 765 - Physical Therapy Seminars III 1(1-0)

##### Second Year III - Spring (16 hours)

- PTH 621 - Clinical Pediatrics 2(2-0)  
 PTH 624 - Clinical Pathophysiology and Pharmacology IV 2(2-0)  
 PTH 662 - Manual Therapy II 2(0-4)  
 PTH 695 - Ethics in Physical Therapy 3(3-0)  
 PTH 736 - Examination and Diagnosis IV 1(1-0)  
 PTH 746 - Therapeutic Interventions III 5(4-2)  
 PTH 766 - Physical Therapy Seminars IV 1(1-0)

##### Third Year I - Summer (11 hours)

- PTH 620 - Clinical Management of Geriatric Patients 2(2-0)  
 PTH 710 - Principles in Clinical Administration 2(2-0)  
 PTH 825 - Health Promotion in Physical Therapy Practice 2(2-0)  
 PTH 845 - Clinical Decision Making in Advanced Therapeutic Exercise 2(1-2)  
 PTH 870 - Rehabilitation Care Management 3(3-0)

##### Third Year II - Fall (16 hours)

- PTH 790 - Clinical Research I 4(Spec)  
 PTH 832 - Clinical Education IV 12(Spec)

##### Third Year III - Spring (16 hours)

- PTH 890 - Clinical Research II 4(Spec)  
 PTH 932 - Clinical Education V 12(Spec)

##### Electives (4 hours)

4 hours of PTH electives.

##### Total: 118-131 semester hours

**Note:** The total number of credit hours required for completion of the program may be reduced by up to 12 credit hours based on a student's prior course work or experiences. The previous course work or experience must have provided the student with the equivalent knowledge and skills presented in the specific required course(s) within the DPT curriculum. The faculty of the Physical Therapy Program will make the determination on whether a student's previous course work and experience are equivalent to the content of a specific course.

##### Additional Program Requirements:

Doctoral Research Project: Students must complete a Doctoral Research Project in Clinical Research I and II (PTH 790 and 890).

To fulfill the requirements for PTH 790 and 890 the student must complete either:

- a prospective research project or
- a clinical case report. Students must submit final manuscripts in publication form according to program guidelines.

At the completion of the professional curriculum, students will receive a Doctor of Physical Therapy (DPT) degree.

##### Accreditation

The Doctoral Program in Physical Therapy at Central Michigan University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: [www.capteonline.org](http://www.capteonline.org). The Central Michigan University Doctor of Physical Therapy Program at Michigan Technological University is accredited by the Commission on Accreditation in Physical Therapy Education as an expansion program of the Doctor of Physical Therapy Program at Central Michigan University.

## Department of Physics

College of Science and Engineering

### Dr. Christopher Tycner, Chair

Dow 203, 989-774-3321

<https://www.cmich.edu/colleges/cst/physics/Pages/default.aspx>

**Veronica Barone**, Ph.D., Computational Physics, Molecular Modeling

**Alfredo Estrade**, Ph.D., Experimental Nuclear Physics and Nuclear Astrophysics

**Joseph Finck**, Ph.D., Experimental Nuclear Physics, Science Policy

**Marco Fornari**, Ph.D., Computational Condensed Matter Physics

**Mihai Horoi**, Ph.D., Theoretical Nuclear Physics, Computational Physics

**Koblar A. Jackson**, Ph.D., Computational Condensed Matter Physics

**Axel Mellinger**, Ph.D., Experimental Materials Physics

**Juan Peralta**, Ph.D., Computational Condensed Matter Physics

**Georgios Perdikakis**, Ph.D., Experimental Nuclear Physics and Nuclear Astrophysics

**Valeri Petkov**, Ph.D., Experimental Materials Physics

**Matthew Redshaw**, Ph.D., Experimental Atomic and Nuclear Physics

**Christopher Tycner**, Ph.D., Observational Astrophysics

**Glen Williams**, Ph.D., Theoretical Astrophysics

### Course Designators:

PHY - Physics

PHS - Physical Science

AST - Astronomy

The Central Michigan University Department of Physics offers the Master of Science in physics for students who are interested in careers in business, industry, and government as well as for those preparing to teach at the undergraduate level, or for those considering doctoral work in physics or a related area such as materials science or astronomy. Classes are small, and students have the opportunity for close supervision and individual attention. Graduate research assistantships are available in several research areas, in addition to graduate teaching assistantships and fellowships. In past years, most graduate students in the Department of Physics have received financial support.

Department faculty members are active in the following areas of research: astrophysics, atomic physics, computational physics, condensed matter physics, materials physics, nuclear physics, observational astronomy, and science education. Collaborative research efforts exist with other CMU departments, and researchers at other universities and at national laboratories. A biweekly seminar series brings experts with varied research interests to campus.

The department is housed in the Leon A. and Frances M. McDermott wing of the Dow Science Center. The laser laboratory is presently equipped to perform fluorescence lifetime studies and Doppler-limited spectroscopy, as well as atom cooling experiments. The polymer physics laboratory has equipment to measure rheological properties of polymer fluids and melts. The condensed matter laboratory is designed to study the electrical properties of electret polymer films. The X-ray diffraction laboratory is equipped to study the structure of both crystalline and amorphous materials. The Brooks Astronomical Observatory is equipped for CCD photometric observations, optical spectroscopy, and general visual observing. Support facilities include electronics and machine shops, both staffed by full-time technicians.

Further information about research opportunities can be found on the department website, at [www.cmich.edu/colleges/cst/physics/](http://www.cmich.edu/colleges/cst/physics/).

## Master of Science (M.S.) in Physics

**Minimum Totals for Graduation: 30 hours**

The requirements for the M.S. in physics are based on a core of 15 semester hours in advanced mechanics, electricity and magnetism, and quantum mechanics. Three (3) hours of seminar are required. In consultation with an advisor, the student selects either Plan A or Plan B for an additional 15 hours. The program is normally completed in two years. There is no qualifying examination, and no foreign language is required.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7

Entrance Exam: GRE General & Physics scores recommended

Internat'l Application Deadline: July 1 (Fall), Oct.1 (Spring)

See Admission Requirement Details Below

For admission to the physics graduate program, a bachelor's degree in physics is required with a minimum grade point average in physics of 2.7. An applicant with minor deficiencies may be admitted with the understanding that course work in addition to the usual 30 hours may be required. Students from non-English speaking countries are required to demonstrate proficiency in English via the TOEFL exam. Applicants for graduate assistantships are strongly urged to submit GRE General and Physics scores. A maximum of 24 credits earned during non-degree status may be applied toward a graduate degree in Physics.

### Degree Requirements

#### Required Core Courses (15 hours)

PHY 624 - Advanced Mechanics 3(3-0)

PHY 634 - Advanced Electricity and Magnetism 3(3-0)

PHY 643 - Quantum Mechanics I 3(3-0)

PHY 644 - Quantum Mechanics II 3(3-0)

PHY 685 - Seminar: Contemporary Physics 1-4(Spec)

**Note:** 3 hours of Seminar are required for graduation.

#### Plan Option (15 hours)

Select one of the following plans:

#### Plan A (Thesis Option)

Select PHY 798 for a total of 6 hours; plus 3-9 hours of electives from AST 562, AST 563, or any PHY courses at the 500 level or above; and 0-6 hours of cognate courses (which may be chosen to meet the individual needs of the student, but must be in a discipline closely related to the area of specialization).

PHY 798 - Thesis 1-6(Spec)

#### Plan B (Non-Thesis Option)

Select 9-15 hours of electives from AST 562, AST 563, or any PHY courses at the 500 level or above; plus 0-6 hours of cognate courses (which may be chosen to meet the individual needs of the student, but must be in a discipline closely related to the area of specialization). In addition, students must submit a Plan B paper, approved by the Physics graduate committee, which discusses their research, independent study, or internship.

**Total: 30 semester hours**

## Ph.D. in Physics

*This new program may be viewed in the online Bulletin.*

## Ph.D. in the Science of Advanced Materials

This is an interdisciplinary degree. Please see the index for the page number.



## Department of Political Science and Public Administration

*College of Liberal Arts and Social Sciences*

### Dr. David K. Jesuit, Chair

247 Anspach Hall, 989-774-3442

Prakash Adhikari, Ph.D., Comparative Politics

Edward Clayton, MA Director, Ph.D., Normative Political Theory

Thomas Greitens, MPA Director, Ph.D., Public Administration

So Hee Jeon, Ph.D., Public Administration

David K. Jesuit, Ph.D., Comparative Politics, Western Europe

Sterling Johnson, Ph.D., American Foreign Policy

Sharon Kukla-Acevedo, Internship Director, Ph.D., Public Administration

Emma Powell, Ph.D., Public Administration

Nancy Quarles, Ph.D., Public Administration

J. Cherie Strachan, Ph.D., Political Participation, Interest Groups, Political Behavior

Lawrence Sych, Ph.D., State and Local Government and Public Administration

### Course Designators:

PSC - Political Science

PAD - Public and Nonprofit Administration

The Department of Political Science and Public Administration offers a Master of Public Administration degree and courses contributing to several other graduate programs at the university, including a concentration in Public Administration in the Master of Science in Administration and electives on the Master of Arts in Cultural Resource Management.

The department's graduate level internship program provides working knowledge of and experience in public and non-profit agencies.

## Master of Public Administration (M.P.A.)

**Minimum Totals for Graduation: 37 hours**

*Program Director: Dr. Thomas Greitens, 989-774-3862; 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, admission with stipulations 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 admission stipulations.
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**

**Graduate Certificate in Citizen Engagement****Minimum Totals for Graduation: 18 hours**

The 18 credit-hour graduate certificate in Citizen Engagement is designed to provide awareness of trends in engagement in public life, as well as training in how to enhance citizens' participation in democratic processes, civil society and political institutions. The program includes two required courses in addition to a required applied practicum in citizen engagement. The remaining credits are elected from three groupings of courses: Public Opinion Polling, Elected Institutions and Processes, or Appointed Institutions and Processes. Requiring both electives to be taken from the same category is intended to help students develop citizen engagement skills tailored to their specific political interests and to a traditional point of access in American government.

The certificate addresses a democratic society's need for elected officials, public servants, and civil society leaders who not only value authentic citizen engagement in public life, but are trained in various techniques for promoting their participation.

Students seeking the certificate must hold a completed baccalaureate degree or have acceptance into a graduate degree program at CMU.

Upon completion of the certificate program, students will be able to:

- Assess the current state of citizen participation in public life.
- Evaluate factors that affect citizens' willingness and ability to participate in public life.
- Identify citizen engagement techniques used by government to enhance authentic participation in democratic processes, civil society and political institutions.
- Identify the techniques used by citizens and advocacy groups to engage their community, political groups, and governmental institutions.
- Demonstrate the ability to effectively use techniques that promote deliberation and democratic decision-making.
- Use social science research methods to assess the effectiveness of various citizen engagement techniques.

**Required Courses (12 hours)**

PAD 795 - Internship in Public Administration 1-6(Spec)  
 PSC 513 - Citizen Engagement in Public Life 3(3-0)  
 PSC 681 - Qualitative Research in Political Science and Public Administration 3(3-0)

**Note:** Six (6) hours are required for PAD 795.

**Electives (6 hours)**

Select two courses from one of the following categories:

**Electives I - Public Opinion Polling (0-6 hours)**

Select PSC 794 for three (3) hours and one other course:

PSC 583 - Survey Research 3(3-0)  
 PSC 680 - Methodology of Political Research 3(3-0)  
 PSC 682 - Techniques of Political Research 3(3-0)  
 PSC 794 - Practicum in Public Polling 1-12(Spec)

**Electives II - Elected Institutions and Processes (0-6 hours)**

Select two courses:

PAD 661 - Administration and Policy in American State Government 3(3-0)  
 PSC 514 - American Public Policy Making 3(3-0)  
 PSC 520 - American National Government and Politics 3(3-0)  
 PSC 761 - Seminar in American State Government 3(3-0)

**Note:** Select 3 credits of PAD 661 OR PSC 761, not both.

**Electives III - Appointed Institutions and Processes (0-6 hours)**

Select two courses:

PAD 585 - Public Sector Information Technology Management 3(3-0)  
 PAD 610 - Foundations of Public Administration 3(3-0)  
 PAD 713 - Public Budgeting and Finance 3(3-0)  
 PAD 773 - Administration and Ethics in Public Service 3(3-0)

**Total: 18 semester hours**

## Graduate Certificate in Nonprofit Leadership

**Minimum Totals for Graduation: 15 hours**

The 15-credit-hour certificate is designed for regularly admitted graduate students who desire advanced training in the field of nonprofit leadership, but who are not seeking a master's degree at this time. Credits successfully earned with the certificate program can be transferred toward the MPA degree. Students may substitute courses only upon approval of the Public Administration Council. Admission is through the College of Graduate Studies.

### Required Courses (15 hours)

PAD 620 - Nonprofit Management 3(3-0)

PAD 621 - Board Governance and Executive Leadership 3(3-0)

PAD 711 - Public Personnel Management 3(3-0)

PAD 713 - Public Budgeting and Finance 3(3-0)

PAD 714 - Program Analysis and Evaluation 3(3-0)

**Total: 15 semester hours**

## Master of Arts (M.A.) or Graduate Certificate in Cultural Resource Management

These programs are interdisciplinary. Please see the index for the page number.

## Department of Psychology

*College of Liberal Arts and Social Sciences*

### Dr. Katrina Rhymer, Chair

101 Sloan Hall 989-774-3001

**Jane Ashby**, Ph.D., University of Massachusetts. Cognitive psychology

**Renee Babcock**, Ph.D. Georgia Institute of Technology. Adult development and aging, age differences in memory.

**Richard Backs**, Ph.D., University of Southern California. Human factors, psychophysiology, aging, attention, emotion.

**Terry Beehr**, Ph.D., University of Michigan. Job stress, retirement, leadership, careers.

**Emily Bloesch**, Ph.D., Washington University. Cognitive aging, peripersonal space representations, body-modulated visual attention and perception, human factors in healthy aging.

**Neil Christiansen**, Director, Industrial/Organizational Psychology, Ph.D., Northern Illinois University. Personality and work, racism and social judgments, attitudes toward affirmative action.

**Stephen Colarelli**, Ph.D., New York University. Industrial/Organizational psychology, evolutionary psychology

**Christopher Davoli**, Ph.D., Washington University. Perception, history and systems. Visual attention and perception, embodied cognition, peripersonal space, action, tool-use, visual learning and memory, visual search, eye-tracking, emotional processing, cognitive aging and individual differences

**Sarah Domoff**, Ph.D., Bowling Green State University. Child media use, obesity prevention, health disparities, media effects

**Daniel Drevon**, Ph.D., Central Michigan University. Academic and behavioral interventions based on applied behavior analysis, single-case design, psychoeducational assessment

**Gary Dunbar**, Director, Neuroscience Program, Ph.D., Clark University. Behavioral neuroscience, stem cell and pharmacological treatment of brain damage and neurodegenerative diseases

**Stephanie Fredrick**, Ph.D., Northern Illinois University. Peer victimization and cyberbullying, social support, and their relation to internalizing distress

**James Gerhart**, Ph.D., Central Michigan University. Anger, Traumatic Stress, and Health Psychology

**Bryan Gibson**, Ph.D., University of Utah. Self presentation, smoker-nonsmoker interaction, psychology of gambling

**Kyunghee Han**, Ph.D., University of Minnesota. Scientific study of culture, quantitative methods, psychological test/scale development and evaluation

**Timothy Hartshorne**, Ph.D., University of Texas at Austin. Low-incidence disabilities, CHARGE syndrome, deafblindness, disability and the family, parent-professional relationships, therapeutic interventions, issues around loss

**Michael Hixson**, Director, School Psychology, Ph.D., Western Michigan University. Behavior analysis, direct instruction, precision teaching, behavior development, curriculum based measurement

**Kenneth Jenrow**, Ph.D., Oakland University. Electrophysiology, mitigating neuroinflammation and its deleterious effects on synaptic plasticity and cognitive function.

**Carl Johnson**, Ph.D., Michigan State University. Sleep disorders, applied behavior analysis, organizational behavior management

**Sandra Kanouse**, Ph.D., Central Michigan University. Academic and behavioral assessment and intervention, pediatric consultation

**Yannick Marchalant**, Ph.D., universit  de Caen, France. Influence of brain aging and neuroinflammatory processes on the development of neurodegenerative diseases.

**Elizabeth Meadows**, Ph.D., State University of New York at Albany. Anxiety disorders, trauma, prevention of psycho-pathology, psychological and medical problem interactions

**Larissa Niec**, Ph.D., Case Western Reserve University. Children's interpersonal function, impact of out-of-home care on children, child maltreatment, attachment

**Kimberly O'Brien**, Ph.D., University of South Florida. Occupational Health, job stress, psychometrics and research methods

**Hajime Otani**, Ph.D., University of Georgia. Human memory and cognition

**Kevin Park**, Ph.D., University of Illinois at Urbana-Champaign. Molecular genetics and neurobiology of neurodegenerative diseases, preclinical therapeutic development.

**Debra Poole**, Ph.D., University of Iowa. Basic language/cognitive/social development in children related to social issues, forensic psychology

**Matthew Prewett**, Ph.D., University of South Florida. Team performance management, personality traits, technology in the work place

**Mark Reilly**, Undergraduate Director, Ph.D., West Virginia University. Experimental analysis of behavior, operant/respondent conditioning, animal learning, quantitative models, behavioral pharmacology, substance abuse

**Katrina Rhymer**, Ph.D., Mississippi State University. Academic, behavioral, and social/emotional interventions, curriculum-based measurement and single-subject design research

**George Ronan**, Ph.D., Fairleigh Dickinson University. Personal problem solving, anger/aggression, psychological assessment

**Michael Sandstrom**, Ph.D., Ohio State University. Assessing brain plasticity, compensatory neuronal activity, or neurochemical control during active behavior at various stages of deteriorative brain diseases such as Parkinson's and Huntington's using animal models

**Kyle Scherr**, Director, Experimental Psychology, Ph.D., Iowa State University, Psychology and Law

**Reid Skeel**, Director, Clinical Psychology, Ph.D., University of Florida. Neuropsychology

**K. Roger Van Horn**, Ph.D., Iowa State University. Human development and developmental changes in cognitive and psychosocial processes

**Nathan Weed**, Ph.D., University of Minnesota. Assessment of personality and psychopathology, psychometric methods in personality assessment

### **Course Designator:**

PSY - Psychology

### **The Programs**

The first graduate degree awarded in psychology at CMU was the Master of Arts in General Psychology in 1967. Since then the department has expanded its programs to include the Master of Science in Experimental Psychology, a Master of Arts in Industrial/Organizational Psychology, a Specialist in Psychological Services in School Psychology, and Doctor of Philosophy degrees in Industrial and Organizational Psychology, Clinical Psychology, School Psychology and Applied Experimental Psychology. These programs have been, and continue to be, successful, with some of its graduates attaining national and international recognition in psychology.

The Department of Psychology maintains a variety of facilities that are used in the education of graduate students. Following is a brief description of those most frequently used within the department and university.

**Computer Facilities.** A computer lab for graduate students is located in Sloan Hall. There are a total of 18 networked computers (located on the second floor and in the basement) available for testing research participants. Computers are also available at the Health Professions Building for students who are working at the Psychological Training and Consultation Center (PTCC) as well as at the neuroscience and psychophysiology laboratories. Further, each faculty member maintains a lab with a computer, which is used for research purposes.

**Human Subjects Laboratories.** Space is reserved in Sloan Hall for research with human participants. Special apparatus permits studies in neuropsychology, social psychology, biofeedback, discrimination learning, and perception. A computer with appropriate interfacing helps provide flexibility in instruction and research.

**Brain Research and Integrative Neuroscience (BRAIN) Center.** The BRAIN Center is a compilation of four state-of-the-art neuroscience

laboratories (each with space for two Principal Investigators) located in the Health Professions Building, adjoined by fully-equipped shared core facilities for cellular/molecular neurobiology, behavioral assessments, image analysis and microscopy lab, and computer lab. A fully-equipped animal care facility with surgical suites and necropsy room is adjoined to the BRAIN Center. In addition, a radioisotope room, cold room, and darkroom are available for specialized procedures.

**Behavior Analysis Laboratory.** The Behavior Analysis Laboratory is located in rooms 201-204 of Rowe Hall. The facilities include both rodent and aviary colonies and state-of-the-art environmental control equipment and behavioral testing apparatuses. Operant conditioning chambers are computer controlled and fully equipped with multiple response manipulanda and reinforcer delivery systems, including syringe pumps for drug delivery. The lab is adjacent to a conference area with computer workstations for data analysis. There is also a fully modernized undergraduate student laboratory equipped with operant conditioning stations for use in PSY 384.

**Psychological Training and Consultation Center (PTCC).** The PTCC is a CMU training clinic which offers free psychological services, including psychotherapy and psychological assessment, to CMU students, faculty, and staff, and community residents. Services are provided by CMU psychology graduate students who are training at the PTCC, and all services are supervised by Psychology Department faculty. In addition, speciality services are offered through the PTCC, including the Trauma and Anxiety Disorders Clinic, Neuropsychology Clinic, School Psychology Clinic, and Learning Acceleration Clinic. For further information about the PTCC or to request services, please call 989-774-3904.

**Engineering Psychophysiology Laboratory.** Conducts research on the psychophysiology of attention in human performance. The current focus of the laboratory is on attention, distraction, and the use of advanced telematic devices during driving across different populations of drivers (e.g., young vs. old adults, patients with neurological or developmental disorders). A variety of central and autonomic nervous system measures can be collected during driving simulation in this laboratory, including electroencephalographic (dense-array EEG and event-related brain potentials), cardiovascular (electro- and impedance cardiography, blood pressure), and pulmonary responses.

**DeafBlind Central: Michigan's Training and Resource Project.** A comprehensive statewide technical assistance program funded through the United States Department of Education. The project provides information, training, consultation, and referrals for families and/or professionals who are impacted by, or associated with, a child who has combined vision and hearing loss, often with additional disabilities. Project staff members are also involved with various systems change initiatives. DeafBlind Central is housed in Sloan 105.

**CMU Center for Driving Evaluation, Education, & Research (D.E.E.R.).** The mission of the CMU D.E.E.R. Center is to provide clinical services to evaluate cognitive fitness to drive, to provide education to improve driver safety, and to conduct research on driver safety. The center has the AAA Michigan Driving Simulator for use in research and in evaluation and education. The D.E.E.R. Center is a place where multidisciplinary research on novice drivers, older drivers, and drivers with attention disorders is conducted. For more information, see <http://deercenrcenter.org>.

**Graduate Student Offices.** Graduate teaching assistants have office space available to them in Powers and Sloan Halls.



## Experimental Psychology

### Master of Science (M.S.) in Experimental Psychology

#### Minimum Totals for Graduation: 36 hours

The Master of Science in Experimental Psychology program at Central Michigan University is a broad yet flexible program designed to develop individual scholarship. Students are exposed to a variety of content areas, while concentrating on a major area of study. Throughout their program, all students are expected to be actively involved in research with a faculty member. The program's primary emphasis is to prepare students for doctoral study or research positions in the public or private sector.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

Entrance Exam: GRE

Application Deadline: January 15 (Fall)

See Admission Requirement Details Below

The Master of Science degree in Experimental Psychology is based upon the satisfactory completion of a minimum of 36 semester hours of graduate work.

When applying for the Master of Science degree in Experimental Psychology, applicants must send three letters of reference and official GRE scores directly to the Department of Psychology. Fifteen semester hours of undergraduate psychology or the equivalent as determined by the department are required for admission. Students who are deficient in certain subject areas such as statistics (PSY 211) or methodology (PSY 285, PSY 385) will be expected to make up these deficiencies in addition to the normally prescribed graduate course work for the degree. A maximum of nine credit hours earned during non-degree status may be applied toward the MS degree.

#### Degree Requirements

##### Required Courses (14 hours)

PSY 511 - Statistics in Psychology 3(3-1)

PSY 609 - History and Systems of Psychology 3(3-0)

PSY 690 - Research Seminar: Experimental Psychology 1-3(Spec)

PSY 798 - Thesis 1-12(Spec)

**Note:** 2 hours of PSY 690; 6 hours of PSY 798.

In addition to course work, a student must complete an oral examination over the thesis.

##### Additional Requirement I (3 hours)

Select one course from the following:

PSY 611 - Research Design 3(3-0)

PSY 612 - Applied Multiple Regression and Correlation 3(3-0)

PSY 613 - Multivariate and Correlational Methods 3(3-0)

##### Additional Requirement II (3 hours)

Select one course from the following:

PSY 587 - Physiological Psychology 3(3-0)

PSY 687 - Physiological Foundations 3(3-0)

##### Additional Requirement III (3 hours)

Select one course from the following:

PSY 589 - Cognitive Psychology 3(3-0)

PSY 680 - Learning 3(3-0)

PSY 681 - Sensation and Perception 3(3-0)

##### Additional Requirement IV (3 hours)

Select one course from the following:

PSY 624 - Advanced Developmental Psychology 3(3-0)

PSY 630 - Advanced Social Psychology 3(3-0)

##### Cognate Courses (0-6 hours)

To be chosen in consultation with an advisor.

##### Electives (4-10 hours)

To be chosen in consultation with an advisor.

##### Total: 36 semester hours

Information concerning additional requirements can be obtained by contacting the Experimental MS program director.

### ACCELERATED MASTER OF SCIENCE IN EXPERIMENTAL PSYCHOLOGY

(Currently enrolled CMU Undergraduate students only)

Advanced undergraduate students majoring in psychology who want to obtain additional training in experimental psychology may want to consider an option by which they can obtain their Bachelor of Science with the General Major in Psychology and their Master of Science in Experimental Psychology in five years. The accelerated program course requirements are identical to the General Major in Psychology and to the Master of Science in Experimental Psychology and allows the student to apply 12 credit hours of graduate coursework toward both their Bachelor of Science and Master of Science degrees.

To be eligible for the accelerated program, students must meet all of the admissions requirements for regular admission to the Master of Science in Experimental Psychology program and have completed at least 84 credit hours of undergraduate coursework, including all General Education, University Program, and competency requirements. It is expected that students will already be engaged in research with a faculty member prior to admission to the accelerated program.

The accelerated Master of Science in Experimental Psychology program is a 12-month program. Students will complete the Bachelor of Science degree requirements and the first year of coursework for the Master of Science by the end of the summer term of their fourth year. Students will complete the coursework for the Master of Science and conduct and defend their thesis by the end of the summer term of their fifth year. A sample curriculum for a student who has completed 84 credit hours of undergraduate coursework is given below. Undergraduate coursework completed beyond 84 credit hours would lead to conferral of the Bachelor of Science degree prior to the end of the summer term in Year Four.

#### Sample Curriculum

##### Year Four

###### Fall

PSY 511 - 3 hours (see Note 1)

Graduate Requirement - 3 hours (See Note 1)

PSY 690 - 1 hour (See Note 2)

Undergraduate Courses - 9 hours

Total: 16 hours

###### Spring

Graduate Requirement - 3 hours (See Note 1)

Graduate Requirement - 3 hours (See Note 1)

PSY 690 - 1 hour (See Note 2)

Undergraduate Courses - 9 hours

Total: 16 hours

###### Summer

Undergraduate Courses - 10 hours

Total: 10 hours

*Bachelor of Science degree conferred*

##### Year Five

###### Fall

Graduate Requirement - 6 hours

Graduate Elective - 3 hours

Total: 9 hours

###### Spring

PSY 798 - 3 hours

Graduate Elective - 3 hours

Total: 6 hours

###### Summer

PSY 798 - 3 hours

Graduate Elective - 4 hours

Total: 7 hours

*Master of Science degree conferred*

**Note 1:** Courses that apply to both the BS and MS degrees. Required courses are (PSY 511; PSY 609; PSY 611 or 612 or 613; PSY 587 or 687; PSY 589 or 680 or 681; and PSY 624 or 630). Students must register for graduate credit for these courses.

**Note 2:** Apply to MS degree only.

## Doctor of Philosophy (Ph.D.) in Applied Experimental Psychology

### Minimum Totals for Graduation: 54 hours

The objective of the Ph.D. program in Applied Experimental Psychology is to develop individuals with strong applied experimental research skills for positions in business, industry, allied health, government agencies and in academia. The program is designed to provide advanced training in psychological processes (e.g. biological, cognitive, behavioral, social, personality) and quantitative-methodological procedures (e.g. statistics, experimental design, computer applications) and their utilization in an applied setting. The program will provide students with specialized applied training, including a pre-doctoral internship. The program uses a mentor system, matching students with faculty members who have interest in closely related areas. The current areas of training include: human factors (ergonomics, psychophysiology, attention and perceptual processes); behavioral medicine (with emphasis on developmental disabilities and infant disorders); applied cognitive science (with special emphasis on memory, cognitive modeling, decision making, forensic psychology); applied social psychology (social cognition, personality judgments, individual differences, and attitudes); applied developmental psychology (with emphasis on adjustment in adolescent and aged individuals); and applied behavioral neuroscience (with specific emphasis on testing potential pharmacotherapies for neurodegenerative diseases, such as Huntington's and Parkinson's diseases); and behavior analysis (with special emphasis on applied behavior analysis, behavioral pharmacology, behavioral pediatrics, organizational behavior management and the experimental analysis of behavior).

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

Entrance Exam: GRE

Application Deadline: January 15 (Fall)

See Admission Requirement Details Below

Applicants to the Program are expected to have a baccalaureate degree and at least 15 hours of psychology. The foundation of the program is the M.S. Program in Experimental Psychology. The first two years of the program are identical to those of the M.S. Program in Experimental Psychology. Students accepted into the program must complete all of the requirements of the M.S. Program in Experimental Psychology or its equivalent. The emphasis in third and fourth years is on advanced specialized training, including generating high quality applied research and gaining practical experience through internships.

#### Program Requirements

Admission to doctoral candidacy is based on satisfactory grades, completion of thesis requirements, and passing a comprehensive examination over PSY 800 project at the end of the third year. Before applying for pre-doctoral internship training, students must have a doctoral dissertation proposal accepted by their dissertation committee. The doctoral degree is awarded upon successful completion of a pre-doctoral internship, as well as the successful defense of a doctoral dissertation.

### Degree Requirements

#### Required Courses (30 hours)

PSY 789 - Seminar in Applied Experimental Psychology 1-9(Spec)  
 PSY 800 - Research in Applied Experimental Psychology 1-12(Spec)  
 PSY 898 - Doctoral Dissertation: Design 1-12(Spec)  
 PSY 899 - Doctoral Dissertation: Implementation 1-12(Spec)

**Note:** A minimum of 15 credit hours from the combination of PSY 898 and PSY 899 is required.

#### Required Courses II (6 hours)

Select one of the following:

PSY 990 - Internship A: Professional Services 1-6(Spec)

PSY 991 - Internship B: Professional Services 1-6(Spec)

**Note:** A minimum of 6 credit hours is required.

#### Electives (18 hours)

Select 18 hours of PSY courses in consultation with advisor.

#### Total: 54 semester hours (minimum hours for third and fourth years)

**Note:** The requirements for the first two years in the Ph.D. program in Applied Experimental Psychology are identical to those required for the M.S. degree in Experimental Psychology.

## Clinical Psychology

### Master of Arts (M.A.) in Clinical Psychology

A Master of Arts degree in Clinical Psychology can only be awarded to students who have been accepted and matriculated in the Ph.D. program in Clinical Psychology. Students must complete the first two years of the Clinical Psychology program and defend a master's thesis prior to petitioning for the M.A. degree.

## Doctor of Philosophy (Ph.D.) in Clinical Psychology

### Minimum Totals for Graduation: 104 hours

#### Model

The Ph.D. program in clinical psychology follows a scientist-practitioner model in training graduates to function as ethical clinical psychologists who have breadth and depth in assessment and intervention, as well as the ability to conduct clinical research. Graduates function successfully in modern professional contexts and demonstrate an investment in lifelong learning. The clinical faculty represent various clinical and research interests.

The program endorses the criteria for training set forth by the Committee on Accreditation of the American Psychological Association (APA)\* and is listed as an accredited program. The curriculum reflects recent developments in scientific psychology, while imparting to students the skills needed to respond to contemporary clinical concerns. Our training model endorses practice based on sound theoretical and empirical foundation in the science of psychology. The doctoral program includes four years of intensive didactic preparation and applied experience plus a yearlong, full-time internship.

\*Commission on Accreditation  
 American Psychological Association  
 750 First Street, NE  
 Washington, DC 20002-4242  
 800-374-2721  
 202-336-5979  
 202-336-6123 TDD/TTY

#### Curriculum

Students are accepted into the program on a full-time basis. Before arriving on campus each student is assigned a clinical faculty mentor. This faculty mentor aids the student in his or her passage through the program. Students entering with a BA/BS degree are required to complete approximately 104 graduate credit hours. Although some courses may be waived based on prior graduate work, no more than 30 credit hours can be transferred. The current curricular requirements are listed below by year of completion.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

Entrance Exam: GRE

Application Deadline: December 1 (Fall)

See Admission Requirement Details Below

**Admission**

Admission requirements and a detailed description of the Clinical Ph.D. program can be obtained from the Department of Psychology. In addition to grades and GRE scores, the admissions committee is attentive to letters of recommendation, personal statements, and relevant professional experiences. The admissions committee selects students who have general academic preparation in psychology and psychology-related research methodology.

**Program Requirements**

Admission to doctoral candidacy is based on satisfactory grades, completion of thesis requirements, and passing a Clinical Qualifying Examination at the end of the third year. Before applying for pre-doctoral internship training, students must have a doctoral dissertation proposal accepted by their dissertation committee. The doctoral degree is awarded upon successful completion of a pre-doctoral internship, as well as the successful defense of a doctoral dissertation.

**Degree Requirements****Year 1 (24 hours)**

PSY 510 - Principles of Psychological Measurement 3(3-0)  
 PSY 609 - History and Systems of Psychology 3(3-0)  
 PSY 642 - Clinical Research Methods 3(3-0)  
 PSY 653 - Intervention I: Adult 3(3-0)  
 PSY 657 - Assessment I: Adult 3(3-1)  
 PSY 658 - Assessment II: Child and Adolescent 3(3-1)  
 PSY 660 - Intervention II: Child and Adolescent 3(3-0)  
 PSY 751 - Psychopathology 3(3-0)

**Year 2 (30 hours)**

PSY 612 - Applied Multiple Regression and Correlation 3(3-0)  
 PSY 613 - Multivariate and Correlational Methods 3(3-0)  
 PSY 624 - Advanced Developmental Psychology 3(3-0)  
 PSY 641 - Objective Personality Assessment 3(2-2)  
 PSY 765 - Seminar: Ethics and Professional Issues 3(3-0)  
 PSY 785 - Seminar: Cognitive-Behavior Therapy 3(3-0)  
 PSY 790 - Practicum I A: Professional Services 3(Spec)  
 PSY 791 - Practicum I B: Professional Services 3(Spec)  
 PSY 798 - Thesis 1-12(Spec)

**Year 3 (24 hours)**

PSY 589 - Cognitive Psychology 3(3-0)  
 PSY 630 - Advanced Social Psychology 3(3-0)  
 PSY 661 - Neuropsychological Assessment 3(3-0)  
 PSY 680 - Learning 3(3-0)  
 PSY 687 - Physiological Foundations 3(3-0)  
 PSY 850 - Ethnic and Minority Issues in Therapy 3(3-0)  
 PSY 890 - Practicum II A: Professional Services 4(Spec)  
 PSY 891 - Practicum II B: Professional Services 3(Spec)

Plus one elective (3 hours)

**Note:** Student must choose between PSY 589 and PSY 680.**Year 4 (24 hours)**

PSY 892 - Practicum III A: Professional Services 3(Spec)  
 PSY 893 - Practicum III B: Professional Services 3(Spec)  
 PSY 898 - Doctoral Dissertation: Design 1-12(Spec)  
 PSY 899 - Doctoral Dissertation: Implementation 1-12(Spec)

Plus two electives (6 hours)

**Year 5 (2 hours)**

PSY 990 - Internship A: Professional Services 1-6(Spec)  
 PSY 991 - Internship B: Professional Services 1-6(Spec)

**Total: 104 Semester Hours****Industrial and Organizational (I/O) Psychology**

The Department of Psychology offers a terminal Master's degree (M.A.) and a Doctor of Philosophy degree (Ph.D.) in Industrial and Organizational (I/O) Psychology. Both degrees are oriented toward training students for careers in research, university, or business settings. Graduates of the programs are typically involved in research, and in planning, design, delivery, or evaluation of psychological programs in organizations. Examples of such programs include employee testing and selection, performance appraisal, training, stress management, job and organizational design, and organizational change and development.

**Master of Arts (M.A.) in Industrial/Organizational Psychology****Minimum Totals for Graduation: 39 hours**

This program is designed for full-time students. It is helpful if students have taken introductory courses in general psychology, I/O psychology, social psychology, psychological testing or measurement, research methodology, and statistics.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

Entrance Exam: GRE

Application Deadline: January 1 (Fall)

See Admission Requirement Details Below

When applying for the terminal M.A. degree in Industrial/Organizational Psychology, applicants must send three letters of reference, official GRE scores directly to the Psychology Department, and send the graduate college application materials to the Office of Research and Graduate Studies. The M.A. degree in Industrial/Organizational Psychology is based on the satisfactory completion of a minimum of 39 semester hours of graduate coursework, including a master's thesis. The M.A. is oriented toward training students for careers in business, government, consulting, or going on to Ph.D. programs.

**Degree Requirements****Required Application Course (3 hours)**

Select one of the following:

PSY 790 - Practicum I A: Professional Services 3(Spec)  
 PSY 791 - Practicum I B: Professional Services 3(Spec)

**Required Courses (18 hours)**

PSY 535 - Organizational Psychology 3(3-0)  
 PSY 536 - Personnel Psychology 3(3-0)  
 PSY 537 - Organizational Behavior Management 3(3-0)  
 PSY 636 - Advanced Personnel Psychology 3(3-0)  
 PSY 736 - Interventions in Social Systems 3(3-0)  
 PSY 798 - Thesis 1-12(Spec)

**Note:** Student must choose between PSY 537 and PSY 736.**Required Quantitative Courses (9 hours)**

Select three from the following:

PSY 510 - Principles of Psychological Measurement 3(3-0)  
 PSY 611 - Research Design 3(3-0)  
 PSY 612 - Applied Multiple Regression and Correlation 3(3-0)  
 PSY 613 - Multivariate and Correlational Methods 3(3-0)

**Electives (9 hours)**

Psychology electives to be selected in consultation with the advisor.

**Total: 39 semester hours**

## Doctor of Philosophy (Ph.D.) in Industrial/Organizational Psychology

### Minimum Totals for Graduation: 96 hours

This program is designed for full-time students. It is helpful if students have taken introductory courses in general psychology, I/O psychology, social psychology, psychological testing or measurement, research methodology, and statistics.

The Ph.D. curriculum in I/O Psychology involves approximately four years of intensive academic preparation. The curriculum has been designed to reflect classic and current developments in applied psychology and to provide skills needed in the resolution of organizational problems. Students take courses in foundation areas of psychology. Training in I/O Psychology emphasizes theory, research, and practice in personnel psychology and organizational psychology.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

Entrance Exam: GRE

Application Deadline: January 1 (Fall)

See Admission Requirement Details Below

#### Admission

When applying for the Ph.D. in I/O Psychology, applicants must submit three letters of reference and official GRE scores.

#### Program Requirements

Progress through the program is based upon satisfactory grades (a B average overall and a B or better in each class) plus the passage of a comprehensive exam, and successful completion of coursework, a master's thesis, and a doctoral dissertation. Students must take a minimum of 12 hours of dissertation credits, and may take up to 24 hours.

Students entering the Ph.D. program are expected to complete the program within seven (7) years. The time limit for students entering with a graduate degree or graduate work will be prorated. Extension of the time limit to complete degree requirements will be granted rarely and only if steady progress toward the degree is evident.

An internship is optional. Before accepting an internship, I/O students must pass their comprehensive exams and have a doctoral dissertation proposal accepted by their dissertation committees.

Students entering with a bachelor's degree will be required to complete approximately 96 credit hours; those entering with a master's degree will be required to complete approximately 70 graduate credit hours.

Some courses are offered in accordance with a planned sequence.

Students enrolled in the Ph.D. program in I/O Psychology will be eligible for the Master of Arts degree after successful completion of appropriate coursework and a master's thesis.

### Degree Requirements

#### Required Courses I (6 hours)

##### Foundations of Psychology Courses

Select two of the following with these exceptions: If you select PSY 587, do not select PSY 687. If you select one of PSY 589, PSY 680 or PSY 681 do not select the other two.

- PSY 531 - Group Dynamics 3(3-0)
- PSY 544 - Theories of Personality 3(3-0)
- PSY 583 - Motivation and Emotion 3(3-0)
- PSY 587 - Physiological Psychology 3(3-0)
- PSY 589 - Cognitive Psychology 3(3-0)
- PSY 609 - History and Systems of Psychology 3(3-0)
- PSY 614 - Seminar in Research Methods and Statistics for Psychology 3-12(3-0)
- PSY 624 - Advanced Developmental Psychology 3(3-0)
- PSY 630 - Advanced Social Psychology 3(3-0)
- PSY 680 - Learning 3(3-0)
- PSY 681 - Sensation and Perception 3(3-0)
- PSY 687 - Physiological Foundations 3(3-0)

#### Required Courses II (24 hours)

##### Industrial/Organizational Psychology Content Courses

- PSY 535 - Organizational Psychology 3(3-0)
- PSY 536 - Personnel Psychology 3(3-0)
- PSY 538 - Occupational Health Psychology 3(3-0)
- PSY 636 - Advanced Personnel Psychology 3(3-0)
- PSY 736 - Interventions in Social Systems 3(3-0)
- PSY 737 - Seminar in I/O Psychology 3-12(Spec)

#### Required Courses III (12 hours)

##### Research Courses

- PSY 510 - Principles of Psychological Measurement 3(3-0)
- PSY 611 - Research Design 3(3-0)
- PSY 612 - Applied Multiple Regression and Correlation 3(3-0)
- PSY 613 - Multivariate and Correlational Methods 3(3-0)

#### Required Courses IV (3 hours)

##### Experience-based Courses

Select one of the following:

- PSY 790 - Practicum I A: Professional Services 3(Spec)
- PSY 791 - Practicum I B: Professional Services 3(Spec)

#### Master's Thesis (6 hours)

- PSY 798 - Thesis 1-12(Spec)

#### Doctoral Dissertation (12 hours)

12 hours are required, 6 in PSY 898 and 6 in PSY 899. Students may take an additional 12 dissertation credits as electives.

- PSY 898 - Doctoral Dissertation: Design 1-12(Spec)
- PSY 899 - Doctoral Dissertation: Implementation 1-12(Spec)

#### Electives (33 hours)

A. 33 hours of electives, of which 9 hours may be from outside Psychology. **OR**

#### B. Occupational Health Psychology (OHP) Concentration Requirements within the I/O Ph.D. Program

Students in the Industrial/Organizational Psychology Ph.D. Program can earn a concentration in OHP by using 9 hours of their I/O Psychology Program electives in OHP courses and completing a thesis or doctoral dissertation on an OHP topic. The 9 hours of OHP electives must come from the following list unless substitutions are approved by the student's advisor or the I/O Psychology Program Director. The thesis or dissertation topic also must be approved as an OHP topic by the student's advisor or the I/O Psychology Program Director.

#### Electives (24 hours)

Select 24 hours.

#### Occupational Health Psychology Concentration (9 hours)

Select from the following:

- HSC 505 - Work Injury Prevention 3(3-0)
- HSC 537 - Stress Reduction Workshop 1(Spec)
- HSC 544 - Biostatistics 3(2-1)
- PSY 559 - Rehabilitation Psychology 3(3-0)
- PSY 579 - Behavioral Medicine 3(3-0)
- PSY 696 - Directed Research 1-12(Spec)
- PSY 697 - Independent Study 1-8(Spec)
- PSY 737 - Seminar in I/O Psychology 3-12(Spec)
- PSY 751 - Psychopathology 3(3-0)
- SOC 514 - Sociology of Health and Illness 3(3-0)

#### Total: 96 semester hours



## School Psychology

### Training Model: Scientist-Practitioner Model

The training model is based on the scientist-practitioner tradition emphasizing the application of behavioral science in educational systems and the larger community. Training emphasizes practice guided by scientific knowledge. Students are taught to use scientific principles to inform their practice (including consultation, intervention, and diagnostic services) and to evaluate their practice in order to improve services as well as contribute to the field of school psychology. The program is committed to fostering in its students sensitivity to, appreciation for, and understanding of ethnic diversity. Similarly, the program strives to promote understanding of, and responsiveness to, the special needs of individuals with disabilities.

### Specialist in Psychological Services (S.Psy.S.)

#### Minimum Totals for Graduation: 70 hours

##### Training Model: Scientist-Practitioner Model

The training model is based on the scientist-practitioner tradition emphasizing the application of behavioral science in educational systems and the larger community. Training emphasizes practice guided by scientific knowledge. Students are taught to use scientific principles to inform their practice (including consultation, intervention, and diagnostic services) and to evaluate their practice in order to improve services as well as contribute to the field of school psychology. The program is committed to fostering in its students sensitivity to, appreciation for, and understanding of diversity. Similarly, the program strives to promote understanding of, and responsiveness to, the special needs of individuals with disabilities.

##### Specialist in Psychological Services

This is a three-year, full-time, 70-hour graduate program, designed specifically to meet NASP accreditation standards, leading to the Master of Arts degree in Psychology and the Specialist in Psychological Services. Students complete coursework that prepares them to be knowledgeable in the following core content areas: Psychological and Educational Foundations, Research Methods, Psychological and Educational Assessment, Intervention Strategies, and Professional School Psychology. A full-time internship is completed during the third year of the program. The program is designed to be completed in three years. Students are expected to take no more than five years to finish.

Although this is a three-year graduate degree, applications will be accepted from students who already have taken graduate work, including the master's degree, at Central Michigan University or at other approved institutions. Credit will be given for such work in accordance with university regulations, provided it is consistent with the School Psychology curriculum.

This program meets the Michigan requirements for certification as a School Psychologist as defined by the State Board of Education and for national certification (NASP). In addition, this program will permit certification as a School Psychologist in the majority of states.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### Admission Requirement Snapshot

GPA: 3.0	Entrance Exam: GRE
Application Deadline: December 15 (Fall)	
See Admission Requirement Details Below	

##### Admission

Admission is competitive with approximately 8 to 10 students accepted each year.

An acceptable master's degree or 15 semester hours of undergraduate psychology or the equivalent as determined by the department, a 3.0 overall grade point average, and scores from the Graduate Record Examination taken within the last five years are required for admission. Students who are deficient in certain subject areas will be expected to make up these deficiencies in addition to the normally prescribed graduate coursework for the degree.

##### Program Requirements

Progress through the program is based on satisfactory grades (a grade point average of "B" or better overall) and satisfactory evaluations of pre-professional functioning (e.g., appropriate interpersonal skills, ethical and professional conduct). Serious and persistent difficulties in preprofessional functioning may result in dismissal from the program (see Student Handbook, School Psychology Program). For admission to 790, a student must have earned a "B" or better grade in all assessment, intervention, and consultation courses. In addition, a student must earn a "B" or better grade in PSY 791 and have an approved thesis proposal prior to admission to PSY 795.

At the master's degree level, a thesis and oral exam over the thesis are required. At the specialist degree level, the student must demonstrate professional competencies in working with students, parents, and school personnel. This requirement will be met by the student's satisfactory completion of a supervised internship (PSY 795, Internship A; PSY 796, Internship B).

##### Required Course for Master's Degree (34 hours)

34 hours chosen from Required Courses I-VI below:

##### Required Courses I (19 hours)

PSY 605 - Assessment of Affective and Behavioral Disorders of Children and Youth 3(3-0)  
 PSY 655 - Introduction to Intelligence Testing 2(2-2)  
 PSY 656 - Advanced Intellectual Assessment 2(2-2)  
 PSY 667 - Assessment and Development of Academic Skills I 3(3-1)  
 PSY 767 - Assessment and Intervention for Developmental Disabilities 3(3-1)  
 PSY 798 - Thesis 1-12(Spec)

##### Required Courses II (3 hours)

PSY 511 - Statistics in Psychology 3(3-1)

##### Required Courses III (3 hours)

*Social Basis of Behavior*

SPE 550WI - Teaching Diverse Students in Educational Settings 3(3-0)

##### Required Courses IV (3 hours)

*Human Development*

PSY 624 - Advanced Developmental Psychology 3(3-0)

##### Required Courses V (3 hours)

*Cognitive Basis of Behavior*

PSY 680 - Learning 3(3-0)

##### Required Courses VI (3 hours)

*Biological Basis of Behavior*

PSY 587 - Physiological Psychology 3(3-0)

**Note:** Course substitutions can be made in Required Courses III through VI with the approval of the student's advisor and program director.

##### Additional Required Courses for the Specialist Degree (36 hours)

##### Additional Required Courses II (30 hours)

PSY 562 - Therapeutic Intervention: Foundations 3(3-0)  
 PSY 662 - Advanced Therapeutic Interventions 3(3-1)  
 PSY 677 - Assessment and Development of Academic Skills II 3(3-0)  
 PSY 760 - Seminar A: School Services 3(3-0)  
 PSY 766 - Seminar: Consultation Skills 3(Spec)  
 PSY 780 - Behavior Therapy 3(2-2)  
 PSY 790 - Practicum I A: Professional Services 3(Spec)  
 PSY 791 - Practicum I B: Professional Services 3(Spec)  
 PSY 795 - Internship in School Psychology A 3(Spec)  
 PSY 796 - Internship in School Psychology B 3(Spec)

##### Electives (6 hours)

Hours of coursework are chosen with the approval of the student's advisor.

##### Total: 70 semester hours

## Doctor of Philosophy (Ph.D.) in School Psychology

### Minimum Totals for Graduation: 106 hours

CMU's School Psychology Doctoral program is fully accredited by the American Psychological Association (APA\*) and is approved by the National Association of School Psychologists (NASP).

The Doctor of Philosophy curriculum in School Psychology is designed to extend the training of the specialist level school psychologist so that he or she is prepared to serve educational systems and the larger community. The program prepares school psychologists who are flexible enough to assume a variety of roles in the delivery of mental health services; who can assume a leadership role in the development of comprehensive and effective educational and psychological services to children, families, and schools; and who are able to supervise, coordinate, and direct the activities of others in the delivery of school psychological services.

The program of study typically includes four years of intensive academic preparation and field experience plus a one-year, full-time internship. Students must successfully complete three (3) years of graduate study. At least 600 hours of supervised experience shall be in a school setting. The curriculum is designed to reflect recent developments in school psychology.

Students are accepted into the program on a full-time basis, and normal progress through the program requires a course load of about 12 credit hours per semester. Students are expected to take at least 6 credit hours per semester. For at least one year of the program, students must be in full-time residence at Central Michigan University.

\*Questions related to the program's accredited status should be directed to the Commission on Accreditation: Office of Program Consultation and Accreditation, American Psychological Association, 750 1st Street NE, Washington, DC 20002. Phone: 202-336-5979; e-mail: [appaaccred@apa.org](mailto:appaaccred@apa.org); Web: [www.apa.org/ed/accreditation](http://www.apa.org/ed/accreditation).

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 Entrance Exam: GRE  
 Application Deadline: December 15 (Fall)  
 See Admission Requirement Details Below

#### Admission

Admission is competitive with approximately 8 to 10 students accepted each year (Specialist and Doctoral).

Minimum admission requirements include an undergraduate major in psychology or at least 15 semester hours of psychology and a 3.0 overall grade point average. A background in scientific psychology and basic research methodology including statistics and experimental psychology is strongly weighted to assure that students will be conversant with research. Students who do not meet the required 15 semester hours of basic psychology courses, but appear qualified for doctoral study, are required to remedy deficiencies as part of their initial coursework. The doctoral admissions committee will identify what coursework is necessary and inform the student about remediation.

In addition to grades and GRE scores (taken within five years of application), the doctoral admissions committee is very attentive to letters of recommendation, personal statements, and relevant professional experiences. Work history, professional goals, capacity for relating to and working with other people, emotional maturity and stability, and motivation also are considered. GRE scores are viewed as one predictor of the likelihood of success in graduate study. Consequently, for applicants who already hold a graduate degree in school psychology or a related field, greater weight is given to prior graduate school performance than GRE scores.

#### Program Requirements

Progress through the program is based upon satisfactory grades (a B average overall; a B or better in all assessment, intervention, consultation, practica, and internship courses; and a B- or better in all other classes) and satisfactory evaluations of pre-professional functioning (e.g., appropriate interpersonal skills, ethical and professional conduct). Serious and persistent difficulties in pre-professional functioning may result in dismissal from the program (See Student Handbook, School Psychology Program).

Successful completion of the thesis and comprehensive exam and approval of the dissertation proposal are required before taking the internship. The Ph.D. degree will be awarded upon successful completion of coursework, a thesis, a doctoral dissertation, and an internship.

Students entering with a BA/BS degree will be required to complete 106 credit hours. Those entering with an MA/MS degree in School Psychology will be required to complete approximately 70 graduate hours. Students are required to complete at least two (2) years of academic training at Central Michigan University. Courses are offered in accordance with a planned sequence designed to meet individual needs in terms of professional goals, academic background, and attained skills of each candidate.

#### Degree Requirements

##### Required Courses I (9 hours)

PSY 609 - History and Systems of Psychology 3(3-0)  
 PSY 630 - Advanced Social Psychology 3(3-0)  
 PSY 687 - Physiological Foundations 3(3-0)

##### Required Courses II (3 hours)

*Human Development*  
 PSY 624 - Advanced Developmental Psychology 3(3-0)

##### Required Courses III (3 hours)

*Cognitive and Affective Aspects of Behavior*

Select one of the following:  
 PSY 589 - Cognitive Psychology 3(3-0)  
 PSY 680 - Learning 3(3-0)

##### Required Courses IV (3 hours)

*Multicultural Issues*  
 PSY 850 - Ethnic and Minority Issues in Therapy 3(3-0)

##### Required Courses V (6 hours)

*Educational Foundations*  
 PSY 677 - Assessment and Development of Academic Skills II 3(3-0)  
 PSY 760 - Seminar: School Services 3(3-0)

##### Required Courses VI (28 hours)

*Assessment and Intervention*  
 PSY 562 - Therapeutic Intervention: Foundations 3(3-0)  
 PSY 605 - Assessment of Affective and Behavioral Disorders of Children and Youth 3(3-0)  
 PSY 655 - Introduction to Intelligence Testing 2(2-2)  
 PSY 656 - Advanced Intellectual Assessment 2(2-2)  
 PSY 662 - Advanced Therapeutic Interventions 3(3-1)  
 PSY 667 - Assessment and Development of Academic Skills I 3(3-1)  
 PSY 751 - Psychopathology 3(3-0)  
 PSY 766 - Seminar: Consultation Skills 3(Spec)  
 PSY 767 - Assessment and Intervention for Developmental Disabilities 3(3-1)  
 PSY 780 - Behavior Therapy 3(2-2)

**Required Courses VII (9 hours)**

*Methods and Statistics Courses*

Select PSY 611 and 612, plus one of PSY 571, 613, or 818 for a total of 9 hours:

PSY 571 - Research Methods in Behavior Analysis 3(3-0)

PSY 611 - Research Design 3(3-0)

PSY 612 - Applied Multiple Regression and Correlation 3(3-0)

PSY 613 - Multivariate and Correlational Methods 3(3-0)

PSY 818 - Program Evaluation 3(Spec)

**Required Courses VIII (3 hours)**

*Ethics*

PSY 765 - Seminar: Ethics and Professional Issues 3(3-0)

**Thesis (6 hours)**

PSY 798 - Thesis 1-12(Spec)

**Required Experience-Based Courses (18 hours)**

PSY 790 - Practicum I A: Professional Services 3(Spec)

PSY 791 - Practicum I B: Professional Services 3(Spec)

PSY 890 - Practicum II A: Professional Services 3(Spec)

PSY 891 - Practicum II B: Professional Services 3(Spec)

PSY 990 - Internship A: Professional Services 1-6(Spec)

PSY 991 - Internship B: Professional Services 1-6(Spec)

**Doctoral Dissertation (12 hours)**

PSY 898 - Doctoral Dissertation: Design 1-12(Spec)

PSY 899 - Doctoral Dissertation: Implementation 1-12(Spec)

**Electives (6 hours)**

Chosen in consultation with advisor

**Total: 106 semester hours**

**M.S. and Ph.D. in Neuroscience**

These degrees are interdisciplinary programs. Please see the index for the page number.

**Department of Recreation,  
Parks, and Leisure Services  
Administration**

*College of Education and Human Services*

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**Mr. Robert Frost, Chair**

214 Finch, 989-774-3858

Lynn Dominguez, Ph.D., Outdoor Recreation

Robert Dvorak, Ph.D., Outdoor Recreation

Al Ellard, Re.D., Recreation Administration

Robert Frost, M.A., Therapeutic Recreation

Timothy Otteman, Ph.D., Programming & Event Management

Mary Lou Schilling, Ph.D., Therapeutic Recreation

The Department offers a concentration on the Master Science in Administration program, an interdisciplinary degree.

**Course Designator:**

RPL - Recreation, Parks, and Leisure Services Administration

**Master of Arts (M.A.) or Graduate Certificate  
in Cultural Resource Management**

These programs are interdisciplinary. Please see the index for the page number.

## School of Rehabilitation and Medical Sciences

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

### Dr. René R. Shingles, Chair

HPB 2234, 989-774-2378

April Adado, PA-C

John Blamoun, M.D.

Robert Bell, M.A.S. (HONS), B.S., B.A.

Brittany Brown, DNP, CNM, WHNP, EFM-C, MSN, RN

Lynn Evans, MPH, RD

Michael Fillenworth, MSPA, PA-C

Jeff Fisher, Ph.D., C.E.C.

Sana Gaffney, PA-C, MPAS, B.S.N.

Ahmad Hakemi, M.D.

Roschelle Heuberger, Ph.D., R.D.

Susan Hewlings, Ph.D., R.D.

Leslie Hildebrandt, Ph.D.

Taylor Hoekwater, MSA, AT, ATC, EMT-B

Kechinyere Iheduru-Anderson, DNP, RN, CNE, CWCN

Ann Jay, M.S., RDN, FAND

Rawia Khasawneh, Ph.D., R.D.

Yeoneoo Kim, Ph.D., R.D.

Debra Kimball-Christie, PA-C

Lixin Li, Ph.D., MD

Blaine Long, Ph.D., AT, ATC

John E. Lopes, Jr., DHSc, PA-C

Scott Massey, Ph.D., PA-C

Kevin Miller, Ph.D., AT, ATC

Anna Most, MS, RD

René R. Shingles, Ph.D., AT, ATC

Denise Webster, M.S., AT, ATC

Emily Webster, M.A., AT, ATC

Najat Yehia, Ph.D., M.S., R.D., L.D.

### Course Designators:

FNS - Foods and Nutrition

PHA - Physician Assistant

ATR - Athletic Training

NUR - Nursing

## Master of Science (M.S.) in Nutrition and Dietetics

Minimum Totals for Graduation: 31 - 37 hours

The M.S. in Nutrition and Dietetics is designed to provide advanced training in nutritional sciences for new and experienced professionals. Its objectives are to enhance the graduate's knowledge base and expertise in the continually advancing field of nutrition and clinical dietetics and to provide graduates with the quantitative and methodological knowledge necessary to better interpret the scientific literature and nutritional research.

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.

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 or III, see program course listing). Also the student will provide a generalized description of the subject matter of the thesis (Plan A) if Option I is chosen or for Options II or III, a description of the significant scholarship (e.g. project, extensive paper) the student intends to perform to meet the requirements. 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, admission with stipulations 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.

(Continued)



**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.

**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 Science (M.S.) in Physician Assistant Program**

**Minimum Totals for Graduation: 130 hours**

<http://chp.cmich.edu/pa>

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

GPA: 3.0

*Application Deadline:* September 1, 2019 (for the 2020 entering class, which is a firm deadline)

*See Admission Requirement Details Below*

**Admission Requirements for 2020 Entering Class**

The application deadline for the 2020 entering class is September 1, 2019, which is a firm deadline. Official TOEFL (if applicable) scores must be submitted electronically from ETS to CASPA and received by September 1, 2019. The code for electronic mailing from ETS to CASPA is: 0518. Admission to the program is competitive. For further information, contact The Herbert H. and Grace A Dow College of Health Professions Admissions office at 989-774-1730 or by e-mail: [chpadmit@cmich.edu](mailto:chpadmit@cmich.edu).

To be eligible for admission, a prospective student must:

- complete a minimum of 500 paid direct patient care hours by September 1, 2019;
- complete or be in the final stages of completing an undergraduate degree;
- complete all prerequisites within six (6) years at the time of application;
- No more than two prerequisite courses outstanding at the time of application and all prerequisite coursework is to be completed by December 31 of the application year.
- obtain a minimum of 3.0 GPA (a grade of B) in **each** prerequisite course;
- obtain an overall, undergraduate cumulative GPA of at least 3.0;

Please reference the PA Admission website to review all of the admission and application requirements: [https://www.cmich.edu/colleges/CHP/hp\\_academics/physician\\_assistant/admissions/Pages/default.aspx](https://www.cmich.edu/colleges/CHP/hp_academics/physician_assistant/admissions/Pages/default.aspx).

**Prerequisite Courses for Physician Assistant Program**

Listed below are the prerequisite courses that must be completed by December 31 of the application year. Only two can be outstanding at the time of application. Students completing the prerequisites at other universities are encouraged to contact The Herbert H. and Grace A. Dow College of Health Professions Graduate Admissions Office (989-774-1730) to insure the prerequisites taken are course equivalencies. Applicants can also review our course equivalency web pages at: [https://www.cmich.edu/colleges/CHP/hp\\_academics/physician\\_assistant/admissions/Pages/Course-Equivalencies.aspx](https://www.cmich.edu/colleges/CHP/hp_academics/physician_assistant/admissions/Pages/Course-Equivalencies.aspx). However, the final decision regarding whether a course satisfies a prerequisite will be determined by the program director of the Physician Assistant Program.

At CMU, these prerequisites are met by:

Anatomy: BIO 337 OR HSC 214  
 Physiology: BIO 392 OR HSC 215  
 Pathophysiology: HSC 411  
 Microbiology: BIO 208 OR BIO 320  
 Biochemistry - CHM 421 OR CHM 425  
 Developmental Psychology - PSY 220

Like all programs that have competitive admissions, students meeting the admission criteria are not guaranteed admission to the program.

**Accreditation**

The Accreditation Review Commission on Education for the Physician Assistant (ARC-PA) has granted Accreditation-Continued status to the Central Michigan University Physician Assistant Program sponsored by Central Michigan University. Accreditation-Continued is an accreditation status granted when a currently accredited program is in compliance with the ARC-PA Standards.

Accreditation remains in effect until the program closes or withdraws from the accreditation process or until accreditation is withdrawn for failure to comply with the Standards. The approximate date for the next validation review of the program by the ARC-PA will be March 2024. The review date is contingent upon continued compliance with the Accreditation Standards and ARC-PA policy.

**Degree Requirements****First Year - Summer (19 hours)**

HSC 630 - Regional Human Anatomy 5(3-4)  
 PHA 608 - Clinical Medicine I 4(4-0)  
 PHA 625 - Clinical Pharmacology I 3(3-0)  
 PHA 633 - Scientific Basis of Medicine I 2(2-0)  
 PHA 650 - Diagnostic Tests I 2(1-2)  
 PHA 660 - History and Physical Examination I 3(2-2)

**First Year - Fall (20 hours)**

PHA 609 - Clinical Medicine II 4(4-0)  
 PHA 620 - Infectious Diseases 3(3-0)  
 PHA 626 - Clinical Pharmacology II 3(3-0)  
 PHA 634 - Scientific Basis of Medicine II 2(2-0)  
 PHA 640 - Clinical Problem Solving I 3(1-2)  
 PHA 661 - History and Physical Examination II 3(2-2)  
 PHA 672 - Applied Ethics for Physician Assistants 2(2-0)

**First Year - Spring (21 hours)**

PHA 610 - Clinical Medicine III 3(3-0)  
 PHA 630 - Clinical Procedures I 3(2-2)  
 PHA 635 - Scientific Basis of Medicine III 2(2-0)  
 PHA 641 - Clinical Problem Solving II 3(0-11)  
 PHA 651 - Diagnostic Tests II 2(2-0)  
 PHA 662 - History and Physical Examination III 4(2-4)  
 PHA 671 - Preventive Medicine 1(1-0)  
 PHA 673 - Psychiatry 3(3-0)

**Second Year - Summer (22 hours)**

PHA 612 - Obstetrics/Gynecology 3(3-0)  
 PHA 614 - Pediatrics 3(3-0)  
 PHA 616 - Surgery 2(2-0)  
 PHA 618 - Emergency Medicine 2(2-0)  
 PHA 624 - Issues in Practice 2(2-0)  
 PHA 631 - Clinical Procedures II 3(0-6)  
 PHA 642 - Clinical Problem Solving III 3(0-11)  
 PHA 645 - Critical Appraisal of Medical Literature and Evidence-Based Medicine 2(2-0)  
 PHA 652 - Diagnostic Tests III 2(1-2)

**Second Year - Fall (16 hours)**

PHA 690 - Clinical Education I 16(Spec)

**Second Year - Spring (16 hours)**

PHA 691 - Clinical Education II 16(Spec)

**Third Year - Summer (16 hours)**

PHA 692 - Clinical Education III 16(Spec)

**Total: 130 semester hours**

## Department of Sociology, Anthropology, and Social Work

*College of Liberal Arts and Social Sciences*

**Dr. Rachel Caspari, Chair**

142 Anspach Hall 989-774-3160

**Mensah Adinkrah**, Ph.D., Criminology, Homicide

**Elbert Almazan**, Ph.D., Medical Sociology, Youth Studies

**Brigitte H. Bechtold**, Ph.D., Research Methods, Political Economy, Population Studies, Social Policy

**Tracy Brown**, Ph.D., Native American Cultures, Gender

**Rachel Caspari**, Ph.D., Physical Anthropology, Race

**Sergio Chavez**, Ph.D., Archaeology

**Laura Cochrane**, Ph.D., Africa, Anthropology of Religion

**Susan Grettenberger**, Ph.D., Social Work, Social Welfare Policy, Non-Profit Organizations

**Nancy J. Herman-Kinney**, Ph.D., Symbolic Interactionism, Social Psychology, Qualitative Methods

**David A. Kinney**, Ph.D., Sociology of Education, Research Methods

**Athena McLean**, Ph.D., Medical Anthropology, Aging, Social Production of Knowledge

**Harry Mika**, Ph.D. Crime and Social Justice, Alternative Dispute Resolution

**Gary Miller**, Ph.D., Policy, Research Methods

**Gil Richard Musolf**, Ph.D., Sociological Theory, Symbolic Interactionism

**Robert G. Newby**, Ph.D., (Emeritus) Racism and Inequality, Social Psychology, Educational Sociology

**Katherine Rosier**, Ph.D., Childhood, Social Psychology, Family

**Alan Rudy**, Ph.D., Political Economy, Environmental Sociology, Sociology of Science and Technology

**Mary S. Senter**, Ph.D., Stratification, Gender, Applied Sociology

**Brian Smith**, Ph.D., Juvenile Justice

**Justin Smith**, Ph.D., Race and Justice, Criminology, Social Inequalities  
**Carmen White**, Ph.D., Educational Anthropology, Ethnicity and Ethnic Relations, Oceanic Cultures

**Course Designators:**

SOC - Sociology

ANT - Anthropology

SWK - Social Work

SCJ - Social and Criminal Justice

**Scholarships and Awards****Edward E. McKenna Academic Excellence Award**

Established in 1998 in memory of this dedicated teacher, scholar, and unionist by the Department of Sociology, Anthropology, and Social Work. Endowment earning will provide cash awards for winning authors of an annual undergraduate and graduate paper competition

**Bernard N. Meltzer Scholarship**

Established by friends in honor of Bernard N. Meltzer, former faculty member and chairperson of the Department of Sociology, Anthropology, and Social Work, for a graduate student in sociology.

## Master of Arts (M.A.) or Graduate Certificate in Cultural Resource Management

These programs are interdisciplinary. Please see the index for the page number.

## Department of Statistics, Actuarial and Data Sciences

*College of Science and Engineering*

### Dr. Carl Lee, Chair

#### Dr. Felix Famoye, Associate Chair/Graduate Coordinator

132 Pearce Hall, 989-774-5497

#### Dr. Chin-I Cheng, Director, Statistical Consulting Center

321 Park Library, 989-774-6472

Mohamed Amezziane, Ph.D., University of Central Florida, statistics  
Chin-I Cheng, Ph.D., University of Missouri-Columbia, statistics  
Kahadawala Cooray, Ph.D., University of Nevada at Las Vegas, statistics  
John Daniels, Ph.D., Western Michigan University, statistics  
Felix Famoye, Ph.D., University of Calgary, statistics  
Carl Moun-Shen Lee, Ph.D., Iowa State University, statistics  
Madhuka Ranadeera Samanthi, Ph.D., University of Wisconsin-Milwaukee, actuarial science  
Jungsywan Sepanski, Ph.D., Texas A&M University, statistics  
Daniel X. Wang, Ph.D., The University of Alabama, applied statistics

#### Course Designators:

STA - Statistics

ACT - Actuarial Science

## Master of Science in Applied Statistics and Analytics

**Minimum Totals for Graduation: 30 - 33 hours**

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Admission Requirements:

1. Applicants must meet all CMU Graduate Studies admission requirements. International students should take note of any special admission considerations required by the College of Graduate Studies, including TOEFL requirements.
2. Applicants must have completed a minimum of 12 semester hours of mathematics and/or statistics courses that include the following: MTH 133 (Calculus II) or the equivalent, one course in linear algebra, and one course in statistics or probability. A grade point average of 3.0 in mathematics and statistics course work is required.
3. Applicants must submit a Statement of Purpose of at least 100 words and not to exceed two pages. The Statement of Purpose should explain their relevant academic and professional experiences, discuss motivation for applying to the program, and describe their goals after completing the program.
4. Both admission to the program and awards of Graduate Assistantships are competitive. Applicants interested in a Graduate Assistantship position must submit a Graduate Assistantship Application along with General GRE scores and three letters of recommendation directly to the Department of Statistics, Actuarial and Data Sciences. Evaluation for Graduate Assistantships is based on the nature of previous coursework, grades, general GRE scores, and letters of recommendation. The deadline for applying for a Graduate Assistantship is February 15. Application materials received after February 15 are considered on a rolling basis until all positions are filled.

#### Transfer Credits:

Students may transfer into the degree program up to 15 credits of course work from another similar graduate degree program, provided that the student earned a grade of B or better in the course and the course content is equivalent to the course taught in the degree program and approved by the program advisor. The university policy provided by the Office of Research and Graduate Studies supersedes the program policy, if any conflict occurs.

#### Required Prerequisite Course (0-3 hours)

STA 580 - Applied Statistical Methods I 3(3-0)

**Note:** Students who have not taken a course similar to STA 580 with comparable contents and textbooks are required to take the prerequisite course.

#### Required Courses I (15 hours)

STA 575 - Statistical Programming for Data Management and Analysis 3(3-0)

STA 581 - Probability and Statistics for Data Science 3(3-0)

STA 591 - Data Mining Techniques I 3(3-0)

STA 675 - Advanced Statistical Data Management and Simulation 3(3-0)

STA 686 - Multivariate Analysis 3(3-0)

**Note:** With the approval of the program advisor, students who have taken courses similar to STA 575 and/or STA 591 with comparable contents and textbooks may be allowed to replace the course(s) with elective course(s).

#### Required Courses II (9 hours)

Select one of the following tracks:

##### Track 1: Applied Statistics

STA 582 - Experimental Designs 3(3-0)

STA 590 - Applied Statistical Methods II 3(3-0)

STA 678 - Categorical Data and Survival Analysis 3(3-0)

##### Track 2: Analytics

ITC 510 - Software and Data Modeling 3(3-0)

ITC 686 - Big Data Analytics 3(3-0)

STA 691 - Advanced Data Mining Techniques 3(3-0)

#### Electives (3 hours)

Select from the following:

GEO 501 - Principles and Applications of Geographic Information System 3(2-2)

MTH 586 - Operations Research I 3(3-0)

STA 583 - Nonparametric Statistics 3(3-0)

STA 587 - Statistical Theory and Methods for Quality Improvement 3(3-0)

STA 588 - Sampling Techniques 3(3-0)

STA 589 - Time Series Forecasting 3(3-0)

STA 592 - Six Sigma: Foundations and Techniques for Green Belts 3(3-0)

STA 595 - Introduction to Bayesian Statistics 3(3-0)

STA 682 - Linear Models 3(3-0)

STA 696 - Special Topics in Statistics and Analytics 1-6(Spec)

STA 697 - Independent Study 1-9(Spec)

**Note 1:** Courses in Required Courses II: Students in Track 1 may use Track 2 courses as electives (ITC 510, ITC 686, STA 691), and students in Track 2 may use Track 1 courses as electives (STA 582, STA 590, STA 678).

**Note 2:** Graduate level courses in any discipline different from Mathematics or Statistics with approval of the program advisor may be used as elective courses.

**Note 3:** Students who are exempted from STA 575 and/or STA 591 under Required Courses I will take a total of 6 or 9 hours under electives.

#### Practicum Requirement (3 hours)

Select from the following:

STA 695 - Practicum/Internship 3(Spec)

STA 698 - Plan B Project 3(Spec)

#### Total: 30-33 semester hours

### ACCELERATED M.S. IN APPLIED STATISTICS AND ANALYTICS

Advanced undergraduate students majoring in Actuarial Science and Statistics may want to consider the option by which they can obtain a Bachelor of Science in Actuarial Science or Bachelor of Science in Statistics and their Master of Science in Applied Statistics and Analytics in five years. The accelerated program requirements are stated in the Admission Requirements section below. It allows students to apply 12 credit hours of graduate coursework toward both Bachelor degree and the Master of Science degree.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To be eligible for the accelerated program, a student must

- Have completed a minimum of 15 credit hours of mathematics, including Calculus III and Linear Algebra with at least a B in each of the mathematics courses taken.
- Have completed at least 9 credit hours of statistics including STA 580 (or equivalent) and STA 584 (or equivalent) with at least a B+ in each of the statistics courses taken.

- Have a grade point average of 3.0 overall, a 3.0 in mathematics and a 3.3 in statistics are required.
- Have completed at least 93 credit hours of undergraduate coursework, including all competency requirement and all but 9 credit hours of University Program requirements.

#### Degree Requirements

The Accelerated Master of Science in Applied Statistics and Analytics is a 30 hours program (27 hours of coursework and 3 hours of Practicum/Internship or Plan B Project).

1. STA 581 does not count toward the Accelerated M.S. program in Applied Statistics and Analytics. Students in the accelerated MS program are required to take the sequence of STA 584 and STA 585 in their BS/BA degree. Both courses are counted toward their undergraduate credits and STA 585 is counted toward their graduate credits.
2. Prior to the fourth year, students will complete the pre-requisite courses STA 580 and STA 584.
3. There are two tracks in the M.S. program, one in Applied Statistics and the other in Analytics. During the fourth year, students must select one track.
  - Students in the Applied Statistics track must complete STA 582, STA 591, STA 675, and STA 585, which will be counted toward both the undergraduate and graduate degrees.
  - Students in the Analytics track must complete ITC 510, STA 591, STA 675, and STA 585, which will be counted toward both the undergraduate and graduate degrees.
4. Students will complete the Bachelor of Arts or Bachelor of Science degree requirements by the end of the summer term of the fourth year.
5. Students will complete the coursework and the Practicum/Internship or Plan B Project for the Masters of Science degree requirements by the end of the summer term of their fifth year.

A sample curriculum for a student who has completed 93 credit hours of undergraduate coursework is given below:

#### Year 4 - Fall (15 hours)

- Applied Statistics Track: Undergraduate courses (9 hours), in addition to STA 582 (3 hours) and STA 591 (3 hours).
- Analytics Track: Undergraduate courses (9 hours), in addition to ITC 510 (3 hours) and STA 591 (3 hours).  
ITC 510 - Software and Data Modeling 3(3-0)  
STA 582 - Experimental Designs 3(3-0)  
STA 591 - Data Mining Techniques I 3(3-0)

#### Year 4 - Spring (15 hours)

- Both Applied Statistics and Analytics Tracks: Undergraduate courses (6 hours), in addition to STA 675 (3 hours) and STA 585 (3 hours), and an elective for graduate requirement (3 hours).  
STA 585 - Mathematical Statistics II 3(3-0)  
STA 675 - Advanced Statistical Data Management and Simulation 3(3-0)

#### Year 5 - Fall (6 hours)

- Both Applied Statistics and Analytics Tracks: Courses must include STA 686 (3 hours) and an elective (3 hours).  
STA 686 - Multivariate Analysis 3(3-0)

#### Year 5 - Spring (6 hours)

- Applied Statistics Track: Courses must include STA 678 (3 hours) and an elective (3 hours).
- Analytics Track: Courses must include ITC 686 (3 hours) and STA 691 (3 hours).  
STA 678 - Categorical Data and Survival Analysis 3(3-0)  
STA 691 - Advanced Data Mining Techniques 3(3-0)  
ITC 686 - Big Data Analytics 3(3-0)

#### Year 5 - Summer (3 hours)

- Choose either STA 695 or STA 698.  
STA 695 - Practicum/Internship 3(Spec)  
STA 698 - Plan B Project 3(Spec)

(M.S. degree conferred)

## Doctor of Philosophy (Ph.D.) in Statistics and Analytics

### Minimum Totals for Graduation: 75 hours

The Ph.D. degree is a content-based degree program in Statistics, Actuarial and Data Sciences. Coursework is broadly distributed across the various areas of statistics and analytics. The Ph.D. degree is designed to: a) to train well-prepared teachers to teach college level statistics and analytics, and conduct independent research effectively in their areas of expertise or b) to prepare students with advanced knowledge and applications in statistics, actuarial and data sciences to work effectively in non-academic environments. Students have an opportunity to take a teaching internship or a non-teaching internship.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Admission Requirement Snapshot

GPA: 2.7 (see Item 2 below)

Entrance Exam: GRE Application

Deadline: February 15 for full consideration

See *Admission Requirement Details Below*

#### Admission

Applicants must meet all CMU Graduate Studies admission requirements. International students should take note of any special admission considerations required by the College of Graduate Studies, including TOEFL requirements.

Applicants with a Bachelor's degree must have successfully completed 20 semester hours of mathematics and statistics including Introduction to Probability and Statistics (equivalent to STA 382), Linear Algebra (equivalent to MTH 223), Multivariate Calculus (equivalent to MTH 233), and Advanced Calculus (equivalent to MTH 532). A minimum GPA of 2.7 overall (or 3.0 in the final sixty semester hours of graded coursework toward the bachelor's degree) and 3.0 in mathematics and statistics is required.

Applicants with a Master's degree in Statistics or Mathematics must have a minimum GPA of 3.0 in their graduate work.

Applicants must submit general GRE examination scores and three letters of recommendation directly to the Department of Statistics, Actuarial and Data Sciences.

Applicants must submit a Statement of Purpose of at least 100 words and not to exceed two pages. The Statement of Purpose should explain their relevant academic and professional experiences, discuss motivation for applying to the program, and describe their goals after completing the program.

Full consideration is guaranteed for applicants who submit all materials before February 15. Application materials received after February 15 are on a rolling basis until all positions are filled.

Both admission to the program and awards of Graduate Assistantships are competitive, with evaluation based on the nature of previous coursework, grades, general GRE scores, and letters of recommendation. Applicants interested in a Graduate Assistantship position must submit a Graduate Assistantship Application directly to the Statistics, Actuarial and Data Sciences Department. The deadline for applying for a Graduate Assistantship is February 15. Application materials received after February 15 are considered on a rolling basis until all positions are filled.

#### Program Requirements

Successful completion of the Ph.D., including coursework, internship, and dissertation, requires a minimum of 75 semester hours of graduate work beyond the bachelor's degree. Up to 30 hours of relevant graduate work may be transferred for students entering with a master's degree. In order to obtain the Ph.D. degree the student must have a GPA of 3.0 (B) or better. A student with a bachelor's degree must have earned at least 50 of the total 75 hours at the 600 level or above. Those entering with a master's degree must have earned at least 35 hours at the 600 level or above taken at CMU. At least 15 hours of the coursework must be earned at the 700 level or above, excluding the dissertation and the internship credits.

(Continued)



**Coursework**

The program requires a minimum of 60 hours of coursework excluding internship and the dissertation credit beyond the bachelor's degree or 30 hours of such coursework after the master's degree. At least 15 hours of the coursework must be earned at the 700 level or above, excluding the dissertation and the internship credits. These hours are distributed among core courses and elective courses. The minimum hours that are required in each category is specified in parentheses. An advisor will assist a student in the selection of the courses. Courses in which a student earns or has earned a grade below C (2.0) do not count toward meeting any graduate degree requirements.

Students who enter with a bachelor's degree and have satisfied any of the course requirements prior to entering the program may be excused from that course requirement. For this to be approved, the student must complete the Course Requirement Waiver Form supplied by the department. However, the required total 75 credit hours will not be affected.

For students who enter the program with a master's degree, up to 30 hours of relevant graduate coursework may be counted towards the program requirements, in consultation with an academic advisor. The required minimum number of 45 credit hours will not be affected.

For graduate students who transfer from a comparable graduate program, up to 15 hours of the relevant graduate work may be transferred, in consultation with an academic advisor. The transferred hours will be counted towards the required total 75 credit hours.

The list of coursework below is for students who have an undergraduate degree satisfying the admission requirements.

**Required Core Courses (48 hours)****Core Courses (30 hours)**

- STA 575 - Statistical Programming for Data Management and Analysis 3(3-0)
- STA 582 - Experimental Designs 3(3-0)
- STA 584 - Mathematical Statistics I 3(3-0)
- STA 590 - Applied Statistical Methods II 3(3-0)
- STA 591 - Data Mining Techniques I 3(3-0)
- STA 675 - Advanced Statistical Data Management and Simulation 3(3-0)
- STA 682 - Linear Models 3(3-0)
- STA 684 - Theory of Statistical Inference 3(3-0)
- STA 686 - Multivariate Analysis 3(3-0)
- STA 691 - Advanced Data Mining Techniques 3(3-0)

**Core Electives (18 hours)**

Select 18 hours from the following:

- STA 580 - Applied Statistical Methods I 3(3-0)
- STA 588 - Sampling Techniques 3(3-0)
- STA 589 - Time Series Forecasting 3(3-0)
- STA 678 - Categorical Data and Survival Analysis 3(3-0)
- STA 694 - Theory and Applications of Bayesian Statistics 3(3-0)
- STA 696 - Special Topics in Statistics and Analytics 1-6(Spec)
- STA 697 - Independent Study 1-9(Spec)
- STA 782 - Generalized Linear Models 3(3-0)
- STA 784 - Theory of Estimation 3(3-0)
- STA 785 - Distribution Theory and Applications 3(3-0)
- STA 796 - Special Topics in Advanced Statistics and Analytics 1-6(Spec)
- STA 797 - Independent Study 1-9(Spec)

**Elective Courses (12 hours)**

Graduate level courses in Computer Science, Actuarial Science, Mathematics or any discipline related to the student's research work. These courses are required to be approved by the academic advisor or the dissertation advisor. In general, the electives are to enhance student's research work or to broaden advanced knowledge in statistics and/or analytics. Examples are EGR 600, CPS 685, ITC 510, ITC 630, ITC 686, MTH 632, MTH 634, MTH 636, MTH 761, MTH 762.

**Qualifying Examination**

In the Ph.D. qualifying examinations, students are expected to demonstrate a broad knowledge of the topics and be able to integrate concepts and explain them at an appropriate level. Prior to conducting dissertation research work, a Ph.D. student must pass two qualifying exams in the areas of 1) Theoretical Statistics and 2) Applied Statistics.

Full-time students entering with a bachelor's degree must pass both examinations by the end of their seventh semester counting from the semester they enter the Ph.D. program. If a student takes a leave of absence, then those semesters do not count towards the seven semesters.

Full-time students entering with a master's degree must pass both examinations by the end of their fifth semester counting from the semester they enter the Ph.D. program. If a student takes a leave of absence, then those semesters do not count towards the five semesters.

A maximum of two attempts in each area are allowed. A second failure in one area eliminates the student from the Ph.D. Program.

**Internship (3 hours)**

Students are required to take three (3) hours of internship. Students can choose either a teaching internship or a non-teaching professional internship. Students must earn credits for the internship by registering for STA 794 for the teaching internship or STA 795 for the non-teaching professional internship. The internship can only be taken after passing all the qualifying examinations.

For students who plan to take a teaching internship, prior to seeking a faculty teaching internship supervisor, the student is required to consult with his/her academic advisor. Teaching internship courses are at the undergraduate level, generally at the 400 level or below offered in the Department of Statistics, Actuarial and Data Sciences.

For students who plan to take a non-teaching professional internship, the student must consult with the internship faculty coordinator to arrange their internship with an external company (agency) and must complete a written contract with the company (agency) prior to registering for the non-teaching professional internship.

STA 794 - Internship: College Teaching 3(Spec)

STA 795 - Advanced Practicum/Internship 3(Spec)

**Dissertation (12 hours)**

Upon successful completion of the qualifying examinations, the student will select a dissertation supervisor. A dissertation supervisor must be a graduate faculty member in the Department of Statistics, Actuarial and Data Sciences. The student will form a dissertation committee of at least three graduate faculty members in consultation with the dissertation supervisor. This dissertation committee will be chaired by the supervisor(s) and must include at least two (2) other graduate faculty members. Two members of the dissertation committee must be from the Department of Statistics, Actuarial and Data sciences. A completed doctoral dissertation must be approved by the dissertation committee, and by the College of Graduate Studies.

Students are required to register for 12 hours of STA 898 (Dissertation). The dissertation must consist of original work and can combine scholarly, analytical, creative and expository skills. It could consist of research on a topic in statistics, actuarial science or data science and their applications. Before starting the dissertation work, the project to be undertaken must be approved by the dissertation committee, and by the College of Graduate Studies.

Upon completion of coursework, qualifying examination, internship, and dissertation, the candidate for the Ph.D. degree must pass a final oral examination, which is a dissertation defense in a colloquium format. The student's dissertation committee determines whether the student passes the oral examination.

The dissertation must be prepared according to the regulations prescribed in the College of Graduate Studies most recent edition of the Preparation Guide to Doctoral Dissertations, Theses, Field Studies, and Plan B Papers and must be submitted to Dissertations Abstracts International.

STA 898 - Dissertation 1-30(Spec)

**Total: 75 semester hours**

## Graduate Certificate in Actuarial Science

**Minimum Totals for Graduation: 15 - 16 hours**

The Graduate Certificate in Actuarial Science is designed for students interested in a career in risk management. Students take courses that prepare them to take several Society of Actuaries (SOA) professional exams (Exam P, Exam FM, Exam MLC, Exam MFE). The program also offers courses for Validation by Education Experience (VEE) credit. Students must consult with their Academic Advisor prior to registration.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

1. Applicants must meet all CMU Graduate Studies admission requirements. International students should take note of any special admission considerations required by the College of Graduate Studies, including TOEFL requirements.
2. Applicants must hold at least a four year undergraduate degree or equivalent degree from a college or university of recognized standing.
3. Applicants must have completed a minimum of 13 semester hours of mathematics and/or statistics courses that include Multivariate Calculus (equivalent to MTH 233) and one course in statistics or probability. A grade point average of 3.0 in mathematics and statistics course work is required.
4. Applicants must submit a Statement of Purpose of at least 100 words and not to exceed two pages. The Statement of Purpose should explain their relevant academic and professional experiences, discuss motivation for applying to the program, and describe their goals after completing the program.
5. The consideration of admission deadline is the same as the University policy as specified in the Graduate Bulletin.

**Retention Requirement:** To be retained in the program, the requirement is the same as that provided by the College of Graduate Studies.

**Transfer Credits:** Not Applicable.

### Required Courses (6-7 hours)

Select at least two Exam prep courses:

- ACT 539 - Probability Foundations of Actuarial Science 3(3-0)  
 ACT 540 - Mathematical Theory of Interest 4(4-0)  
 ACT 541 - Actuarial Mathematics for Life Contingencies I 3(3-0)  
 ACT 542 - Actuarial Mathematics for Life Contingencies II 3(3-0)  
 ACT 543 - Mathematics of Financial Models 3(3-0)

### Electives (9 hours)

Select nine hours from the following:

- ECO 532 - Economic Forecasting 3(3-0)  
 ECO 616 - Advanced Microeconomic Theory 3(3-0)  
 ECO 620 - Advanced Macroeconomic Theory 3(3-0)  
 STA 575 - Statistical Programming for Data Management and Analysis 3(3-0)  
 STA 580 - Applied Statistical Methods I 3(3-0)  
 STA 584 - Mathematical Statistics I 3(3-0)  
 STA 589 - Time Series Forecasting 3(3-0)  
 STA 590 - Applied Statistical Methods II 3(3-0)  
 STA 591 - Data Mining Techniques I 3(3-0)

**Validation by Education Experience (VEE) Courses:** ECO 532, 616, 620; STA 580, 589.

**Total: 15-16 semester hours**

## Graduate Certificate in Data Mining

This is an interdepartmental graduate certificate. Please check the index for the page number.

## Department of Teacher Education and Professional Development

*College of Education and Human Services*

[www.tepd.cmich.edu](http://www.tepd.cmich.edu)

### Dr. Kathryn Dirkin, Chair

421 EHS Building, 989-774-3975

**Abalo Adewui**, Ed.D., curriculum and instruction

**Lorraine Berak**, Ph.D., educational administration, labor and industrial relations

**Meghan Block**, Ph.D., literacy

**Timothy Brannan**, Ph.D., educational technology

**Shane Cavanaugh**, Ph.D., educational psychology

**Natalia Collins**, Ph.D., educational psychology

**Michael DeSchryver**, Ph.D., Educational Psychology/Educational Technology

**Kathryn Dirkin**, Ph.D., educational technology

**Raymond Francis**, Ed.D., curriculum and instruction/emphasis in clinical supervision

**Troy Hicks**, Ph.D., curriculum, teaching, and educational policy

**Tamara Jetton**, Ph.D., curriculum and instruction

**William Leibfritz**, Ph.D., elementary mathematics

**Xiaoping Li**, Ed.D., literacy education

**James McDonald**, Ph.D., science education

**Kathleen Moxley**, Ph.D., teaching, curriculum, and educational policy language and literacy

**Krystyna Nowak-Fabrykowski**, Ph.D., early childhood

**Elizabeth VanDeusen-MacLeod**, Ph.D., reading education

**Jennifer Weible**, Ph.D., learning, design, and technology

**Mingyuan Zhang**, Ed.D., elementary education

### Course Designators:

ECE - Early Childhood Education

EDU - Teacher Education

MLE - Middle Level Education

The Department of Teacher Education and Professional Development offers four graduate degrees: (1) a Master of Arts in Early Childhood Education (2) a Master of Arts in Educational Technology (K-12); (3) a Master of Arts in Reading and Literacy (K-12); and, (4) a doctorate in Educational Technology (DET). Guide sheets specifying requirements, general elective courses, and other information for all the department's Master of Arts programs may be obtained from 421 EHS Building or on the department website.

## Master of Arts in Education: Curriculum & Instruction Concentration

This program is interdisciplinary. Please see the index for the page number.



## Graduate Certificate in Learning, Design, and Technology

### Minimum Totals for Graduation: 15 hours

The Graduate Certificate in Learning, Design, and Technology introduces candidates to learning and design principles, as well as educational technology in a variety of instructional settings, both face-to-face and virtual, that include PK-12, higher education, business, non-profits, and other training settings.

### Required Courses (15 hours)

- EDU 590 - Foundations for Learning, Design, and Technology in Education 3(3-0)
- 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 662 - Applied Educational Measurement and Evaluation 3(3-0)

### Total: 15 credit hours

**Note:** This Graduate Certificate in Learning, Design, and Technology is not related to earning a teaching certificate, nor does it earn the candidate the state of Michigan's "NP" (educational technology) endorsement. These 15 credits can be applied to the MA in Learning, Design, and Technology.

## Master of Arts (M.A.) in Learning, Design, and Technology

### Minimum Totals for Graduation: 30 hours

*This program is offered through Global Campus.*

The Master of Arts in Learning, Design, and Technology degree program prepares candidates to integrate technology in a variety of instructional settings, both face-to-face and virtual, that include PK-12, higher education, business, non-profits, and other training settings. With a focus on intentional instructional design and assessment, as well as facilitation and collaboration, the program also prepares individuals for technology leadership roles. The degree program requires a minimum of 30 hours, and all candidates for the MA must complete EDU 710, resulting in a capstone project that demonstrates effective uses of technology in an instructional setting. Candidates who already hold a valid Michigan teaching certificate will be eligible for the "NP" (educational technology) endorsement.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

ADMISSION REQUIREMENT SNAPSHOT	
GPA: 3.0	Entrance Exam: N/A
See Admission Requirement Details Below	

In addition to the university's general admission requirements, it is recommended that the student 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 3.0 (on a 4-point scale), though students may apply for a waiver. Applicants with a GPA of a 2.99 or lower should submit a copy of their current professional resume and a statement of purpose to be reviewed and considered for a waiver. Students with a GPA below 2.5 will not be considered for admission for the graduate program in teacher education. A maximum of 12 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 12 hours taken.

Advisors for the master's program are assigned only after the student has been granted regular admission or admission with stipulations 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 642 - Creating Instructional Media 3(3-0)
- EDU 643 - Instructional Design 3(3-0)
- EDU 653 - Higher Order Web-Mediated Learning 3(3-0)

### Required Cognate Courses (15 hours)

- EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)
- EDU 707 - Issues in Learning, Design, and Technology 3(3-0)
- EDU 708 - Designing and Implementing Online Learning Experiences 3(3-0)
- EDU 709 - Innovative Uses of Technology 3(3-0)
- EDU 710 - Capstone Project in Learning, Design, and Technology 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 595 - Digital and Media Literacy for Educators 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)
- EDU 613/MLE 613 - Current Educational Issues 3(3-0)
- EDU 614 - Advanced Educational Psychology 3(3-0)
- EDU 632 - Practicum in Literacy Assessment and Intervention 6(Spec)
- EDU 687 - Independent Study 1-3(Spec)
- EDU 705 - Theory and Practice in Curriculum Development 3(3-0)

(or courses selected in consultation with graduate advisor.)

### Total: 30 semester hours (minimum)

## Doctor of Educational Technology (D.E.T.)

### Minimum Totals for Graduation: 87 hours

This program is offered through Global Campus.

The online doctoral program in educational technology prepares educators in the study of integration of technologies supporting learning and teaching. Specific instruction revolves around the study of the latest educational technologies to increase student achievement in the classroom. Graduates are prepared for careers in K-12 educational technology support, higher education research and teaching, research and development of instructional technologies, and private sector training and development.

The online Doctor of Educational Technology program at Central Michigan University offers students an opportunity to either earn a Master's Degree or matriculate in two years of graduate credit if they currently hold an accredited graduate degree. Certified K-12 teachers in Michigan will also earn the "NP" - educational technology endorsement for their teaching certificate.

Students take an additional 36 credit hours of coursework (12 classes) beyond the Master's level. Upon completion of the apprenticeship/comprehensive exam, students will enroll in 18 dissertation credits to include a proposal writing class.

### 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)

*Admission with stipulations:* 61-78 (500-547, 173-210)

**IELTS:**

*Regular Admission:* 6.5

*Admission with stipulations:* 6.0 or 5.5

**MELAB:**

*Regular Admission:* 80

TOEFL Exempt countries list: [https://www.cmich.edu/office\\_provost/InternationalAffairs/recruitment/Documents/TOEFL%20Exempt%20countries.pdf](https://www.cmich.edu/office_provost/InternationalAffairs/recruitment/Documents/TOEFL%20Exempt%20countries.pdf)

**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**

## Department of Theatre and Dance

*College of the Arts and Media*

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### **Mr. Steve Berglund, Chair**

133 Moore Hall; 989-774-7710

**Steven Berglund**, M.F.A., Theatre, Interpretation and Dance

**Paul Collins**, M.F.A., Theatre, Interpretation and Dance

**Timothy Connors**, Ph.D., Theatre, Interpretation and Dance

**Ann Dasen**, M.F.A., Theatre, Interpretation and Dance

**Daniel Daugherty**, M.F.A., Theatre, Interpretation and Dance

**Nancy Eddy**, TID Area Coordinator, M.F.A., Theatre, Interpretation and Dance

**Lauren McConnell**, Ph.D., Theatre, Interpretation, and Dance

**Keeley Stanley-Bohn**, M.F.A., Theatre, Interpretation and Dance

**Jill Taft-Kaufman**, Ph.D., Theatre, Interpretation and Dance

**Annette Thornton**, Ph.D., Theatre, Interpretation and Dance

#### *Course Designators:*

TAI - Theatre and Interpretation

DAN - Dance

*Graduate-level courses offered by the Department of Theatre and Dance may be appropriate as electives on various graduate degree curricula.*

## Department of World Languages and Cultures

*College of Liberal Arts and Social Sciences*

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### **Dr. Amy Ransom, Chair**

305 Pearce Hall, 989-774-3786

**Maria Chouza-Calo**, Ph.D., Spanish

**Leila Ennaili**, Ph.D., French

**Carolina Gutierrez-Rivas**, Ph.D., Spanish

**Luz Marcela Hurtado**, Ph.D., Spanish

**Mary-Garland Jackson**, Ph.D., Spanish

**Susan Knight**, Ph.D., Spanish

**Krzysztof Kulawik**, Ph.D., Spanish

**Roberto Mendoza**, Ph.D., Spanish

**Amy Ransom**, Ph.D., French

**Alejandra Rengifo**, Ph.D., Spanish

**Norma Richardson**, Ph.D., Spanish

**Daniela Richter**, Ph.D., German

#### **Course Designators:**

FLN - Foreign Language

FRN - French

GER - German

SPN - Spanish

*Graduate-level courses offered by the Department of World Languages and Cultures may be appropriate as electives on various graduate degree curricula.*

## *Interdepartmental and Interdisciplinary Programs*

This section describes programs that are interdepartmental or interdisciplinary. Please contact the director listed in each program for more information.

### Interdisciplinary Graduate Programs

Discover how to become a future leader and innovator through interdisciplinary studies.

Interdisciplinary programs draw from two or more academic disciplines that work together to create a powerful learning experience and emphasize integrative learning, critical thinking, essential questioning, and creative problem solving.

Benefits of Interdisciplinary study:

- Discover the value of integrating the study of various academic disciplines suited to your life-long learning interests
- Learn about creative solutions to some of today's most challenging problems
- Become an interdisciplinary thinker who analytically and creatively embraces new ideas
- Develop collaboration skills while working with others who have different perspectives on problems than yours
- Prepare for graduate and professional study, and for careers in new and emerging fields

## Master of Arts (M.A.) in Education

*College of Education and Human Services*

**Note:** Currently the M.A. degree in Education is only offered through Global Campus.

### Minimum Totals for Graduation: 30-34 hours

The Master of Arts degree in Education is designed to provide knowledge and skills for individuals required to function effectively in various positions of educational leadership. This is not a certification program for 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*. Admission with stipulations 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.

#### 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 Science in Administration (M.S.A.)

College of Graduate Studies

222 Rowe Hall; 989-774-6525

### Course Designator:

MSA - Master of Science in Administration

### 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-campus or through Global Campus. Credit for course work in either program is interchangeable.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS (FOR MAIN 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

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 admission with stipulations. 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 admission with stipulations 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 or
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 MSA 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 certificates.

### English Language Requirements for International Students

Applicants with TOEFL scores of 213 CBT, 550 PBT or 79 iBT and above or IELTS scores of 6.5 and above may be granted Regular admission to the MSA Program. Students with TOEFL scores between 500 and 549 PBT or 173 and 210 CBT or 61-78 iBT or IELTS scores of 5.5 or 6 should review the International Student Admission section on TOEFL scores in this Bulletin. Applicants who have satisfactorily completed a 4-year baccalaureate degree entirely in the United States qualify for English Proficiency. All students from non-exempt countries lacking proof of English Proficiency must be assessed by CMU's English Language Institute. All exceptions must be approved by the MSA Director's office.

### 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 the Office of Research and Graduate Studies. Any course taken without the express written consent of the MSA Director may not be approved for fulfillment of the degree requirements. When appropriate, other courses may be substituted in a concentration with the approval of the MSA Director. Students admitted with stipulations 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.

### 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 *Degree Requirements* section of the Graduate Bulletin (see index for page number) and the following requirements:

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 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.

### Degree Requirements

#### Concentrations

**Note:** Some concentrations are not available at the main campus location.

Select one of the following:

#### 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 - The Emotionally Intelligent Organization 3(3-0)  
MSA 634 - Managerial Accounting Concepts 3(3-0)

(Continued)

- 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 - The Culturally Intelligent Organization 3(3-0)
- MSA 618 - International and Comparative Employment Relations 3(3-0)
- PSC 555 - International Law I 3(3-0)

### Concentration Courses III

#### Legal and Political Systems

*The nature of legal and political systems and how they impact the operation of organizations and individual decision making.*

- ECO 515 - Collective Bargaining and Labor Law 3(3-0)
- 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 - The Emotionally Intelligent Organization 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 - The Emotionally Intelligent Organization 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 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.

**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 - The Emotionally Intelligent Organization 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 - The Emotionally Intelligent Organization 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:

CEC 555 - Human Relations Skills 3(3-0)

(Continued)



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 - The Emotionally Intelligent Organization 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 - The Emotionally Intelligent Organization 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**

**Integrated Homeland Security**

**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 607 - Program Management in Complex Organizations 3(3-0)  
 MSA 623 - Interagency Collaboration, Teambuilding and Leadership 3(3-0)  
 MSA 627 - Concepts in Homeland Security Crisis and Response 3(3-0)  
 PSC 676 - Emergency and Crisis Prevention, Preparedness and Response 3(3-0)  
 PSC 677 - The Public Sector Role in Post-Disaster Recovery 3(3-0)

**Electives (3 hours)**

Select one of the following:  
 MSA 501 - The Emotionally Intelligent Organization 3(3-0)  
 MSA 647 - People and Project Administration 3(3-0)  
 MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)

**Total: 36 semester hours**

**International Administration**

The International Administration concentration is designed to provide the appropriate educational background for students who are interested in practicing administration in international settings. Those who have administrative responsibilities with international dimensions, but work in the United States, would also find it helpful.

Students will demonstrate a sensitivity to contemporary cultural variations and the need for understanding them. This may be evidenced by graduate or undergraduate coursework, experience or other appropriate means.

**Required Core 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 - The Culturally Intelligent Organization 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 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 - The Emotionally Intelligent Organization 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 - The Emotionally Intelligent Organization 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 - The Culturally Intelligent Organization 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 - The Emotionally Intelligent Organization 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)

(Continued)

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 - The Emotionally Intelligent Organization 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 - The Emotionally Intelligent Organization 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**



### 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 - The Emotionally Intelligent Organization 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 - The Emotionally Intelligent Organization 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**

## MSA Graduate Certificates

The following MSA Graduate Certificates are offered:

- Acquisitions Administration
- Administrative Essentials
- Engineering Management
- General Administration
- Health Services Administration
- Human Resources Administration
- Information Resources Administration
- Integrated Homeland Security
- International Administration
- Leadership
- Philanthropy and Fundraising
- Project Management
- Public Administration
- Recreation and Park Administration
- Research Administration
- Training and Development

**Note:** Not all certificates are available at the main campus location.

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The 15-18 credit 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. Coursework 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.

### Acquisitions Administration Certificate

**Minimum Totals 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 - The Emotionally Intelligent Organization 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 Certificate

**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 Totals 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 - The Emotionally Intelligent Organization 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 - The Culturally Intelligent Organization 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 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 Totals 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 - The Emotionally Intelligent Organization 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:

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 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 Totals 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**

## Integrated Homeland Security Certificate

**Minimum Totals for Graduation: 18 hours**

**Required Courses (15 hours)**

MSA 607 - Program Management in Complex Organizations 3(3-0)

MSA 623 - Interagency Collaboration, Teambuilding and Leadership 3(3-0)

(Continued)

## 170 Interdisciplinary and Interdepartmental Programs

MSA 627 - Concepts in Homeland Security Crisis and Response 3(3-0)  
PSC 676 - Emergency and Crisis Prevention, Preparedness and Response 3(3-0)  
PSC 677 - The Public Sector Role in Post-Disaster Recovery 3(3-0)

### Electives (3 hours)

Select one of the following:  
MSA 501 - The Emotionally Intelligent Organization 3(3-0)  
MSA 647 - People and Project Administration 3(3-0)  
MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)

**Total: 18 semester hours**

## International Administration Certificate

**Minimum Totals 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 - The Culturally Intelligent Organization 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 Totals 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 - The Emotionally Intelligent Organization 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 - The Culturally Intelligent Organization 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 Fundraising

**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 Totals 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**

## Recreation and Park Administration Certificate

### 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 - The Emotionally Intelligent Organization 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 Cultural Resource Management

*College of Liberal Arts and Social Sciences*

### Minimum Totals for Graduation: 36 hours

The graduate program of study in Cultural Resource Management is designed to prepare professionals for careers in the growing field of cultural resource management. Practitioners in this multifaceted field assist private and government entities in identifying cultural resources such as archaeological and historical sites, culturally or historically significant structures, and culturally significant locations or resources, assessing such sites and resources, and developing plans for their preservation, curation, and ethical use. The CRM program will equip students with knowledge of disciplinary methods as well as federal guidelines and regulations governing the practice in this field.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Application Deadline: Rolling Application

In addition to the general university requirements for admission to the Cultural Resource Management program, applicants must also provide the following:

1. evidence of an overall undergraduate grade point average of 3.0.
2. evidence of at least 18 hours of undergraduate course work in anthropology, history, museum studies, or cognate fields;
3. an essay (two or three pages, double-spaced) which includes a discussion of professional goals, how the applicant's background will lead to success in the program, and how the program will assist the applicant in achieving her or his goals. This essay will replace the written statement requested as part of the application to the College of Graduate Studies.
4. three letters of recommendation from former professors or professionals in a field related to CRM that attest to the applicant's potential to succeed in the program.
5. If the applicant is an international student for whom English is not the first language, a score of 79 or higher on the iBT Test of English as a Foreign Language (TOEFL) or 6.5 IELTS.
6. Per university policy, admission with stipulations 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 admission stipulations.
7. Students may transfer up to 9 hours of graduate credit in consultation with a program advisor.

Retention and termination policies will follow the policies and procedures laid out in the CMU Graduate Bulletin under the heading Academic and Retention Standards.

#### Required Courses (18 hours)

ANT 626/CRM 626 - Theory and Research in Archaeology 3(3-0)  
 ANT 645/CRM 645 - Cultural Resource Management in Archaeology 3(3-0)  
 HST 580 - Public History 3(3-0)  
 HST 791 - Graduate Research 3-6(Spec)  
 MST 610 - International Cultural Laws and Ethics 3(3-0)  
 MST 620 - Museum Management 3(3-0)

**Note:** students must complete at least 3 hours of HST 791. Students may substitute HST 711, 713, 715, or 717 for HST 791.

#### Additional Requirements I (3-6 hours)

Select one of the following Internship/Fieldwork capstone experiences for at least 3 hours' credit:

ANT 500 - Field School in Archaeology 3-6(Spec)  
 HST 595 - Internship in Public History 1-6(Spec)  
 MST 598 - Museum Internship 6(Spec)

#### Additional Requirements II (3-6 hours)

ANT 798/CRM 798 - Thesis 3-6(Spec)  
 HST 798 - Thesis 1-9(Spec)  
 MST 798 - Creative Endeavors in Museum Studies 3(3-0)

**Note:** Students completing a thesis must initiate the formation of a review committee consisting of a chair and at least one other reader.

#### Additional Requirements III

Comprehensive examination on laws and ethics relevant to cultural resource management. The examination will be scheduled in the final semester of the student's program and will be evaluated by a committee of at least two examiners.

#### Electives (6-12 hours)

Students must select elective courses, usually from the list below, in consultation with a program advisor. All students are strongly urged to select either ANT 520, North American Indian Ethnohistory or HST 523 American Indian History. Courses not approved by an advisor may not be applied to the student's degree program. It is not advisable for a student to complete more than 3 hours of any variable credit courses on the list below.

ANT 521/CRM 521 - North American Indian Ethnohistory 3(3-0)  
 ANT 540/CRM 540 - Archaeological Field and Laboratory Techniques 3(3-0)  
 ANT 542/CRM 542 - Methods in Forensic Anthropology: Osteology and Skeletal Analysis 4(3-2)  
 ANT 544/CRM 544 - Great Lakes Archaeology 3(3-0)  
 ANT 588 - Special Topics in Anthropology 1-10(Spec)  
 ANT 698 - Independent Studies in Anthropology 1-12(Spec)  
 BLR 521 - Environmental Law and Policy 3(3-0)  
 EDL 609 - Administration of Volunteer Programs 3(3-0)  
 EDL 610 - Grants and Fund Procurement 3(3-0)  
 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 508 - Applications of Remote Sensing 3(2-2)  
 GEO 512 - Quantitative Methods for Spatial Analysis 3(2-2)  
 GEO 515 - Geography of the Great Lakes Region 3(3-0)  
 GEO 516 - Advanced Remote Sensing Systems 3(2-2)  
 GEO 531 - Integrated Land Use Planning 3(3-0)  
 HST 511 - Colonial British America 3(3-0)  
 HST 514 - Democracy, Expansion, and Reform in America, 1824-1848 3(3-0)  
 HST 516 - Emergence of Modern America, 1877-1920 3(3-0)  
 HST 522 - Indians of the Great Lakes Region 3(3-0)  
 HST 526 - Modern American Political Culture, 1865-Present 3(3-0)  
 HST 583 - Archival Administration 3(3-0)  
 HST 585 - Oral History 3(3-0)  
 HST 600 - Historiography 3-6(3-0)  
 HST 602 - Colloquium in U.S. History to 1865 3-6(3-0)  
 HST 603 - Colloquium in U.S. History Since 1865 3-6(3-0)  
 HST 636 - Colloquium in Ancient History 3-6(3-0)  
 HST 650 - Colloquium in European History to 1450 3(3-0)  
 HST 651 - Colloquium in Early Modern European History 3-6(3-0)  
 HST 652 - Colloquium in Modern European History 3-6(3-0)  
 HST 681 - Historic Preservation 3(3-0)  
 HST 690 - Advanced Readings 1-9(Spec)  
 HST 695 - Special Studies Abroad 3-15(Spec)  
 HST 711 - Seminar in Colonial and Revolutionary America 3-6(3-0)  
 HST 713 - Seminar in the History of Nineteenth Century America 3-6(3-0)  
 HST 717 - Seminar in the History of Twentieth Century America 3-6(3-0)  
 HST 723 - Seminar in American Diplomatic History 3(3-0)  
 HST 738 - Seminar in Ancient History 3-6(3-0)  
 HST 740 - Seminar in Medieval History 3-6(3-0)  
 HST 741 - Seminar in Early Modern Europe 3-6(3-0)  
 HST 742 - Seminar in Eighteenth-Century European History 3(3-0)

HST 744 - Seminar in Nineteenth-Century European History 3-6(3-0)  
 HST 758 - Seminar in Twentieth-Century European History 3-6(3-0)  
 HST 763 - Seminar in Latin American History 3(3-0)  
 HST 795 - Seminar Abroad 3-15(Spec)  
 MKT 555 - Market and Sales Forecasting 3(3-0)  
 MKT 560 - International Marketing 3(3-0)  
 MST 546 - Introduction to Museum Work 3(3-0)  
 MST 547 - Museum Science Laboratory 3(0-6)  
 MST 550 - Museum Collections Management and Care 3(3-0)  
 MST 551 - Museum Education and Interpretation Techniques 3(3-0)  
 MST 575 - Independent Study in Museum Studies 3(3-0)  
 MST 750 - Seminar in Advanced Exhibit Design and Construction 3(3-0)  
 MST 775 - Seminar in Funding and Fundraising 3(3-0)  
 PAD 622 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)  
 PAD 711 - Public Personnel Administration Practice 3(3-0)  
 PSC 516 - Environmental Politics and Policy 3(3-0)  
 PSC 522 - Regulatory Processes and Administrative Law 3(3-0)  
 PSC 677 - The Public Sector Role in Post-Disaster Recovery 3(3-0)  
 RPL 508QR - Budgeting & Funding for Leisure Service Agencies 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 552 - Environmental Interpretation 3(3-0)  
 RPL 570 - Wilderness Issues and Policy 3(3-0)  
 SPE 550WI - Teaching Diverse Students in Educational Settings 3(3-0)

**Total: 36 semester hours**

## Graduate Certificate in Cultural Resource Management

*College of Liberal Arts and Social Sciences*

### Minimum Totals for Graduation: 18 - 21 hours

The graduate certificate program of study in Cultural Resource Management is designed to prepare professionals for careers in the growing field of cultural resource management. Practitioners in this multifaceted field assist private and government entities in identifying cultural resources such as archaeological and historical sites, culturally or historically significant structures, and culturally significant locations or resources, assessing such sites and resources, and developing plans for their preservation, curation, and ethical use. The CRM certificate program will equip students with knowledge of disciplinary methods as well as federal guidelines and regulations governing the practice in this field.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Application Deadline: Rolling Application

In addition to the general university requirements for admission to the Cultural Resource Management program, applicants must also provide the following:

1. evidence of an overall undergraduate grade point average of 3.0.
2. evidence of at least 18 hours of undergraduate course work in anthropology, history, museum studies, or cognate fields;
3. an essay (two or three pages, double-spaced) which includes a discussion of professional goals, how the applicant's background will lead to success in the program, and how the program will assist the applicant in achieving her or his goals. This essay will replace the written statement requested as part of the application to the College of Graduate Studies.

4. three letters of recommendation from former professors or professionals in a field related to CRM that attest to the applicant's potential to succeed in the program.
5. If the applicant is an international student for whom English is not the first language, a score of 79 or higher on the iBT Test of English as a Foreign Language (TOEFL) or 6.5 IELTS.
6. Per university policy, admission with stipulations 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 admission stipulations.
7. Students may transfer up to 9 hours of graduate credit in consultation with a program advisor.

Retention and termination policies will follow the policies and procedures laid out in the CMU Graduate Bulletin under the heading Academic and Retention Standards.

#### Required Courses (15 hours)

ANT 626/CRM 626 - Theory and Research in Archaeology 3(3-0)  
 ANT 645/CRM 645 - Cultural Resource Management in Archaeology 3(3-0)  
 HST 580 - Public History 3(3-0)  
 MST 610 - International Cultural Laws and Ethics 3(3-0)  
 MST 620 - Museum Management 3(3-0)

#### Additional Requirements I (3-6 hours)

Select one of the following Internship/Fieldwork capstone experiences for at least 3 hours' credit:

ANT 500 - Field School in Archaeology 3-6(Spec)  
 HST 595 - Internship in Public History 1-6(Spec)  
 MST 598 - Museum Internship 6(Spec)

#### Additional Requirements II

Comprehensive examination on laws and ethics relevant to cultural resource management. The examination will be scheduled during the final semester of the student's program and will be evaluated by a committee of at least two examiners.

**Total: 18-21 semester hours**

## Biochemistry, Cell and Molecular Biology

College of Science and Engineering

### Master of Science (M.S.) in Biochemistry, Cell and Molecular Biology

#### Minimum Totals for Graduation: 30 hours

The Master of Science (M.S.) degree in Biochemistry, Cell and Molecular Biology (BCMB) at Central Michigan University is an interdepartmental program that provides scientific training in biochemistry and cellular and molecular biology.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

All applications must be sponsored by a participating faculty member who is willing to take you into their research program. The first step in your application should be to contact faculty members to arrange this sponsorship.

Preference will be given to applications received by February 1 in order to be considered for admission into the program the following fall semester. However, the BCMB program does offer rolling admissions and applications will be considered at any time.

Application materials must be submitted to the Graduate Student Services office and must include:

- CMU graduate studies application,
- official college transcripts,
- official General GRE scores (the MCAT or similar tests for admission to professional school may substitute for the GRE),
- a statement of purpose outlining your interest in the BCMB program, identifying the faculty sponsor with whom you've already been in contact, and describing your prior research experiences and how they will contribute to your future success,
- CV/Resume,
- three letters of recommendation emailed directly to [biogradcoord@cmich.edu](mailto:biogradcoord@cmich.edu).

Candidates are expected to hold a Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degree in biology, biochemistry, chemistry or a related area of science.

International students must meet the requirements for regular admission to the College of Graduate Studies. For English proficiency requirements, see the CMU *English Language Standards* in the current Graduate Bulletin.

Students admitted for a master's degree in BCMB must have a faculty mentor approved, and the faculty member must provide a plan for financial support, which may include a teaching or research assistantship. Students may apply for a teaching assistantship through one of the participating academic departments (deadline February 1).

Although no specific undergraduate major is required, students enrolled in the program should have an adequate background in basic sciences including biology, chemistry, and mathematics. Normally, coursework should include the following topics:

- General Chemistry (1 year)
- Biochemistry (1 semester)
- Pre-calculus (1 semester)
- Cell or Molecular Biology (1 semester)
- Organic Chemistry (2 semesters)
- Genetics (1 semester)
- Statistics (1 semester)

Under special circumstances, students who have not completed all these prerequisites may be admitted provided that any deficiencies are corrected at the beginning of their graduate studies.

An evaluation of each student's background will be carried out during the first semester of enrollment by the student's mentor. This evaluation will be used to determine the plan of study including elective coursework.

Students must form a thesis committee within the first semester of graduate work; this committee will include the faculty mentor plus two additional faculty members. Student progress will be assessed at mandatory annual meetings between each student and the thesis committee. Each student will defend the final thesis in a public presentation summarizing research results followed by an oral defense. The public presentation and defense of the thesis will be judged and voted on by the committee and must be approved by the Office of Research and Graduate Studies. All BCMB students will be encouraged to publish their results in scientific journals and to present their work at professional conferences. It is anticipated that full-time students will complete the program in two years.

#### Program Requirements

The BCMB M.S. is a research-intensive master's degree in which students are trained by conducting research under the guidance of a faculty mentor to complete a thesis. The program includes a set of core courses to develop specialized knowledge in biochemistry, cell and molecular biology that will be augmented by elective courses in the student's area of interest.

#### Required Courses (10-11 hours)

SCI 710 - Biomolecular Structure and Function-Proteins and Nucleic Acids 4(4-0)

SCI 720 - Advances in Cell/Molecular Biology and Genetics 4(4-0)

SCI 731 - Biochemistry, Cell and Molecular Biology Colloquium 1-2(Spec)

SCI 740 - Research Ethics and Responsible Conduct of Research 1(1-0)

#### Electives (10-11 hours)

Select from the following in consultation with the student's advisor and committee:

SCI 750 - Directed Research in Biochemistry, Cell and Molecular Biology 1-30(Spec)

SCI 770 - Careers in Biomedical Sciences 1(1-0)

Biology: 500-700 level BIO courses

Chemistry: 500-600 level CHM courses

Mathematics and Statistics: 500-700 level MTH and STA courses

Other graduate-level courses recommended by the advisor and approved by the committee.

#### Thesis (9 hours)

SCI 799 - Master's Thesis 1-9(Spec)

#### Total: 30 semester hours

## Doctor of Philosophy (Ph.D.) in Biochemistry, Cell and Molecular Biology

### Minimum Totals for Graduation: 60 hours

The Doctor of Philosophy (Ph.D.) degree in Biochemistry, Cell and Molecular Biology (BCMB) at Central Michigan University is an interdepartmental program that provides advanced scientific training in biochemistry and cellular and molecular biology. The program will provide students with an opportunity to develop the ability and skills necessary to conduct independent, primary research of professional quality.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

All applications must be sponsored by a participating faculty member who is willing to take you into their research program. The first step in your application should be to contact faculty members to arrange this sponsorship.

Preference will be given to applications received by February 1 in order to be considered for admission into the program the following fall semester. However, the BCMB program does offer rolling admissions and applications will be considered at any time.

Application materials must be submitted to the Graduate Student Services office and must include:

- CMU Graduate Studies application,
- official college transcripts,
- official General GRE scores (The MCAT or similar tests for admission to professional school may substitute for the GRE),
- a statement of purpose outlining your interest in the BCMB program, identifying the faculty sponsor with whom you've already been in contact, and describing your prior research experiences and how they will contribute to your future success,
- CV/Resume
- three letters of recommendation emailed directly to biogradcoord@cmich.edu.

Candidates are expected to hold a Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) or Master of Science (M.S.) degree in biology, biochemistry, chemistry or a related area of science. International students must meet the requirements for regular admission to the College of Graduate Studies.

For English proficiency requirements see the *CMU English Language Standards* in the current Graduate Bulletin. Students admitted for a doctoral degree in BCMB must have a faculty mentor approved and financial support in the form of a teaching or research assistantship in place.

Students admitted for a doctoral degree in BCMB must have a faculty mentor approved, and the faculty member must provide a plan for financial support, which may include a teaching or research assistantship. Students may apply for a teaching assistantship through one of the participating academic departments (deadline February 1).

Although no specific undergraduate major is required, students enrolled in the program should have an adequate background in basic sciences including biology, chemistry, and mathematics. Normally, coursework should include the following topics:

- General Chemistry (1 year)
- Biochemistry (1 semester)
- Pre-calculus (1 semester)
- Cell or Molecular Biology (1 semester)
- Organic Chemistry (1-2 semesters)
- Genetics (1 semester)
- Statistics (1 semester)

Under special circumstances, students who have not completed all these prerequisites may be admitted provided that any deficiencies are corrected at the beginning of their graduate studies.

A formal evaluation of each student's training will be carried out during the first semester of enrollment by the student's mentor. This

evaluation will assess the strengths and limitations of each student's academic background and be used to determine the plan of study including coursework and professional activities. Students must form a dissertation committee within the first year of graduate work; this committee will include the faculty mentor plus three additional faculty members, one of whom is outside the student's immediate area of specialization. Student progress will be assessed at mandatory annual meetings between each student and the dissertation committee. A qualifying exam must be passed at the end of the second year. The exam will consist of a written proposal of the student's Ph.D. dissertation project, which will be defended orally in front of the student's committee. Students will have two opportunities to pass the qualifying exam; those who fail a second time will be terminated from the program. Each student will defend the final dissertation in a public presentation summarizing research results followed by an oral defense with the committee. The public presentation and defense of the dissertation will be judged and voted on by the committee and must be approved by the Office of Research and Graduate Studies. All BCMB students will be encouraged to publish their results in scientific journals and to present their work at professional conferences. We anticipate that full-time students entering with a Bachelor's degree will complete the program in 5-6 years; those entering with a Master's degree may complete the program in less time.

#### Program Requirements

The BCMB Ph.D. is designed to be a research degree in which students are trained primarily by conducting research under the guidance of a faculty mentor. The program includes a set of core courses that will be augmented by elective courses in the student's area of interest.

Successful completion of the Ph.D. requires a minimum of 60 hours of graduate work beyond the bachelor's degree. Up to 30 hours of relevant graduate work may be transferred for students entering with a master's degree in a related field. Each student's program of study will be developed in consultation with the faculty mentor and approved by the dissertation committee. Typically, students entering with a bachelor's degree will take 9-30 hours of disciplinary elective courses and 9-30 hours of special topics and directed research (and students entering with a relevant master's degree will take 3-8 hours of disciplinary electives and 3-8 hours of special topics and directed research, or more depending on transfer credits), in addition to the required core courses and the dissertation.

#### Required Courses (10-11 hours)

SCI 710 - Biomolecular Structure and Function-Proteins and Nucleic Acids 4(4-0)

SCI 720 - Advances in Cell/Molecular Biology and Genetics 4(4-0)

SCI 731 - Biochemistry, Cell and Molecular Biology Colloquium 1-2(Spec)

SCI 740 - Research Ethics and Responsible Conduct of Research 1(1-0)

#### Electives I (7-30 hours)

Select from the following in consultation with the student's advisor and committee:

SCI 770 - Careers in Biomedical Sciences 1(1-0)

Biology: 500-700 level BIO courses.

Chemistry: 500-600 level CHM courses.

Mathematics and Statistics: 500-700 level MTH and STA courses.

Other graduate-level courses recommended by the advisor and approved by the committee.

#### Electives II (3-30 hours)

SCI 750 - Directed Research in Biochemistry, Cell and Molecular Biology 1-30(Spec)

SCI 791 - Special Topics in Biochemistry, Cell and Molecular Biology 1-9(Spec)

#### Dissertation (12 hours)

SCI 899 - Doctoral Dissertation 1-12(Spec)

**Total: 60 semester hours**



## Graduate Certificate in Data Mining

*College of Science and Engineering*

This is an interdepartmental program. Contact the Statistics, Actuarial and Data Sciences department for more information.

### Minimum Totals for Graduation: 15 - 18 hours

The Data Mining Certificate program is designed to give each student a comprehensive training of basic foundation, advanced knowledge and applications of data mining. The primary goal is to develop a high quality program and a creative learning environment that enable students to acquire advanced data mining knowledge and experience in real world applications, team work and presentations that are essential in work place.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Admission Requirements

1. Applicants must meet all CMU Graduate Studies admission requirements. International students should take note of any special admission considerations required by the College of Graduate Studies, including TOEFL requirements.
2. Applicants must have completed at least three years of undergraduate program with a minimum GPA of 3.0 overall, completion of Linear Algebra, Calculus I or Business Mathematics or Discrete Mathematics, and at least 3 credit hours of statistics.
3. Applicants must submit a Statement of Purpose of at least 100 words and not to exceed two pages. The Statement of Purpose should explain their relevant academic and professional experiences, discuss motivation for applying to the program, and describe their goals after completing the program.
4. The consideration of admission deadline is the same as the University policy as specified in the Graduate Bulletin.

### Certificate Requirements

The Data Mining certificate program requires a successful completion of 15 to 18 credit hours of graduate course work. Students must have CMU graduate student status. If a student has taken at least one course (or equivalent course) from the list of required courses, the student is required to have a total of 15 credit hours. If a student has taken more than one of these courses, the student will have to take courses from the electives in order to fulfill the 15 hours requirement. If a student has not taken any of these courses, the student is required to take all the 18 credit hours. If a student is currently in another CMU graduate degree program or at the senior level of an undergraduate program, two of the courses listed below can be double counted toward the other degree program. Students must have an earned Bachelor's degree before receiving the certificate.

### Required Prerequisite Courses (0-6 hours)

- STA 575 - Statistical Programming for Data Management and Analysis 3(3-0)  
STA 580 - Applied Statistical Methods I 3(3-0)

#### Notes:

- A student without the background equivalent to the above courses are required to take both courses.
- A student with a background equivalent to one of the above two courses should take the other course.
- A student with background equivalent to the above two courses should not retake any of the two courses, but is required to take three hours of elective course.
- ITC 510 can be used to replace STA 575.

### Required Courses (12 hours)

- GEO 501 - Principles and Applications of Geographic Information System 3(2-2)  
STA 591 - Data Mining Techniques I 3(3-0)  
STA 675 - Advanced Statistical Data Management and Simulation 3(3-0)  
STA 691 - Advanced Data Mining Techniques 3(3-0)

#### Notes:

- GEO 503 can be used to replace GEO 501
- ITC 686 can be used to replace STA 675.

### Electives (0-6 hours)

Any graduate level quantitative or computational course. Electives are to be chosen in consultation with and approval of a data mining program advisor. Some examples include GEO 512, ITC 510, ITC 686, STA 582, STA 583, STA 587, STA 589, STA 590.

### Total: 15-18 semester hours

# Doctor of Philosophy (Ph.D.) in the Science of Advanced Materials

College of Science and Engineering

## Ms. Jessica Lapp

Brooks Hall 219, 989-774-4401

### Course Designators:

SAM - Science of Advanced Materials

### Minimum Totals for Graduation: 60 hours

The science of materials combines elements of chemistry, physics and biology, and requires a solid background in mathematics. The CMU Science of Advanced Materials (SAM) Ph.D. program is designed to create a correspondingly interdisciplinary environment that will train effective researchers without erecting artificial boundaries between disciplines. The formal coursework focuses on the scientific framework for studying materials and is organized around the themes of modeling, characterization, and synthesis. These are the key methodologies employed in materials research and the SAM program emphasizes the synergy among them.

The curriculum for the SAM program includes the following components: core research training that establishes a solid foundation in the science of materials; elective courses in a number of specialized areas; a seminar course focusing on the current SAM literature and developing essential skills in scientific communication; and the dissertation.

Students may enter the program with diverse backgrounds, but a Master's degree in a relevant field is required.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

Entrance Exam: GRE

Application Deadline: February 1

See Admission Requirement Details Below

Applicants already holding a Master's degree in a materials-related area may apply for entry into the program. Students with a bachelor's degree in physics, chemistry, biochemistry, biology, geology, engineering, mathematics, or other relevant areas of science may wish to pursue a Master's degree at CMU before applying to the SAM program. Complete applications submitted for the February 1 deadline each year will receive full consideration. Applications received outside this window, or during the summer and fall semesters, will only be considered upon the specific written request of a SAM faculty advisor. Applicants are encouraged to contact specific SAM faculty members prior to submitting the application.

Applications must include:

- transcripts of previous undergraduate and graduate studies,
- GRE scores,
- a statement outlining your interest in the SAM program and identifying the faculty mentor with whom you've already been in contact,
- a cv/résumé, and
- three letters of recommendation.

International students must meet the requirements for regular admission to Graduate Studies at CMU. For English proficiency, see the CMU English Proficiency Standards in the current graduate bulletin. These materials will be used in evaluating candidates for admission. A completed M.S. thesis on a materials-related topic may be counted toward the directed research credits required for the SAM Ph.D. degree. Although some courses may be transferred or waived based on prior graduate work, no more than 15 credit hours can be transferred. Successful completion of the Ph.D. requires satisfactory completion of a minimum of 60 credit hours beyond the bachelor's degree.

### Program Requirements

Students normally will begin directed research work no later than during the first semester of residence. Students will meet with their research advisor as early as possible, and form a dissertation committee consisting of at least four members by the end of the first year. The committee chair (research director) and two other members will come from the program faculty. One of these will have research expertise outside the student's immediate area of specialization. One additional committee member may come from an institution external to CMU, including industrial labs, as appropriate. A student's progress through the program will be monitored by an annual review of his or her overall performance by the program director or dissertation committee.

During the second year, Ph.D. students will take a comprehensive examination to demonstrate competence in their area of specialization and the science of advanced materials more generally. The exam will be based on coursework, the current scientific literature in the area, and other appropriate material. Students passing the comprehensive exam will attain dissertator status. Students who fail will be terminated from the program.

During the second year, students will prepare an original research proposal, present it as a seminar to program faculty and students and defend it before the dissertation committee. Students will carry out the bulk of their doctoral research in years 2-4 of the program. The final requirements will be the preparation and public oral defense of a scholarly dissertation that presents the results of the student's dissertation research. The oral defense and the dissertation must be approved by the dissertation committee and by the Office of Research and Graduate Studies.

A minimum expectation for graduation is at least one publication accepted for a main contributor in a peer-reviewed, indexed journal for each student.

### Required Courses I (9 hours)

SAM 701 - Research Experience in Materials Science 1-9(Spec)

**Note:** The student may enroll in SAM 701 multiple times until credits are earned.

### Required Courses II (4 hours)

*Current Topics Seminar*

SAM 685 - Current Topics in the Science of Advanced Materials 1-4(1-0)

**Note:** The student may enroll in SAM 685 multiple times until 4 credits are earned.

### Electives (6-15 hours)

The student may enroll in 6-15 credit hours of elective graduate courses selected in consultation with and approved by the program advisor or graduate coordinator.

### Research (20-29 hours)

SAM 796 - Directed Research in the Science of Advanced Materials 1-29(Spec)

### Dissertation (12 hours)

SAM 899 - Dissertation 1-12(Spec)

### Total: 60 semester hours

## Doctor of Philosophy (Ph.D.) in Earth and Ecosystem Science

College of Science and Engineering

### Ms. Jessica Lapp

E&T Building 228, 989-774-4401

### Course Designator:

EES - Earth and Ecosystem Science

### Minimum Totals for Graduation: 60 hours

The Doctor of Philosophy (Ph.D.) degree in Earth and Ecosystem Science (EES) at Central Michigan University is an interdisciplinary program that provides advanced scientific training in an investigative field of study that employs a systems-level approach to evaluate the physical, chemical, and biological structure and function of various natural environments.

This research-intensive degree program trains students to understand, investigate and evaluate the multiple patterns and processes that regulate environmental variation across a range of temporal and spatial scales. EES students investigate the behavior of whole ecosystems in specific and unique geographic regions, with a particular focus on the interrelations between multiple factors that regulate variation in the environment. This subject is broad and inherently multidisciplinary, encompassing aspects of biology, chemistry, geology, geography, physics and mathematics. Research in EES explores patterns (biodiversity, reaction, physical architecture), processes (fate, transport, efficiency), regulation (complexity, stability, feedback) and management (sustainability, global change) of ecosystems and key ecosystem components. The EES program promotes research on a range of ecosystem types including terrestrial, aquatic (freshwater and saltwater) and global ecosystems in natural, managed, or disturbed states.

The Earth and Ecosystem Science (EES) doctoral degree program at CMU provides students with an opportunity to develop the ability and skills necessary to conduct independent, primary research of professional quality; their research focuses on identification, description, and interpretation of factors that regulate variation in the structure and function of ecosystems. The EES degree program offers a collegial forum for advanced students to explore hypothesis-driven, as well as discovery-driven, research topics in Earth and Ecosystems Science. Students develop advanced skills in areas including analytical approaches and methodologies, critical thinking, and the communication of research results. EES promotes academic excellence through the successful completion of graduate research that will inform professional and public shareholders so they can better understand and manage sustainable ecosystems.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0

Application Deadline: February 1 for all materials

See Admission Requirement Details Below

The deadline for receipt of application materials for admission into the EES program is February 1. Materials received after this date will be reviewed at the discretion of the EES Council.

Application materials must be submitted to the Graduate Student Services office and must include:

- official transcripts for undergraduate and graduate work,
- a personal statement outlining interest in the EES program and identifying a faculty advisor,
- a demonstrated potential for success in research as indicated by prior experience and presented in resume or cv format,
- three letters of recommendation using the EES template..

Candidates are expected to hold a Bachelor of Science (B.S.) or Master of Science (M.S.) degree in chemistry, biology, geology, geography, or other relevant areas of science. International students must meet the requirements for regular admission to Graduate Studies at CMU. For English proficiency, see the CMU English Language Standards in the current *Graduate Bulletin*. Students admitted for a doctoral degree in EES must have a faculty mentor approved and financial support in the form of a teaching or research assistantship in place. Students may apply for a teaching assistantship through one of the participating academic departments (deadline February 1).

A formal evaluation of each student's training will be carried out within the first semester of the student's admission into the EES Ph.D. program by the student's mentor. This evaluation will be used to identify each student's strengths and limitations in academic training and background; the mentor will then determine the plan of study including recommending courses to be taken and identifying professional activities needed to bolster their academic background. Students must form a dissertation committee within their first year of graduate work. The student's dissertation committee will be composed of the faculty mentor plus 3 faculty members, one of whom is outside the student's immediate area of specialization.

Student progress will be assessed at mandatory annual meetings between each student and the dissertation committee. Each student will prepare a proposal describing the research to be done for the dissertation prior to the comprehensive exam, which will be administered through the doctoral committee within the first 2 years of admission to the program. Students will have two opportunities to pass the comprehensive exam; those who fail a second time will be terminated from the program and encouraged to complete the requirements for a related M.S. degree (such as biology or GIS). Finally, each student will defend the final dissertation in a public presentation summarizing research results, followed by an oral defense. The public presentation and defense of the dissertation will be judged and voted on by the committee and must be approved by the Office of Research and Graduate Studies. All EES students will be encouraged to publish their results in reputable peer-reviewed journals and to present at professional conferences at local, regional and international venues. We anticipate full-time students will complete the program in a 4-5 year period.

### Program Requirements

The EES Ph.D. is designed to be a research degree in which students are trained primarily by conducting research under the guidance of a faculty mentor. The program will utilize a suite of core courses plus elective courses to augment the intensive research training. Core courses are designed to provide a range of students with universal skill-sets (analytical, conceptual, communication) needed to conduct primary systems-level research in complex environments. To ensure students receive training in a broad array of research tools, each student will complete elective graduate course work in related disciplines. Students will have the option to take up to 6 credits in a special topics course. Successful completion of the Ph.D. requires a minimum of 60 hours of graduate work beyond the bachelor's degree. Up to 30 hours of relevant graduate work may be transferred for students entering with a master's degree in a related field. Each student's program of study will be developed in consultation with the faculty mentor and approved by the program director. Typically, students entering with a bachelor's degree will take 12-30 hours of disciplinary elective courses and 12-30 hours of special topics and directed research credits (and students entering with a relevant master's degree will take 3-9 hours of disciplinary elective courses and 3-9 hours of special topics and directed research, or more depending on transfer credits) in addition to the required core courses and the dissertation.

#### Required Courses (6 hours)

EES 701 - Earth and Ecosystem Science Colloquium 3(3-0)

EES 703 - Advances in Earth and Ecosystem Science 3(3-0)

#### Elective Courses I (3-30 hours)

At least 3 credits elected from the following with the consent of the mentor and program director:

- Biology: 500-700 level BIO courses
- Chemistry: 500-700 level CHM courses
- Geology and Meteorology: 500-600 level GEL or MET courses
- Geography: 500-700 level GEO courses
- Mathematics and Statistics: 500-700 level MTH or STA courses

#### Elective Courses II (3-30 hours)

EES 790 - Special Topics in Earth and Ecosystem Science 1-6(Spec)

EES 796 - Directed Research in Earth and Ecosystem Science 1-30(Spec)

#### Dissertation (12 hours)

EES 899 - Dissertation 1-12(Spec)

**Total: 60 semester hours**

## Neuroscience

*College of Science and Engineering*

### Dr. Cynthia Damer, Interim Director

Biosciences 3106; 989-774-3455

**Richard W. Backs**, Ph.D., University of Southern California. Human factors, psychophysiology, aging, attention, and emotion.

**Cynthia Damer**, Ph.D., University of Virginia. Cell signaling, cytoskeleton, and membrane trafficking.

**Peter Dijkstra**, Ph.D., University of Groningen, The Netherlands. Oxidative stress, reproduction and social dominance, social network analysis.

**Gary Dunbar**, Ph.D., Clark University. Stem cell, dietary supplements, and pharmacological therapies for neurodegenerative diseases, including Huntington's, Alzheimer's, and Parkinson's diseases.

**Ute Hochgeschwender**, M.D., Free University Berlin, Germany. Development and applications of bioluminescent optogenetic tools.

**Kenneth Jenrow**, Ph.D., Oakland University. Electrophysiology, investigating the deleterious effects of neuroinflammation on waste clearance, synaptic plasticity, and cognitive function.

**Lixin Li**, M.D., Southeast University Medical School, China. Ph.D., Norwegian University of Science & Technology. Liraglutide and its protective role in neurodegenerative disease, obesity, type 2 diabetes, metabolic syndrome.

**Yannick Marchalant**, Ph.D., Université de Caen, France. Influence of brain aging and neuroinflammatory processes on the development of neurodegenerative diseases.

**Kevin Park**, Ph.D., University of Illinois at Urbana-Champaign. Pathological mechanisms of sporadic Alzheimer's Disease, neuroinflammation, amyloid pathology, tau pathology, senescence.

**Robert B. Petersen**, Ph.D., University of Minnesota. Neurodegeneration, cell and animal models, genetics, prions, protein misfolding disorders, aging

**Mark Reilly**, Ph.D., West Virginia University. Experimental analysis of behavior, operant/respondent conditioning, animal learning, quantitative models, behavioral pharmacology, and substance abuse.

**Julien Rossignol**, Ph.D., Nantes University, France. Molecular biology, neuroimmunology, nanoparticle gene therapy, Huntington's disease, glioblastoma, stroke, stem cell therapy in the context of neurodegenerative diseases.

**Shasta Sabo**, Ph.D., Rockefeller University. Cellular and molecular mechanisms of neuronal development, synapse formation, Autism and other neurodevelopmental disorders, NMDA receptors, cellular imaging, live imaging, neuropharmacology.

**Michael Sandstrom**, Ph.D., Ohio State University. Assessing brain plasticity, compensatory neuronal activity, or neurochemical control during active behavior at various stages of deteriorative brain diseases, such as Parkinson's and Huntington's using animal models.

**Naveen Sharma**, Ph.D., Case Western Reserve University. Mechanisms of aging, dietary and exercise interventions.

**Reid Skeel**, Ph.D., University of Florida. Functional applications of neuropsychological assessments.

**Michelle Steinhilb**, Ph.D., University of Michigan. Genetic models of human neurodegenerative disease, cellular and molecular neurobiology.

**Ksenia Ustinova**, Ph.D., Russian State University of Sport. Motor control and learning, rehabilitation of patients with neurological diseases including stroke, spinocerebellar ataxia, Parkinson's disease.

### Course Designator:

NSC - Neuroscience

(Continued)



## Master of Science (M.S.) in Neuroscience

### Minimum Totals for Graduation: 30 hours

The Master of Science (M.S.) in Neuroscience at Central Michigan University is designed to provide students with a comprehensive understanding of the fundamentals of neuroscience combined with intensive research training. The program will prepare students for doctoral-level graduate programs or for advanced programs and career options in biomedical and neuroscience-related fields. All students in the program will be actively involved in research with a graduate program faculty advisor. Prior to submitting application materials, students should contact Neuroscience Program faculty whose research is of interest.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0	Entrance Exam: GRE
Application Deadline: January 5	
See Admission Requirement Details Below	

Applications are accepted on a rolling basis; however, strong preference is given to complete applications received on or before January 5.

To apply to the program, official transcripts, three letters of recommendation, official GRE scores, a personal statement, and a completed "Neuroscience Supplemental Application" form are required. Letters of reference should be submitted directly by referees to the program at NSC@cmich.edu. Application forms and detailed instructions are found on the program website (<https://www.cmich.edu/colleges/se/neuroscience/programs/graduate/Pages/default.aspx>).

Applicants are expected to obtain a Bachelor of Science degree (or equivalent) before starting in the program. Students should have completed at least 5 courses (at 300 level or above) in chemistry and biology (including neuroscience or biologically-based psychology courses), and at least one statistics course. Preference will be given to students with prior research experience and at least a 3.0 grade point average (on a 4.0 scale). In some cases, excellence in one area may compensate for deficiencies in another; however, students who are deficient in a subject area will be expected to make up this deficiency during the first year in the Program. A maximum of 9 credit hours earned during non-degree status may be applied toward the M.S. degree.

The M.S. in Neuroscience requires satisfactory completion of a minimum of 30 semester hours of graduate work. To attain the Master of Science in Neuroscience degree, students must complete the required coursework (earning a B or better in core courses), obtain approval of a written thesis, present their thesis research in a forum open to the public, and successfully defend their thesis. Students who are unable to achieve a B or better on the comprehensive examinations for the Principles of Neuroscience courses and defend their thesis after two attempts will be dismissed from the program. All other retention and termination standards for the program follow University policy as specified in the Graduate Bulletin.

### Required Courses I (18 hours)

NSC 501 - Principles of Neuroscience I 4(4-0)  
 NSC 502 - Principles of Neuroscience II 4(4-0)  
 NSC 690 - Research Seminar Neuroscience 1-4(Spec)  
 NSC 798 - Thesis: Design 1-3(Spec)  
 NSC 799 - Thesis: Implementation 1-3(Spec)

**Note:** A minimum of 4 hours of NSC 690 and 6 hours from a combination of NSC 798 and NSC 799 is required.

### Required Courses II (3 hours)

Select one of the following:  
 BIO 500 - Biological Statistics 3(2-2)  
 PSY 511 - Statistics in Psychology 3(3-1)

### Required Courses III (3 hours)

Select one of the following:  
 BIO 600 - Biological Research Design and Analysis 3(2-2)  
 PSY 611 - Research Design 3(3-0)

### Electives (6 hours)

To be chosen in consultation with an advisor.

**Note:** Students need a minimum of 2 credit hours from elective courses at the 600 level.

### Total: 30 semester hours

## Doctor of Philosophy (Ph.D.) in Neuroscience

### Minimum Totals for Graduation: 90 hours

The Doctor of Philosophy (Ph.D.) in Neuroscience at Central Michigan University is designed to give students a comprehensive understanding of the core principles in neuroscience, exposure to the breadth of the field of neuroscience, and research training that will prepare students to be competitive for obtaining positions in academia, industry, or government. Foundational coursework is completed during the first two years, and students are actively involved in research with a Program faculty mentor throughout their training. Each student's research will lead to at least one published first-author paper and a dissertation. Prior to submitting application materials, students should contact Neuroscience Program faculty whose research is of interest.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0  
*Application Deadline:* January 5  
*Entrance Exam:* GRE  
 See Admission Requirement Details Below

Applications are accepted on a rolling basis; however, strong preference is given to complete applications received on or before January 5.

To apply to the program, official transcripts, three letters of recommendation, official GRE scores, a personal statement, and a completed "Neuroscience Supplemental Application" form are required. Letters of reference should be submitted directly by referees to the program at NSC@cmich.edu. Application forms and detailed instructions are found on the program website (<https://www.cmich.edu/colleges/se/neuroscience/programs/graduate/Pages/default.aspx>).

Applicants are expected to obtain a Bachelor of Science degree (or equivalent) before starting in the program. Students should have completed at least 5 courses (at 300 level or above) in chemistry and biology (including neuroscience or biologically-based psychology courses), and at least one statistics course. Preference will be given to students with prior research experience and at least a 3.0 grade point average (on a 4.0 scale). In some cases, excellence in one area may compensate for deficiencies in another; however, students who are deficient in a subject area will be expected to make up this deficiency during the first year in the Program. A maximum of 9 credit hours earned during non-degree status may be applied toward the Ph.D. degree.

The Doctor of Philosophy in Neuroscience requires a minimum of 90 semester hours of graduate work and a doctoral dissertation. Upon successful completion of the required core courses with a B or better (including achieving a B or better on the comprehensive examinations for the Principles of Neuroscience courses) and defense of a dissertation research proposal, students will advance to candidacy for the Ph.D. Students who are unable to advance to candidacy after two attempts will be dismissed from the program. To receive the Ph.D. in Neuroscience, students must complete the remaining course requirements, publish at least one first-author manuscript, obtain approval of a written dissertation, present their dissertation research in a forum open to the public, and orally defend the dissertation. All other retention and termination standards for the program follow University policy as specified in the Graduate Bulletin.

### Required Courses I (48-66 hours)

NSC 501 - Principles of Neuroscience I 4(4-0)  
 NSC 502 - Principles of Neuroscience II 4(4-0)  
 NSC 690 - Research Seminar Neuroscience 1-4(Spec)  
 NSC 789 - Graduate Seminar in Neuroscience 1-12(Spec)  
 NSC 798 - Thesis: Design 1-3(Spec)  
 NSC 799 - Thesis: Implementation 1-3(Spec)  
 NSC 800 - Neuroscience Research for Doctoral Candidacy 1-12(Spec)  
 NSC 898 - Doctoral Dissertation: Design 1-12(Spec)  
 NSC 899 - Doctoral Dissertation: Implementation 1-12(Spec)

**Note:** A minimum of 4 hours of NSC 690, 6 hours of NSC 789, 6 hours from a combination of NSC 798 and NSC 799, 6 hours of NSC 800, and 18 credit hours from the combination of NSC 898 and NSC 899 is required. In addition to course work, a student must complete an oral examination over the thesis, major paper (NSC 800), and the dissertation.

### Required Courses II (3 hours)

Select one of the following:

BIO 500 - Biological Statistics 3(2-2)  
 PSY 511 - Statistics in Psychology 3(3-1)

### Required Courses III (3 hours)

Select one of the following:

BIO 600 - Biological Research Design and Analysis 3(2-2)  
 PSY 611 - Research Design 3(3-0)

### Electives (18-36 hours)

To be chosen in consultation with an advisor.

### Total: 90 semester hours

# Course Descriptions

## Key to Designators

AAD	- Academic Advancement	IND	- Interior Design
ACC	- Accounting	IPR	- Integrative Public Relations
ACT	- Actuarial Science	IPS	- International Program Studies
AFL	- Air Force Leadership	ITC	- Information Technology
AMS	- American Studies	JPN	- Japanese
ANT	- Anthropology	JRN	- Journalism
ARB	- Arabic	LAR	- Liberal Arts
ART	- Art	LAT	- Latin
ASL	- American Sign Language	LDR	- Leadership Studies
AST	- Astronomy	LIB	- Library
ATR	- Athletic Training	MAR	- Marine Science
AUD	- Audiology	MBA	- Master of Business Administration
BCA	- Broadcast and Cinematic Arts	MDP	- Media, Design, and Production
BIO	- Biology	MED	- College of Medicine
BIS	- Business Information Systems	MET	- Meteorology
BLR	- Business Law and Regulation	MHA	- Master of Health Administration
BUS	- Business	MGT	- Management
CDO	- Communication Disorders	MKT	- Marketing
CED	- Counselor Education and Personal Development	MLE	- Middle Level Education
CGL	- Cultural and Global Studies	MMD	- Multimedia Design
CHM	- Chemistry	MPH	- Master of Public Health
CHN	- Chinese	MSA	- Master of Science in Administration
CNE	- Credit, no equivalent	MSL	- Military Science and Leadership
COM	- Communication	MST	- Museum Science
CPS	- Computer Science	MTH	- Mathematics
CRM	- Cultural Resource Management	MTR	- Music Theatre
CSD	- Communication Sciences and Disorders	MUS	- Music
DAN	- Dance	NSC	- Neuroscience
DBI	- DeafBlind Intervener	NUR	- Nursing
DHA	- Degrees in Health Administration	OJB	- Ojibwe
DOL	- Doctor of Organizational Leadership	PAD	- Public and Nonprofit Administration
ECE	- Early Childhood Education	PED	- Sports Instructional Program (Activity)
ECO	- Economics	PES	- Physical Education and Professional Courses
EDL	- Educational Leadership	PHA	- Physician Assistant
EDU	- Teacher Education	PHL	- Philosophy
EES	- Earth and Ecosystem Science	PHS	- Physical Science
EGR	- Engineering	PHY	- Physics
EHS	- Education and Human Services	POR	- Portuguese
ELI	- English Language Institute	PSC	- Political Science
ENG	- English Language and Literature	PSY	- Psychology
ENS	- Environmental Science	PTH	- Physical Therapy
ENT	- Entrepreneurship	REL	- Religion
ENV	- Environmental Studies	RLA	- Recreation and Leisure Activities
ESC	- Earth Science	RPL	- Recreation, Parks, and Leisure Services Administration
EUR	- European Studies	RUS	- Russian
FIN	- Finance	SAM	- Science of Advanced Materials
FLN	- Foreign Language	SCI	- Sciences
FMD	- Fashion Merchandising & Design	SCJ	- Social and Criminal Justice
FNS	- Foods & Nutrition	SEP	- Sustainability and Environmental Policy
FRN	- French	SLP	- Speech-Language Pathology
FYE	- First Year Experience	SOC	- Sociology
GEL	- Geology	SPE	- Special Education
GEO	- Geography	SPN	- Spanish
GER	- German	SSC	- Social Sciences
GRK	- Greek	STA	- Statistics
GRN	- Gerontology	SWK	- Social Work
HAN	- Human Anatomy	TAI	- Theatre and Interpretation
HDF	- Human Development & Family Studies	UNV	- Prior Learning
HNS	- Environmental Health and Safety	WGS	- Women and Gender Studies
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		

### 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 or Graduate Level

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 unclassified 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.

### Cognate Courses

A cognate course is one outside of but related to the principal discipline.

### Substitutions

Course substitutions appropriate to the student's program may be authorized by the advisor.

### 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.
- Courses are listed in alphabetical order by designator.



## ACC - Accounting

See the *School of Accounting* for more information.

### ACC 501 Advanced Accounting 3(3-0)

Incorporate investments and consolidated statements, purchases, and goodwill, segment reporting, interim reporting, partnerships, foreign operations, and fund accounting. Prerequisites: ACC 301, 302; 56 semester hours completed and admission to Professional Business Studies or listed on signed major or minor; or graduate status.

### ACC 511 Federal Income Tax II 3(3-0)

Formation, operation, distributions, redemption, dissolution, and liquidation of corporations, partnerships, Subchapter S corporations and personal holding companies; accumulated earnings tax; tax shelter investments. Prerequisites: ACC 311; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

### ACC 512 Tax Research and Administration 3(3-0)

A study of the sources of tax law, professional tax research techniques, IRS procedures used to administer the tax system, and professional tax practice standards. Prerequisites: ACC 311; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

### ACC 517 Federal Estate and Gift Taxation 3(3-0)

Concentrated study of federal taxation of death transfers and gratuitous lifetime transfers including preparation of decedent's final income tax return. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

### ACC 521 Managerial Cost Control Analysis 3(3-0)

Principles and techniques of accounting data analysis and profit planning, measurement, evaluation, and control for management. Prerequisites: ACC 321; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor. Recommended: MGT 340.

### ACC 531 Auditing and Assurance Services 3(3-0)

A study of assurance services offered by professional services firms with major emphasis on the traditional auditing concepts and procedures. Prerequisites: signed major authorization in accounting; completion or concurrent enrollment in ACC 370; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

### ACC 536 Forensic Accounting 3(3-0)

The study of financial fraud and the methods of fraud detection, investigation, and prevention. Prerequisites: 75 semester hours completed; admission to professional Business Studies or graduate status.

### ACC 543 Fund Accounting 3(3-0)

Accounting principles and procedures for governmental units and various non-profit organizations. Prerequisites: ACC 302; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

### ACC 551 Advanced Seminar for Public Accounting 3(Spec)

An advanced seminar course applying financial and assurance functions within a public accounting perspective. Prerequisite: Departmental approval.

### ACC 570 Strategic Accounting System Development and Implementation 3(3-0)

The strategic design and implementation of accounting systems for competitive advantage. Topics include enterprise resource planning, business process re-engineering, change management and semantic object modeling. Prerequisites: ACC 301, ACC 302, ACC 321, ACC 370; 56 semester hours completed and admission to Professional Business Studies; or listed on signed major or minor; or graduate students, permission of the MBA Director.

### ACC 597 Special Topics in Accounting 1-3(Spec)

Advanced topics in accounting. Not more than 3 credits for 597 count toward accounting major, minor, or concentration. Prerequisites: permission of instructor; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

### ACC 605 Accounting Theory I 3(3-0)

Various theories of income measurement and asset valuation. Roles of policy making bodies in formulating accounting and reporting standards. Basic objectives and elements of financial statements. Prerequisite: ACC 501 or concurrent enrollment in 501.

### ACC 689 Accounting Internship 3(Spec)

Full time, on-the-job work experience for one semester in industry, government, or public accounting arranged through departmental internship supervisor. A research paper relating to the student's work experience obtained on the internship is required. CR/NC only. Prerequisites: 12 hours of accounting, overall GPA of 3.2, accounting GPA of 3.2, acceptance by program supervisor.

### ACC 711 Tax Seminar 3(3-0)

Development of tax principles and tax law; tax research methods; alternatives for tax law changes; effects of taxes in business decisions; tax administration and practice. Prerequisites: ACC 311, ACC 302, ECO 600.

### ACC 721 Managerial Accounting Seminar 3(3-0)

Detailed analysis and discussion of controversial and contemporary problems and issues in managerial accounting. Prerequisites: ACC 321, FIN 332, ECO 600.

### 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.

### ACC 731 Auditing Seminar 3(3-0)

Analysis and evaluation of current thought and prospective developments in auditing. Emphasis on philosophy, standards, concepts, postulates, and problem areas. Prerequisites: ACC 370, ACC 531, STA 282.

### ACC 741 Fund Accounting Seminar 3(3-0)

Coverage of current developments and trends in areas of concern in nonprofit entities including special studies or problem areas and potential solutions. Prerequisite: ACC 543.

### ACC 791 Independent Studies 1-3(Spec)

Directed reading or research on an approved topic. Prerequisites: 15 hours of graduate credit and instructor approval. Not more than 3 credits for ACC 791 may count toward accounting concentration.

### ACC 797 Special Topics in Accounting 1-3(Spec)

Advanced topics in accounting. Prerequisite: permission of instructor. No more than 3 credits for ACC 797 may count toward accounting concentration.

## ACT - Actuarial Science

See the *Department of Mathematics* for more information.

### ACT 539 Probability Foundations of Actuarial Science 3(3-0)

Fundamental probability tools for quantitatively assessing risk, with emphasis on application of these tools to problems encountered in actuarial science. Prerequisite: STA 584.

### ACT 540 Mathematical Theory of Interest 4(4-0)

Fundamental concepts of the mathematical theory of interest and applications in calculating present and accumulated values for various streams of cash flows. Prerequisite: MTH 133 or graduate standing.

### ACT 541 Actuarial Mathematics for Life Contingencies I 3(3-0)

Introduction to survival distributions and life tables, life annuities and life insurance, benefit premiums and benefit reserves. Prerequisites: ACT 539, 540.

### ACT 542 Actuarial Mathematics for Life Contingencies II 3(3-0)

Estimating survival curves, introduction to multiple state models including multiple life models and multiple decrement models, pension mathematics, and cash flow analysis for insurance products. Prerequisites: ACT 541; STA 585.

### ACT 543 Mathematics of Financial Models 3(3-0)

Introduction to the theoretical basis of certain actuarial models and the application of those models to financial risks. Prerequisites: ACT 540; STA 584; or graduate standing.

## ANT - Anthropology

See the *Department of Sociology, Anthropology and Social Work* for more information. Note: Prerequisites for any courses in anthropology may be waived by permission of the *Department Chair* and the instructor.

### ANT 500 Field School in Archaeology 3-6(Spec)

Intensive archaeological practicum including field survey, excavation, and laboratory analysis of resulting materials. Repeatable up to 6 hours when content does not duplicate previous topics. Prerequisites: ANT 175; permission of instructor.

### ANT 506 Comparative Cultural Systems 3(3-0)

Explores theories of cultural development, with particular emphasis on urban and post-industrial cultures. Students investigate cultures different from their own. Identical to SOC 506. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisite: One anthropology or sociology course.

### ANT 520 Medical Anthropology 3(3-0)

Transcultural variations in conceptions of health, illness, disease, sickness and healing; cultural practices and social, political, economic and global forces that impact these conditions. Prerequisites: Six credits of cultural anthropology and/or sociology.

### ANT 521 North American Indian Ethnohistory 3(3-0)

The history of Native American peoples in North America since 1492, impact of colonization and U.S. policy upon Native Americans, and ethno-historical theory and methodology. Identical to CRM 521. Credit may not be earned in more than one of these courses. Prerequisite: Senior standing and ANT 320 or 365 or HST 323; or graduate standing.

### ANT 531 Capstone Experience in Global Justice 3(3-0)

Capstone course synthesizes course work on the issues of global social justice/injustice. Explores roots, consequences, types, policy approaches, and strategies for pursuing global justice. Identical to SOC 531. Credit may not be earned in more than one of these courses. Prerequisites: SOC/ANT 101; 15 hours in the Global Justice Minor; Completion of the Service Learning component of the Global Justice Minor; and Approval of the Global Justice Advisor. May be taken by SOC or ANT Majors with the approval of the Global Justice Advisor. Or, graduate standing.

### ANT 532 Global Aging: Cross-Cultural Aging in a Globalized World 3(3-0)

Comparative study of cultural shapings, expressions and experiences of contemporary aging. Social and cultural responses to perceived problems of aging. Transformations of aging under globalization. Cross listed with SOC 532. Credit may only be earned for one of these courses. Prerequisite: Six credits of cultural anthropology, gerontology and/or sociology.

**ANT 540 Archaeological Field and Laboratory Techniques 3(3-0)**

Practical instruction in archaeological methods including field survey and excavation; description, classification, data analysis, and documentation of cultural materials in the laboratory. Identical to CRM 540. Credit may not be earned in more than one of these courses. Prerequisites: ANT 175 and one of the following: ANT 340, 344, 348; or Graduate standing.

**ANT 542 Methods in Forensic Anthropology: Osteology and Skeletal Analysis 4(3-2)**

Lectures and laboratory training in forensic identification and analysis of human skeletal remains for utilization by criminal justice authorities, missing persons bureaus, archaeologists and paleoanthropologists. Identical to CRM 542. Credit may not be earned in more than one of these courses. Prerequisites: ANT 173, 342, or 347; or graduate standing.

**ANT 544 Great Lakes Archaeology 3(3-0)**

Examination of prehistoric cultural trends and societies in the Great Lakes region within the context of broader trends in eastern North America and impact of historic Euroamerican settlement. Identical to CRM 544. Credit may not be earned in more than one of these courses. Prerequisites: ANT 175; or Graduate standing.

**ANT 588 Special Topics in Anthropology 1-10(Spec)**

Consideration of subject matter not included in courses currently listed in catalog. Prerequisite: 15 credit hours in Anthropology or Graduate Standing.

**ANT 590 Gender, Culture & Society 3(3-0)**

Analysis of gender roles in various cultures; theoretical approaches to explaining gender role variation. Identical to SOC 590 and WGS 590. Credit may not be earned in more than one of these courses. (Not open to students who have completed ANT 490 or WGS 490.) Prerequisites: 6 hours of anthropology and/or sociology and/or women's studies.

**ANT 600 Advanced Field Methods in Archaeology 1-6(Spec)**

Advanced training in archaeological methods for graduate students. Identical to CRM 600. Credit may not be earned in more than one of these courses. Prerequisite: Permission of academic adviser.

**ANT 626 Theory and Research in Archaeology 3(3-0)**

Historical growth of archaeology, nature of archaeological evidence, theoretical frameworks in interpretation and explanation of the human past, research strategies and design. Identical to CRM 626. Credit may not be earned in more than one of these courses.

**ANT 645 Cultural Resource Management in Archaeology 3(3-0)**

Evaluation of the laws and practice of Cultural Resource Management (CRM) and applied archaeology within public, private, and governmental settings. May not be taken by students who have completed ANT 345. Identical to CRM 645. Credit cannot be earned in more than one of these courses.

**ANT 698 Independent Studies in Anthropology 1-12(Spec)**

Directed reading and/or research on an approved topic. Not open to students on academic probation.

**ANT 700 Directed Student Research in Archaeology 1-6(Spec)**

Supervised applied research experience at a field site, museum, laboratory, or other institution where data are collected and analyzed. Identical to CRM 700. Credit may not be earned in more than one of these courses. Prerequisite: Permission of academic advisor.

**ANT 798 Thesis 3-6(Spec)**

Credit is earned in this course through the successful completion of a thesis in anthropology in consultation with a thesis advisor. Identical to CRM 798. Credit may not be earned in more than one of these courses. Prerequisites: Successful completion of 6 hours of coursework in the Cultural Resource Management MA program.

## ART - Art

See the Department of Art and Design for more information.

**ART 506 Advanced Drawing Studio 1-12(Spec)**

An individualized studio experience for the advanced student in drawing media. Development of an independently directed body of work and portfolio. Prerequisite: ART 405.

**ART 514 Advanced Ceramics 1-12(Spec)**

Individualized studio work in ceramics as it relates to the creation of a cohesive and personal body of artwork. Prerequisite: 9 credit hours of ART 414.

**ART 517 Advanced Figure Drawing Studio 1-12(Spec)**

An individualized studio experience with emphasis on the human figure that would include problems in foreshortening, placement, and composition. Prerequisite: ART 416.

**ART 520 Animation Sr. Project I: Development and Pre-production 3-6(Spec)**

The first part of a two-semester experience in which animation students are required to complete a comprehensive project to showcase artistry, skills, and professional competence. This course is repeatable when content is not duplicated. Prerequisite: ART 422; signed BFA with concentration in Animation; and senior standing.

**ART 522 Animation Sr. Project II: Production and Post 3(0-6)**

The second part of a two-semester experience in which animation students are required to complete a comprehensive project to showcase artistry, skills, and professional competence. Prerequisite: ART 520.

**ART 533 Advanced Painting Studio 1-12(Spec)**

An individualized studio experience for the advanced student of painting leading to artistic achievement and professional development. Prerequisite: ART 430.

**ART 535 Emerging Media in Graphic Design 3(0-6)**

Developments in visual communication and their application through each step of creating a complete design cycle focused on the principles of usability design. Prerequisites: ART 358, 438; signed BFA with a concentration in graphic design.

**ART 541 Advanced Photography Studio 1-12(Spec)**

An individualized studio experience for the advanced photography student, emphasizing long-term independent projects, critiques, and the creation of a professional portfolio. Prerequisite: ART 342 and ART 441.

**ART 551 Advanced Printmaking Studio 1-12(Spec)**

An individualized studio experience in printmaking beyond ART 450 competency. Development of a fine art print portfolio. Prerequisite: ART 450 or 9 hours of printmaking credit and graduate standing.

**ART 556 Independent Studio 1-12(Spec)**

An individualized studio experience determined in consultation with a faculty member. Prerequisites: minimum 56 credit hours or graduate standing.

**ART 561 Advanced Sculpture Studio 1-12(Spec)**

An individualized studio experience focusing on personal research of new techniques, processes, materials, history and concepts of traditional and contemporary sculpture, and professional development. Prerequisites: ART 460 or 462.

**ART 574 Advanced Fibers Studio 1-12(Spec)**

An individualized studio experience focusing on personal research of concepts, techniques, and materials of fibers. Prerequisite: 6 credit hours of ART 474.

**ART 575 Surface Design on Fabric II 3(0-6)**

Advanced techniques and aesthetics for the application of image, patterning, and color with dyes and pigments through silkscreen, batik, paints, resists, and transfers on fabric. Prerequisites: ART 375 or graduate standing.

**ART 580 Seminar in Ancient/Medieval Art History 3-6(3-0)**

Advanced study of a topic in ancient or medieval art history selected by instructor using readings, discussion, lecture, and research as appropriate. This course is repeatable when content is not duplicated. May be offered as Writing Intensive. May be taken for graduate credit. Prerequisites: ART 283, 319, and additional 6 hours of 300+ level art history courses; or graduate standing.

**ART 581 Seminar in Early Modern Art History 3-6(3-0)**

Advanced study of a topic in early modern art history selected by instructor using readings, discussion, lecture, and research as appropriate. This course is repeatable when content is not duplicated. May be taken for graduate credit. May be offered as Writing Intensive. Prerequisites: ART 285, 319, and additional 6 hours of 300+ level art history courses; or graduate standing.

**ART 582 Seminar in Modern and Contemporary Art History 3-6(3-0)**

Advanced study of a topic in modern and contemporary art history selected by instructor using readings, discussion, lecture, and research as appropriate. This course is repeatable when content is not duplicated. May be offered as Writing Intensive. Prerequisites: ART 285, 319, and additional 6 hours of 300+ level art history courses; or graduate standing.

**ART 584 Drawing in Florence 3(Spec)**

An advanced drawing course in Florence, Italy, using the city as a source of inspiration for creative work. Prerequisites: ART 106 and permission of instructor.

**ART 586 Special Topics Seminar in Art History 3-9(3-0)**

Advanced study of a thematic or cross-temporal art historical topic selected by instructor using readings, discussion, lecture, and research as appropriate. This course is repeatable when content is not duplicated. May be offered as Writing Intensive. Prerequisites: ART 319; additional 6 hours of 300+ level art history courses; or graduate standing.

**ART 589 Research Seminar in Art History 3(3-0)**

Seminar supporting research projects in art history. Must be taken in one of the last two semesters prior to graduation. May be taken for graduate credit. Prerequisites: 3 credits of 500-level art history and signed Art History major; or graduate standing.

**ART 597 Special Studies 1-6(Spec)**

Further in-depth graduate study when scholarly/studio adequacy beyond ART 497 is achieved.

## ASL - American Sign Language

See the Department of Communication Sciences & Disorders for more information.

**ASL 510 ASL Linguistics 3(3-0)**

This course will examine the linguistics of American Sign Language. Topics will include the form, content and use of ASL; the relationship between ASL, spoken languages, and other signed languages; ASL acquisition; and historical change in ASL. Prerequisites: ASL 100, ASL 202.

**ASL 590 Independent Study 1-4(Spec)**

Student-initiated study of a topic related to the ASL minor guided by a faculty member or faculty committee. Prerequisites: ASL 100, ASL 202, permission of instructor.

**ASL 593 Jamaica Study Abroad 3(Spec)**

An international cultural and language immersion experience. Students apply their ASL skills while learning about Jamaican mainstream and Deaf culture by providing ASL instructional support in a Jamaican residential school for Deaf and Hard of Hearing children. Prerequisites: ASL 202; ASL 100 or 390; or graduate status; permission of instructor. (University Program Group IV-B: Studies in Cultures Outside of the Anglo-American Tradition, Option 2)

**ASL 594 ASL in Elementary Education 3(Spec)**

Students apply their ASL skills and knowledge of Deaf culture by providing ASL instruction in a community educational enrichment program for elementary school children. Prerequisite: ASL 202; ASL 100 or 390; permission of instructor.

**ASL 595 Community Placements with Deaf Children and Adults 3(1-3)**

Students apply their American Sign Language skills and knowledge of Deaf culture by working in community placements with Deaf children and/or adults. Prerequisites: ASL 202; ASL 100 or 390; and permission of instructor.

**ASL 597 American Sign Language Teaching Assistantship 3(Spec)**

Students apply their American Sign Language skills and knowledge of Deaf culture by assisting in the provision of ASL instruction in a university ASL course. Prerequisites: ASL 202; ASL 100 or 390; and permission of instructor. Recommendations: Letter of support from university ASL course instructor.

**ASL 599 Special Topics 1-6(Spec)**

Study of a selected topic, specific application, or current issue related to but not covered by the ASL Minor curriculum. Prerequisites: ASL 100, ASL 202, permission of instructor.

**AST - Astronomy**

See the Department of Physics for more information.

**AST 590 Independent Study 1-6(Spec)**

Individual study in an area not covered in regular courses. Prior permission of the instructor must be obtained. Prerequisites: AST 260 and permission of instructor.

**ATR - Athletic Training**

See the School of Rehabilitation and Medical Sciences for more information.

**ATR 585 Special Topics 1-3(Spec)**

Exploration of selected topics in the field of athletic training, sports medicine or other health related areas. Topic and prerequisites will be printed in Course Search and Registration materials. Repeatable up to 3 credits with different topics. This course may be offered in an online or hybrid format. Prerequisites: Determined specific to the topic presented. See Course Search and Registration.

**AUD - Audiology**

See the Department of Communication Sciences & Disorders for more information.

**AUD 643 Disorders of Hearing 3(3-0)**

Disorders resulting from diseases, injury of the ear, and lesions of the nervous system from the point of view of audiometric diagnosis. Prerequisite: admission to the Au.D. Program.

**AUD 720 Anatomy and Physiology Underlying Neuro-otology 3(3-0)**

In-depth study of the anatomy/physiology of the auditory and vestibular systems. Prerequisites: admission to the Au.D. program.

**AUD 730 Experimental Studies in Communication Disorders 3(3-0)**

Selection of a research topic: study of designs, scaling methods, statistics and computer analysis of research in audiology and speech-language pathology; preparation of a prospectus; and critical review of research literature in communication disorders. Prerequisite: admission to the graduate program in speech-language pathology or audiology.

**AUD 731 Diagnostic Audiology 3(3-0)**

Rationale and application of specialized procedures used in the assessment of hearing function. Advanced study of diagnostic methods. Prerequisite: admission to the Au.D. Program.

**AUD 740 Neuroanatomy 3(3-0)**

Comprehensive study of the central nervous system, emphasizing the structural and functional organization of the human brain underlying communication disorders. Prerequisite: Admission to the graduate program in speech-language pathology or admission to the Au.D. Program.

**AUD 741 Special Topics in Audiology 1-9(Spec)**

Current topics for each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours. Prerequisites: admission to the Au.D. Program.

**AUD 744 Occupational and Environmental Hearing Conservation 3(3-0)**

Effects of noise as a health hazard especially related to hearing. Government regulations regarding noise levels in vocational environments. Prerequisite: admission to the Au.D. Program.

**AUD 750 Advanced Hearing Science 3(3-0)**

Study of principles and concepts basic to the understanding of the normal hearing process. Prerequisite: admission to the Au.D. program.

**AUD 752 Amplification for Individuals with Hearing Loss 3(3-0)**

Study of topics related to prosthetic amplification including electro-acoustic characteristics, clinical measures, relationship of electro-and psycho-acoustic measures and delivery systems. Prerequisite: admission to the Au.D. Program.

**AUD 754 Pediatric Audiology 3(3-0)**

Study and evaluation of auditory function of neonates, infants, and young children. This course is approved for offering in a distance learning format. Prerequisite: admission to the Au.D. Program.

**AUD 757 Geriatric Audiology 3(3-0)**

This course teaches students about changing health conditions, health care, and the evaluation and treatment of auditory and vestibular disorders in older adults. Prerequisites: Admission to the Au.D. program.

**AUD 759 Introduction to Clinical Practicum: Audiology 2-6(Spec)**

An introductory experience to clinical practicum in audiology. Prerequisites: admission to the Au.D. program.

**AUD 763 Audiological Rehabilitation Considerations in Education 3(3-0)**

Study of management, educational placement, and remediation strategies for hearing-impaired children. Prerequisites: Admission to the Au.D. program.

**AUD 764 Audiologic Rehabilitation for Adults 3(3-0)**

Focuses on the audiological management of hearing loss in adults. Assessment of communication function and implementation of appropriate remedial strategies are emphasized. This course is approved for offering in a distance learning format. Prerequisites: admission to the Au.D. program and CDO 763.

**AUD 765 Cochlear Implants and Other Implantable Technologies 3(3-0)**

Advanced study of implantable devices including: clinical procedures, applications to specific clinical populations, research needs, evolving selection, evaluating strategies for treatment of the hearing impaired. Prerequisites: Admission to the Au.D. program.

**AUD 769 Intermediate Clinical Practicum: Audiology 3-9(Spec)**

Clinical practicum providing for the independent performance of basic audiologic procedures, including hearing aid management. Prerequisites: admission to the Au.D. program, completion of CDO 759.

**AUD 771 Seminars in Audiology 3(3-0)**

Study of global issues in audiology, pharmacology, and ototoxicity. Prerequisites: admission to the Au.D. program.

**AUD 773 Advanced Amplification Fitting Strategies 3(2-2)**

Advanced concepts in the adjustment of electroacoustic characteristics of conventional, programmable and digital hearing aid circuits for the purpose of selecting appropriate amplification. Prerequisites: admission into the Au.D. program, CDO 752, CDO 762.

**AUD 781 Electrophysiological Techniques in Audiology 3(2-2)**

Study of evoked responses used in diagnostic audiology. Includes ABR, AMLR, ECoG, ALR, P300, ENOG, VER and SSER. Prerequisites: CDO 771, admission to the Au.D. program.

**AUD 782 Evaluation and Management of Vestibular Disorders 3(3-0)**

Review of the anatomy, physiology of balance, differential diagnostic procedures such as videonystagmography, posturography and rotational testing, and the rehabilitation of the balance disordered patient. This course may be offered in an online or hybrid format. Prerequisites: admission to the Au.D. program.

**AUD 783 Advanced Electrophysiological and Vestibular Techniques in Audiology 3(3-0)**

Study of advanced electrophysiological and vestibular techniques in audiology such as ECoG, AMLR, ALR, P300, ENOG, cVEMP, oVEMP, SVV, VRT and high frequency vestibular tests. This course may be offered in an online or hybrid format. Prerequisites: admission to the Au.D. program.

**AUD 785 Auditory Processing Disorders 3(3-0)**

Principles underlying neuroanatomic and neurophysiologic bases of auditory processing and auditory processing disorders, behavioral and electrophysiologic assessment strategies, and management of auditory processing disorders. This course is approved for offering in a distance learning format. Prerequisites: admission to the Au.D. program.

**AUD 849 Advanced Clinical Practicum: Audiology 4-12(Spec)**

Clinical practicum which encompasses the entire range of audiologic procedures including rehabilitation. Prerequisites: admission to the Au.D. program, completion of CDO 769.

**AUD 853 Psychosocial Aspects of Hearing Loss 3(3-0)**

Advising role of audiologists with persons having hearing impairment. Psychological, social, communication, and vocational effects of hearing impairment on children, adults, and families are emphasized. Prerequisites: admission to the Au.D. program.

**AUD 863 Professional Issues in the Practice of Audiology 3(3-0)**

Issues of a professional nature which impact on the practice of audiology. Topics include accreditation/certification, quality assurance, reimbursement, establishing a private practice, and professional liability. Prerequisites: admission to the Au.D. program.

**AUD 898 Doctoral Project 1-12(Spec)**

Complete and present a doctoral level project. CR/NC only. Prerequisites: Admission to the Au.D. program.

**AUD 995 Clinical Externship 5-23(Spec)**

Full-time clinical experience with an approved preceptor in a hospital, private practice or other appropriate setting. CR/NC only. Prerequisites: Admission to the Au.D. program, CDO 849, CDO 898.



## BCA - Broadcast and Cinematic Arts

See the *School of Broadcast and Cinematic Arts* for more information.

### 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 506WI Series Script Writing For Visual Media 3(3-0)

Techniques for creating episodic and serial scripts, emphasizing story structure, characterization, and creative team dynamics for electronic media series. Writing Intensive. Prerequisites: BCA 211 with a grade of C or better; limited to juniors or above; or graduate standing.

### BCA 508WI Screenwriting for Cinematic Narrative 3(3-0)

Techniques, formatting styles and aesthetic strategies for writing and analyzing short- and feature-length cinematic narrative screenplays, emphasizing characterization, plot and structure. Writing Intensive. Prerequisites: BCA 211 with a grade of C or better; limited to juniors or above; or graduate standing.

### BCA 510 Electronic Media Law 3(3-0)

Regulation of the electronic media. Examination of legal and administrative materials and cases. Prerequisites: BCA 210 with a C or better and junior standing or above; or graduate standing.

### BCA 511 Electronic Media Sales 3(3-0)

Organizational systems and processes of sales in electronic media. Emphasis on techniques found most reliable in modern sales practices in radio, television, internet and cable. Prerequisites: BCA 265; limited to junior standing or above or graduate standing.

### BCA 512 Electronic Media Promotion 3(3-0)

Tools and techniques of promotion for electronic media. Emphasis on media needs, community relations and problems unique to the electronic media promoter. Prerequisite: BCA 211 with a C or better or signed Integrative Public Relations major; Pre/Co-requisite BCA 311; limited to juniors or above; or graduate standing.

### BCA 513 Media Entrepreneurship 3(3-0)

This class is designed to help students understand the work of a media entrepreneur and the basics of starting and running a business. Prerequisite: Junior standing or above; or graduate standing.

### BCA 515 Sports Broadcasting 3(2-2)

Overview of the sports broadcasting industry. Emphasis on tools and techniques of live-event production and electronic sports reporting. Prerequisites: BCA 210, 317 each with C or better; or graduate standing in Broadcast and Cinematic Arts.

### BCA 516WI Electronic Media Management 3(3-0)

Discusses management in contemporary American electronic media settings. Writing Intensive. Prerequisites: Limited to juniors or above; or graduate standing.

### BCA 517 Advanced Electronic Media Performance 3(2-2)

Study and intensive practice in complex media performance situations. Special emphasis on realistic laboratory experience designed to explore the professional requirements of electronic media talent. Prerequisite: BCA 317 with a C or better; or graduate standing.

### BCA 518 Electronic News Reporting 3(2-2)

Techniques of news gathering, reporting, and interviewing for electronic media. Prerequisites: BCA 318 with a C or better; or graduate standing.

### BCA 519 Electronic Media Programming 3(3-0)

Examination of electronic media programming in terms of recent trends and strategies. Prerequisite: BCA 265; or graduate standing.

### BCA 520 Special Topics in Electronic Media 1-9(Spec)

Current topics for each semester listed in Course Search and Registration. Repeatable up to 9 hours when content does not duplicate previous special topic studies. Prerequisites: Limited to juniors or above; or graduate standing in Broadcast and Cinematic Arts.

### BCA 521 Advanced Electronic Cinematography 3(2-2)

Advanced theory and practice in the production of short form narrative video, with emphasis on the aesthetic aspects of lighting, direction and editing. Prerequisites: BCA 223, 440 each with a grade of C or better; limited to juniors or above; or graduate standing.

### BCA 522 Audio Post-Production 3(2-2)

Advanced recording, editing, sweetening, synchronizing and mixing of audio for video/film applications. Prerequisites: BCA 223, 421 both with a grade of C or better; or graduate standing.

### BCA 524 Producing Television News 3(1-4)

A practical approach to producing news. Encompasses gathering, writing, producing, and directing news programming over local cable outlets. Prerequisites: BCA 318 or 223; limited to juniors or above or graduate standing in Broadcast and Cinematic Arts.

### BCA 525 Film Genre Study 3-9(Spec)

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

### BCA 527 Film Directors 3-9(Spec)

Critical examination of selected film directors, focusing on their themes and visual style. Repeatable up to 9 hours when content previously studied is not duplicated. Prerequisites: Limited to juniors or above; or graduate standing.

### BCA 528 History and Analysis of Documentary Film 3(2-2)

History of the non-fiction film, with emphasis on narrative, aesthetic and rhetorical dimensions, as well as production, distribution and consumption conditions. Prerequisites: Limited to juniors or above; or graduate standing in Broadcast and Cinematic Arts.

### BCA 529 Internship in Electronic Media-Film 2-6(Spec)

Directed work experience at participating media venues. May count 6 hours maximum toward a major, 3 hours toward a minor. Minimum 2.5 GPA required. Prerequisite: prior written approval of BCA Intern Director; limited to juniors or above; open only to signed BCA majors or minors.

### BCA 531 Industrial and Educational Video/Media Production 3(2-2)

Lecture and intensive hands-on theory, design and production of video and interactive programs specifically for and within institutional/corporate settings. Prerequisites: BCA 223, 440 with a minimum grade of C in each; limited to juniors or above; or graduate standing.

### BCA 532 Advanced Video/Multimedia Post-Production 3(2-2)

Lecture and intensive hands-on theory, design and production of multimedia/interactive digital video, with emphasis on advanced post-production technologies and techniques. Prerequisites: BCA 223, 440 with a grade of C or better; or graduate standing.

### BCA 533 Advanced Electronic Media Design 3(2-2)

Advanced examination of website production, streaming, and stored audio/video media, specifically for electronic media outlets. Emphasis on design aesthetics, application of theory, and website maintenance. Prerequisites: BCA 332; or graduate standing in Broadcast and Cinematic Arts.

### BCA 540WI Recording Industry & Business 3(3-0)

Exploration of the music recording industry, music copyrights and music industry business strategies to reach consumers in the physical and online domains. Writing Intensive. Prerequisites: Limited to juniors or above; or graduate standing.

### BCA 542 Contemporary Recording & Mixing 3(2-2)

Advanced recording, mixing and mastering techniques of contemporary music for multimedia distribution. Summer session only. Laboratory hours arranged with instructor. Prerequisites: BCA 421 with a grade of B or better; or graduate standing in Broadcast and Cinematic Arts.

### BCA 560 Radio Operations I 3(1-4)

Preparation and performance in radio broadcast practices, emphasizing daily operations and radio management principles. Summer Session I only. Laboratory hours arranged with instructor. Prerequisites: Minimum 2.25 GPA, BCA 222 or 317; or graduate standing in Broadcast and Cinematic Arts.

### BCA 561 Radio Operations II 3(1-4)

Preparation and performance in radio broadcast practices, emphasizing radio programming and promotion principles. Summer Session II only. Laboratory hours arranged with instructor. Prerequisites: Minimum 2.25 GPA, BCA 222 or 317, BCA 560; or graduate standing in Broadcast and Cinematic Arts.

### BCA 600 Introduction to Electronic Media Research and Writing 3(3-0)

Introduction to graduate-level academic writing and research design, focusing on vocabulary, syntax, and research theory and method components as they relate to electronic media. Prerequisites: Admission to the BCA graduate program.

### BCA 601 Theories of Mass Communication 3(3-0)

Examination of theories and application of conceptual frameworks to the study of mass communication.

### BCA 603 Qualitative Mass Communication Research Methods 3(3-0)

Examination of qualitative research methods applied to the study of mass communication. Recommended: BCA 601.

### BCA 604 Quantitative Mass Communication Research Methods 3(3-0)

Examination of quantitative research methods applied to the study of mass communication. Recommended: BCA 601.

### BCA 611 Seminar in Telecommunications Media Policy 3(3-0)

An examination of the policies that impact the structure, functions and prospects of American electronic media systems. Recommended: BCA 601.

### BCA 612 Electronic Media Seminar 3(3-0)

Examination of current issues and controversies in electronic media to construct arguments, investigate impact, and facilitate original research. Prerequisite: BCA 600. Recommended: BCA 601; and BCA 603 or 604.

### BCA 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements. Prerequisite: Graduate standing in Broadcast and Cinematic Arts.

### BCA 625 Film Theory and Criticism 3(3-0)

Survey and application of major film theories.



**BCA 720 Special Topics in Mass Media 3-9(Spec)**

Consideration of subjects not listed in the regular department offerings. Repeatable when content does not duplicate previous special topics studies. Maximum credit, nine hours. Prerequisite: One course in BCA numbered 500 and above, Graduate Standing in Broadcast and Cinematic Arts.

**BCA 729 Advanced Independent Study in Electronic Media 1-9(Spec)**

Intensive, specialized study under guidance of a faculty member or faculty committee. Prerequisites: Completion of appropriate contract proposal; Permission of advisor and instructor.

**BCA 730 Plan B Project Research 3(3-0)**

Advanced research for Plan B project. No more than nine credits may be earned in BCA 729 and BCA 730 combined. CR/NC only. Prerequisites: BCA 600; permission of Plan B committee members based on satisfactory completion of research prospectus.

**BCA 798 Thesis 1-6(Spec)**

Thesis Research. CR/NC only. Prerequisites: BCA 600; permission of BCA Graduate Advisor.

**BIO - Biology**

See the *Department of Biology for more information.*

**BIO 500 Biological Statistics 3(2-2)**

An introduction to biological statistics; emphasis on concepts of descriptive statistics and central tendency, inferential statistics, one-way ANOVA and correlation/linear regression. Prerequisites: Graduate standing or twelve (12) hours of biology. Recommended MTH 130.

**BIO 501 Evolution 3(3-0)**

Mechanisms of descent with modification are discussed in a framework of microevolution, speciation, and macroevolution. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 326; or admission to the Biology M.S., Conservation Biology M.S., Biochemistry, Cell and Molecular Biology M.S., Biochemistry, Cell and Molecular Biology Ph.D. program, or Earth and Ecosystem Sciences Ph.D. program.

**BIO 502 Teaching Biology 3(2-3)**

Development of pedagogical content knowledge for teaching of secondary biology; required training course for prospective teachers of biology. Prerequisites: BIO 212 and 213 with a grade of C- or better; GPA of at least 2.7 in BIO classes that count toward BIO major or minor; Tier Two: Admission of Candidacy to Teacher Education.

**BIO 509 Ichthyology 4(3-3)**

Anatomy, taxonomy, physiology, natural history, and ecology of fishes with laboratory emphasis on fishes of the Great lakes region. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 218; or graduate standing.

**BIO 510 Fisheries Biology and Management 4(3-3)**

Analysis of fish populations, management of fisheries resources, and other problems related to freshwater fisheries. Prerequisites: BIO 212, 213 both with a C- or better; or admission to the Biology M.S., Conservation Biology M.S., or Earth and Ecosystem Sciences Ph.D. program.

**BIO 511 Aquatic Insects 3(1-4)**

Organismal biology of stream insects. Includes identification of insect orders, factors influencing their distribution, and the use of insect assemblages as indicators of water quality. Prerequisites: BIO 212, 213 both with a C- or better; or admission to the Biology M.S., Conservation Biology M.S., or Earth and Ecosystem Sciences Ph.D. program.

**BIO 515 Ornithology 4(2-4)**

An introduction to avian biology emphasizing evolution, systematics, and the annual cycle. Identification, song, and general ecology are studied through field trips and laboratory work. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 218; or graduate standing.

**BIO 518 Animal Behavior 4(3-3)**

Behavioral adaptations in animals, including foraging, reproductive, and social behaviors. May be offered as Writing Intensive. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 218; or graduate standing within CSE.

**BIO 519 Invertebrate Diversity 4(2-4)**

An advanced review of the evolution and ecology of invertebrates emphasizing the identification, collection, and conservation of aquatic macroinvertebrates in the Great Lakes region. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 218; or admission to the Biology M.S., Conservation Biology M.S., or Earth and Ecosystem Sciences Ph.D. program.

**BIO 520 Great Lakes Mollusks 2(1-3)**

An examination of the ecology, life history, taxonomy, evolution, and conservation status of freshwater mollusks (bivalves and gastropods) from the Great Lakes region. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 218; or graduate standing.

**BIO 523 Ecology and Systematics of Freshwater Algae 3(2-3)**

Examination of the systematics and ecology of freshwater algae using a systems approach to identify native assemblages in wetlands, streams, lakes, and the Great Lakes. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 218; or admission to the Biology M.S., Conservation Biology M.S., or Earth and Ecosystem Sciences Ph.D. program.

**BIO 524 Molecular Biology 3(3-0)**

Molecular nature of genes and recombinant DNA techniques, explored through the analysis of experimental data. Prerequisites: BIO 326, CHM 346; or graduate standing. Recommended: CHM 521, 522.

**BIO 525 Plant Ecology 3(2-3)**

Evaluates the interrelations between plants and their environment with an emphasis on how and why plants influence the productivity, diversity, and biogeochemistry of geographic regions. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 203; or admission to the Biology M.S., Conservation Biology M.S., or Earth and Ecosystem Sciences Ph.D. program.

**BIO 526 Limnology 3(3-0)**

Physical, chemical, and biological properties of inland aquatic ecosystems focusing on lakes. Topics include basin origin, light, mixing, organism diversity, nutrient cycling, and food webs. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 340; or graduate standing. Recommended: One of: CHM 120, 132, 161.

**BIO 527 Limnological Methods 2(0-4)**

A quantitative examination of the physical, chemical and biological aspects of lake ecosystems. Pre/Co-Requirement: BIO 526.

**BIO 534 Endocrinology 3(3-0)**

Endocrine system function including major endocrine glands, hormone synthesis, mechanisms of hormone action, and regulation of key body functions. Prerequisites: BIO 212, 213, 392 all with a grade of C- or better; or graduate standing.

**BIO 536 Histology 3(2-3)**

Study of cells and tissues that comprise human organ systems with emphasis on their integration and function using light microscopy. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 390 or 392; or admission to the Biology M.S., Biochemistry, Cell and Molecular Biology M.S., Biochemistry, Cell and Molecular Biology Ph.D. program, or Earth and Ecosystem Sciences Ph.D. program.

**BIO 537 Immunology 3(3-0)**

A description of the biological and biochemical mechanisms of the immune response. Emphasis will be placed on adaptive immunity activation, immunobiology, and immune system dysfunction. Prerequisites: BIO 212, 213 both with a C- or better and one of: BIO 320, 324, 392; or BIO 211 with a C- or better, BIO 392, and a signed major in biochemistry or neuroscience; or admission to the Biology M.S., Chemistry M.S., Biochemistry, Cell and Molecular Biology M.S., or Biochemistry, Cell and Molecular Biology Ph.D. program. Recommended: CHM 425 or 521.

**BIO 539 Virology 3(3-0)**

Basic principles of viral structure and replication. Provides a detailed survey of viruses, including emergent viral pathogens. Explores viral evolution, anti-viral drugs and vaccines. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 324, 326; or graduate status in the College of Science and Engineering.

**BIO 540 Mammalogy 4(3-3)**

Survey of evolution, taxonomy, behavioral ecology, physiological ecology, conservation biology, and management as these relate to Class Mammalia. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 218; or graduate standing.

**BIO 541 Wildlife Biology and Management 4(2-4)**

Presents the basic ecological principles and the varied techniques utilized in managing the wildlife resource. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 340; or graduate standing.

**BIO 544 Developmental Biology 4(3-3)**

Patterns and cellular/molecular mechanisms of embryonic development, emphasizing animals. May be offered as Writing Intensive. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 211 with a C- or better and a signed major in Biochemistry or Neuroscience; One of: CHM 342, 346, 348; or admission to a graduate program in the College of Science and Engineering.

**BIO 545 Molecular Genetics 3(3-0)**

Genetic approach to fundamental biological problems. Covers genetic techniques and modern molecular methods, including recombinant DNA technology and functional genomics in model systems and humans. May be offered as Writing Intensive. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 211 with a C- or better and a signed major in Biochemistry or Neurosciences; or BIO 326; CHM 342 or 346; or graduate standing.

**BIO 546 Molecular Genetics Laboratory 1(0-3)**

Laboratory course, to accompany BIO 545, explores genetic techniques and modern molecular methods, including recombinant DNA technology and functional genomics in model systems. Pre/Co-requirements: BIO 545.

**BIO 549 Herpetology 3(2-3)**

Survey of the ecology, evolution, and conservation of amphibians and reptiles. Includes laboratory and field observations, experiments, and traditional review of major morphological features. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 218; or admission to a graduate program in the College of Science and Engineering.

**BIO 550 Transmission Electron Microscopy 4(1-6)**

Biological specimen preparation and examination using transmission electron microscopy. Use of digital photography in electron micrograph production. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 324; BIO 330; or graduate standing; permission of instructor.

**BIO 552 Scanning Electron Microscope Technique 4(3-3)**

Principles and techniques of SEM including biological specimen preparation and examination. Use of digital photography in electron micrograph production. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 324; BIO 330; or graduate standing.

**BIO 553 Confocal Microscopy 3(2-3)**

Principles and practice of biological confocal laser scanning microscopy, including sample preparation and the use of molecular probes. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 324; BIO 330; or graduate standing.

**BIO 555 Great Lakes Wetland and Aquatic Plants 4(2-4)**

The biology of wetland plants including: identification, systematics, and ecology. Students will visit wetlands throughout Michigan and learn to identify common wetland and aquatic plants. Prerequisites: BIO 203 or graduate standing.

**BIO 557 Woody Plants of Michigan 4(2-4)**

The biology of woody plants including their identification, anatomy and physiology, systematics, ecology and evolution. Students will learn Michigan native trees and shrubs. Prerequisites: BIO 203; or BIO 212, 213 with a grade of C- or better; or graduate standing.

**BIO 559 Field Botany 3(2-3)**

The collection, identification, and preparation of herbarium specimens from the local flora. Prerequisites: BIO 203.

**BIO 560 Avian Ecology 3(2-3)**

The behavior, community organization, and ecological relationships of birds are examined through discussion of current literature, investigative field work, and other techniques. May be offered as Writing Intensive. Prerequisites: BIO 212, 213 both with a C- or better; or graduate standing. Recommended: BIO 515.

**BIO 561 Wetland Ecology and Management 3(3-0)**

The study of wetland ecosystem structure and function. Chemical, physical, and biological processes will be put into the context of conservation, management, and restoration. Prerequisite: BIO 340.

**BIO 562 Plant Systematics and Evolution 4(3-3)**

In-depth study, covering important topics in plant identification, evolution and systematics. Prerequisites: BIO 203 or graduate standing.

**BIO 565 Microbial Diversity and Physiology 3(3-0)**

This course explores the diversity of microorganisms, including methods for classifying microorganisms and assessing their diversity, and a detailed survey of microbial metabolic diversity. Prerequisites: BIO 212, 213 both with a C- or better; or BIO 208 or 320; or graduate status in the College of Science and Engineering.

**BIO 566 Microbial Diversity and Physiology Laboratory 1(0-3)**

This is an advanced laboratory course that explores experimental techniques used to study the diversity and physiology of microorganisms. This laboratory course accompanies BIO 565. Pre/Co-requisite: BIO 565.

**BIO 567WI Biogeochemistry 3(3-0)**

Examines the molecular mechanisms by which microorganisms drive the cycling of Earth's major elements. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 208; CHM 132; or graduate standing in a CST program.

**BIO 570 Cellular Dynamics 3(3-0)**

A course that explores advanced topics in cell biology focusing on landmark discoveries and experimental techniques using the primary literature. Prerequisites: BIO 324, 326; or Biology graduate status.

**BIO 571 Cellular Dynamics Laboratory 1(0-3)**

An advanced laboratory course that explores experimental techniques in cell biology research. This is a laboratory course that accompanies BIO 570. Prerequisites: BIO 324, 326; or Biology graduate status. Co-requisite: BIO 570.

**BIO 572 Epigenetics 3(3-0)**

The principles of epigenetics including environmental effects, molecular modifications, and inheritance. Examples using development, evolution, and disease in microbes, plants, and animals will be included. Prerequisites: BIO 212, 213 both with a C- or better; or graduate standing.

**BIO 575 Applied Bioinformatics 4(3-3)**

Application of bioinformatics techniques. Topics include: gene finding, pairwise and multiple sequence alignments of DNA and protein sequences, and the use of GenBank and BLAST. Prerequisites: BIO 212, 213 with a C- or better; or graduate standing in a Master's or Ph. D. program in the College of Science and Engineering.

**BIO 576WI Mammalian Cell Culture 3(1-5)**

Practical aspects of mammalian cell culture, aseptic technique, cell maintenance, differentiation, and cryopreservation. Writing Intensive. Prerequisites: BIO 212, 213 both with a C- or better; or graduate standing.

**BIO 580 Medical Microbiology 4(2-4)**

Focuses on the relationships between humans and pathogenic microbes. Covers major groups of medically important microorganisms, pathological consequences of infection, diagnosis, and clinical case problemsolving. Prerequisites: BIO 320, 392 both with a C+ or better; or BIO 208, one of: BIO 392 or HSC 215 all with a C+ or better, and a signed major in Neuroscience or Biochemistry or Exercise Science; or graduate standing.

**BIO 585 Conservation Medicine 3(3-0)**

Examines various diseases and their importance to wildlife, domestic animals, and humans. Epidemiology and ecology of diseases are discussed within the framework of conservation medicine. Prerequisites: BIO 208, 340; or graduate standing.

**BIO 590 Cardiovascular Physiology 3(3-0)**

Basic principles of normal mammalian cardiovascular physiology. Prerequisites: BIO 392 or graduate standing.

**BIO 591 Neurophysiology 3(3-0)**

Principles of nervous system function: cytology, electrophysiology, ion channels, membrane potentials, neurochemistry, synaptic function and its modification, sensory physiology. Prerequisites: BIO 392.

**BIO 595 Cancer Biology 3(3-0)**

Examination of the underlying molecular, cellular, and genetic pathways involved in carcinogenesis, tumor growth, angiogenesis, and metastasis. Additional topics include tumor immunology and treatment strategies. Prerequisites: BIO 212, 213 both with a grade of C- or better; or BIO 324, 326; CHM 342 or 345; or graduate standing. Recommended: CHM 425 or 521.

**BIO 597 Special Topics in Biology 1-9(Spec)**

Topics of special interest that are not normally included in existing courses. Specific topics and instructor's prerequisites will be announced in Course Search and Registration. Prerequisites: BIO 212, 213 both with a grade of C- or better; completion of 56 semester hours; or graduate standing; additional instructor prerequisites will be announced in the Course Search and Registration.

**BIO 600 Biological Research Design and Analysis 3(2-2)**

An examination of the proper research design and statistical analysis needed to solve problems in laboratory and field biology. Recommended: BIO 500.

**BIO 610 Biology Colloquium 1-9(Spec)**

Advanced study of selected subject areas through lecture and/or similar colloquia. Prerequisite: Graduate status.

**BIO 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**BIO 620 Biology Practicum 1-9(Spec)**

Practical experience in methodology and techniques in selected field or laboratory-oriented topics. Prerequisite: Admission to the Biology or EES graduate program.

**BIO 626 Topics in Genetics 1-3(Spec)**

Various advanced topics in genetics ranging from transmission genetics to molecular genetics and evolution. Student participation is expected. May be repeated for a maximum of 3 hours. Prerequisite: Admission to the Biology M.S., Conservation Biology M.S., Biochemistry, Cell and Molecular Biology M.S., Biochemistry, Cell and Molecular Biology Ph.D. program, or Earth and Ecosystem Sciences Ph.D. program.

**BIO 629 Topics in Eukaryotic Molecular Genetics 1-4(Spec)**

Seminar on current research papers in molecular genetics of animals, plants and fungi. Student presentations and discussions expected. May be repeated up to 4 credits. Prerequisites: Graduate standing in the Biology M.S. program.

**BIO 630 Art of Scientific Communication 3(2-1)**

Training in and practice of professional scientific communication, including peer-reviewed scientific papers, grant proposals, posters, and oral presentations for scientific conferences. Discussion of professional development. CR/NC only.

**BIO 635 Toxicology 3(3-0)**

Study of toxic chemicals, their effects on living organisms, and the metabolism and fate of the chemical in the organism. Prerequisites: BIO 392, CHM 346, CHM 521, CHM 522.

**BIO 637 Topics in Immunology 1-3(Spec)**

Advanced coverage of various topics in immunology. May be repeated as offered to a maximum of 3 credit hours. Prerequisite: BIO 537.

**BIO 642 Advanced Statistical Methods for Research 3(3-0)**

Examines the assumptions and utility of statistical techniques used in research, with emphasis on applications in biology and multivariate techniques with complex datasets. Prerequisite: BIO 500.

**BIO 650 Population and Community Ecology 4(3-2)**

Theoretical and empirical considerations of mechanisms affecting the dynamics of and interactions between populations in nature. Prerequisites: Graduate status in Biology or Earth and Ecosystem Science.

**BIO 651 Topics in Ethology 1-4(Spec)**

Seminar on current research papers in animal behavior. May be repeated up to 4 credits.

**BIO 652 Behavioral Ecology 3(2-3)**

An integration of behavior and ecology from the standpoint of species diversity, habitat utilization, reproduction, and competition. Field observations illustrating adaptation and behavior. Prerequisite: Admission to the Biology M.S., Conservation Biology M.S., Biochemistry, Cell and Molecular Biology M.S., Biochemistry, Cell and Molecular Biology Ph.D. program, or Earth and Ecosystem Sciences Ph.D. program.

**BIO 653 Stream Ecology 3(2-3)**

Structure and function of stream ecosystems with emphasis on biological processes. Prerequisites: BIO 340 or admission to Biology MS Program.

**BIO 656 Fish Ecology 2(2-0)**

A study of the ecological relationships of fishes.

**BIO 657 Fisheries Management 2(2-0)**

A study of specific habitats as related to fisheries management, habitat alteration problems, alternative management solutions, special techniques, and specific management topics. Prerequisites: Graduate status.

**BIO 658 Zooplankton Biology 3(2-3)**

An examination of the taxonomy, physiology, behavior and ecology of planktonic animals. Prerequisites: BIO 218, 340.

**BIO 680 Conservation Biology 3(3-0)**

Addresses dynamics and problems of perturbed species, communities, and ecosystems and practical aspects of implementing protection. Recommended: BIO 500.

**BIO 685 Phylogenetics 3(3-0)**

Detailed study of phylogeny reconstruction, comparative evolutionary methods, and how to critically evaluate evolutionary studies. Prerequisite: Graduate standing in Biology or Earth and Ecosystems Science. Recommended: Prior coursework in plant biology, zoology, microbiology and genetics.

**BIO 690 Conservation Genetics 4(3-3)**

Students learn technical and theoretical genetic methods used in conservation while generating, analyzing, and interpreting data to generate sound scientific conclusions. Prerequisite: Admission to the Biology M.S., Conservation Biology M.S., Biochemistry, Cell and Molecular Biology M.S., Biochemistry, Cell and Molecular Biology Ph.D. program, or Earth and Ecosystem Sciences Ph.D. program.

**BIO 691 Landscape Ecology 4(3-3)**

Students gain a technical and theoretical foundation of landscape ecology as it applies to conservation biology and discuss applications of landscape ecology and GIS tools. Pre/Co-requisite: BIO 680. Recommended: BIO 500 or STA 382; GEO 203, 303.

**BIO 692 Topics in Physiology 1-4(Spec)**

Seminars, technique courses or lecture courses on new frontiers in physiology or of special physiological interest. May be repeated for a maximum of four hours. Prerequisite: Admission to the Biology M.S., Conservation Biology M.S., Biochemistry, Cell and Molecular Biology M.S., Biochemistry, Cell and Molecular Biology Ph.D. program, or Earth and Ecosystem Sciences Ph.D. program.

**BIO 695 Graduate Internship in Biology 1-6(Spec)**

An in-depth work experience in the graduate student's research area performed under the supervision of a trained professional in the selected area of biology. Prerequisite: A graduate internship agreement must be signed and on file in the Biology office or with the Director of the Biological Station at least four weeks prior to enrollment.

**BIO 730 Seminar 1(1-0)**

Formal, oral departmental presentation of Plan A thesis research. Required of students receiving the M.S. in Biology or Conservation Biology, Plan A. CR/NC only. Prerequisite: Permission of thesis committee Chair.

**BIO 790 Research in Biology 2-4(Spec)**

Research experience in the laboratory and/or the field. CR/NC only.

**BIO 798 Thesis 1-9(Spec)**

Research resulting in written thesis. CR/NC only. Prerequisite: Plan A thesis prospectus on file in the Biology Department office.

## BIS - Business Information Systems

See the Department of Business Information Systems for more information.

**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 535 System Administration Using SAP Basis 3(3-0)**

Tasks, tools, and transactions of the SAP system administrator are explained using hands-on exercises and step-by-step guides based on real-world examples. Prerequisites: BIS 347 and BUS 301; or BIS 647 and BIS 638.

**BIS 580 Business Decision Modeling 3(3-0)**

This course offers an overview of the information systems and tools used for evidence-based business decision making. This course may be offered in an online format. Prerequisites: STA 282QR or BUS 300QR or 503; 56 hours completed; admission to Professional Business Studies; or graduate standing.

**BIS 581 Business Data Analytics 3(3-0)**

This course offers an overview of theories, workflows, and challenges of Business Data Analytics. Topics include data collection, cleansing, preparation, analysis, and visualization. This course may be offered in an online format. Prerequisites: STA 282QR or BUS 300QR or 503; 56 semester hours completed; admission to Professional Business Studies; or graduate standing.

**BIS 582 Data Visualization: Theory and Practice 3(3-0)**

This course will offer details on the theory and practice of data visualization. Students will learn visualization theory and design visualizations in accordance with human cognitive structure. This course may be offered in an online format. Prerequisites: STA 282QR, or BUS 300QR, or 503; 56 semester hours completed; admission to Professional Business Studies; or graduate standing.

**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 598 Integration of Business Processes Using SAP Software 4(Spec)**

Examination of how ERP fundamental business processes interact using SAP software. Prerequisites: A course supported by SAP software taken at CMU or permission of BIS Chairperson.

**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 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**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 659 Enterprise Software Platform (SAP HANA) 3(3-0)**

A study of SAP HANA, a platform for developing and running next-generation business applications and analytics. This course may be offered in an online format. Prerequisite: BIS 647.

**BIS 660 Managerial Communication 3(3-0)**

Developing and refining business communication skills for effective transmission of technical information through oral, written, and non-verbal formats. This course may be offered in an online format. Prerequisite: Admission to the MSIS Program.

**BIS 688 Directed Work/Observation/Internship 1-6(Spec)**

Work or internship experience and/or directed observation at business sites. Prerequisite: Minimum of 9 credit hours in the MSIS program.

**BIS 697 Special Studies in Business Information Systems 1-12(Spec)**

Special topics of interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. Prerequisite: Minimum of 9 credit hours in the MSIS program.

**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.

**BIS 791 Independent Research 3(Spec)**

Development of research skills and completion of a formal research study. CR/NC only. Prerequisites: BIS 625; admission to the MSIS Program.

**BIS 798 Thesis 1-6(Spec)**

Provides the student with research skills through development and completion of a research study in a specific area of business information systems. CR/NC only. Prerequisites: BIS 625; admission to the MSIS program.

**BLR - Business Law and Regulation**

*See the Department of Finance and Law for more information.*

**BLR 521 Environmental Law and Policy 3(3-0)**

A survey of environmental laws and policies that affect business decision making, stressing macroenvironmental considerations and major Michigan environmental issues. This course may be offered in an online format. Prerequisites: BLR 202 or BLR 235 or ENV 101 and completion of 86 hours or admission to graduate program.

**BLR 565 The International Legal Environment of Business 3(3-0)**

Examines global legal environments that affect business and international business relationships. Prerequisites: BLR 202 or BLR 235; 86 semester hours completed and admission to Professional Business Studies or listed on a signed major or minor or graduate status.

**BLR 597 Special Topics 1-6(Spec)**

This course covers material of special interest to undergraduates and not covered in the regular curriculum. This course may be offered in an online format. Prerequisites: BLR 202 or 235; undergraduate students at the senior level or graduate standing.

**BLR 600 Legal and Social Environment of Business 3(3-0)**

Basic concepts concerning the interrelationship of business and its external environments. Managerial participation in and response to public policy issues and their resolution. Not available for credit toward the M.B.A. or M.S.A. degree.

**BLR 631 Public Policy and Regulated Industries 3(3-0)**

Federal and international legal constraints which influence business decision making. Emphasis on economic, employment, social, and international regulatory schemes as they impact business. This course may be offered in an online format. Prerequisites: BLR 202 or 235 or ENV 101; completion of 86 hours or admission to graduate program.

**BUS - Business**

*See the College of Business Administration for more information.*

**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 503QR 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 691 Management Consulting: Client Relations 2(2-0)**

Development and maintenance of relationships between management consultants and their clients. Emphasis on change management principles. Prerequisites: Admission to Graduate Studies.

**BUS 692 Management Consulting: Diagnosis 2(2-0)**

Review of diagnostic techniques to assess organizational problems. Qualitative research and analytical techniques are also studied. Prerequisites: BUS 691; admission to Graduate Studies.

**BUS 693 Management Consulting: Measurement 2(2-0)**

Theory and managerial tools guiding the consultant to measure and understand complex problems within organizations. Prerequisites: BUS 692; admission to Graduate Studies.

**BUS 694 Management Consulting: Implementation 2(2-0)**

Implementation of the change strategy in the organization. Development of a framework for the assessment of the effectiveness of the change mechanism. Prerequisites: BUS 693; admission to Graduate Studies.

**BUS 697 Special Topics in Business 1-12(Spec)**

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.



## CED - Counselor Education and Personal Development

See the Department of Counseling and Special Education for more information.

### CE 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.

### CE 505 Orientation to the Counseling Profession 1(1-0)

Orient students to the profession by examining history, identity, and process of becoming a professional counselor in a diverse society. This course is approved for offering in a distance learning format. Prerequisites: Senior standing or graduate status.

### CE 520 Personal Growth and Development 2(Spec)

Personal growth group to help participants increase awareness and acceptance of self and others. Prerequisites: Junior standing or graduate status.

### CE 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.

### CE 580 Seminar: Professional Topics 1-12(Spec)

Special topics that are germane to the field of counseling. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

### CE 595 Play Therapy for Counselors 3(3-0)

Building a counseling relationship with children by utilizing play media to facilitate expression, self-understanding, and personal growth and development. Prerequisites: Junior Level Standing.

### CE 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.

### CE 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.

### CE 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.

### CE 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.

### CE 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.

### CE 611 Developmental Career Counseling 3(2-1)

Critical survey of career development theories. Application of concepts and strategies of career exploration. Students participate in a supervised experience in teaching career exploration techniques. Prerequisite: Graduate status. Recommended: Completion of, or concurrent enrollment in, CED 650.

### CE 612 Work and Career in a Global Society 3(3-0)

Orient students to work and career in a global society by examining past, present and future issues in the workplace. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

### CE 615 Postsecondary Planning for School Counselors 3(3-0)

This course is designed to prepare school counselors-in-training to assist their future students in the process of planning for postsecondary educational options. This course may be offered in an online format. Prerequisite: CED 604.

### CE 616 Basic Group Participation 1(Spec)

This course is designed as a facilitated group counseling format where students experience being in the role of client/group participant. CR/NC only.

### CE 617 The Counseling Supervisor 3(3-0)

This course provides an overview of the empirical literature, ethics, and techniques of clinical counseling supervision. This course may be offered in an online format. Prerequisites: Graduate status.

### CE 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### CE 620 Introduction to Multicultural Issues in Counseling 3(3-0)

This course is an examination of research and practice issues relating to counseling culturally specific groups with special emphasis on the client/counselor relationship.

### CE 621 Orientation to a Culturally Diverse Society 3(3-0)

Orient students to the process of developing competence to live and relate in a culturally diverse society. Prerequisites: Graduate status.

### CE 625 Cross-Cultural Service Learning for Counselors 3(Spec)

This is an experiential graduate level course in which students study and engage in meaningful service learning in a cross-cultural setting. This course may be offered in an online format.

### CE 630 Ethics & Consultation in Counseling 3(3-0)

This course provides a supervised discussion of legal, ethical, and consultation issues that affect the profession. This course may be offered in an online format.

### CE 640 Assessment in Counseling 3(3-0)

This course prepares trainees to assist in selection, evaluation, and interpretation of various counseling assessments with emphasis on assessments appropriate to trainees' future work settings. This course may be offered in an online format. Prerequisite: Regular Admission to the M.A. in Counseling Program.

### CE 641 Introduction to Counseling for Addictions 3(3-0)

This course introduces the presentation and application of basic theories, techniques and resources for dealing with a broad range of addictive behavior, both substance related and behaviorally focused. This course may be offered in an online format.

### CE 642 Neuropsychopharmacology 3(3-0)

This course provides an introduction to the neurological, behavioral, psychological, physical, and social effects of psychoactive substances. This course may be offered in an online format. Prerequisites: CED 641; admission to M.A. in Counseling program.

### CE 643 Etiology of Addiction 3(3-0)

This course introduces students to the potential causes of and reasons for addiction. This course may be offered in an online format. Prerequisite: CED 641.

### CE 644 Addiction Oriented Systems and Methods of Care 3(3-0)

This course will address addiction oriented systems and proper methods of care, as well as assessment, testing, screening, wellness, and prevention. It provides a clearer understanding of the unique characteristics and policies of addiction focused treatment environments and modalities. This course may be offered in an online format. Prerequisite: CED 641.

### CE 645 School Counseling Seminar 3(3-0)

This course utilizes discussion and individual investigation into topics and critical incidents germane to schools. Recommendations and solutions by professionals in the field are reviewed. This course may be offered in an online format. Prerequisite: CED 604.

### CE 646 Internship in Addiction Counseling 3(Spec)

Clinical experience in selected addiction-focused settings, managing a client caseload under qualified supervision. CR/NC only. This course may be offered in the online format. Prerequisites: CED 641, 642, 643, 644.

### CE 650 Theories and Techniques of Group Counseling 3(3-0)

The application of group theories and techniques, interpersonal communication skills, and the assessment of group counseling interventions. Prerequisite: Regular admission to M.A. in Counseling. Pre/Co-requisite: CED 660.

### CE 651 Counseling Children and Adolescents 3(3-0)

This course provides students with specialized skills for counseling children and adolescents. It emphasizes the modification of interventions to meet the needs of young clients. This course may be offered in an online format.

### CE 660 Counseling Techniques 3(3-0)

This course is a systematic study of the counseling process: stages, intervention strategies, and related issues. Both cognitive and experiential approaches will be used. Prerequisites: CED 677; Regular Admission to the M.A. in Counseling Program.

### CE 665 Personal and Professional Development Across the Lifespan 3(3-0)

This course addresses the influence of developmental and environmental factors on human behavior, including physical, social, and psychological aspects, and implications for counselors.

### CE 668 Family Counseling and Therapy 3(3-0)

This course involves the application of counseling skills and interventions using systems and post-modern theories of marriage, couple, and family therapy. This course may be offered in an online format.

### CE 670 Independent Study 1-12(Spec)

Study and/or investigation of a special problem with the guidance of a staff member. Prerequisites: Admission to the M.A. in Counseling.

### CE 677 Counseling Theories 3(3-0)

Examination of psychological foundations of counseling theories. The course facilitates students' development of a personal counseling theory. This course may be offered in an online format. Prerequisite: Conditional admission to the counseling program.

### CE 679 Crisis and Trauma Counseling 3(3-0)

Provides the foundation for best practice in crisis counseling by facilitating critical analysis of issues and applying intervention techniques. This course may be offered in the online format.

### CE 680 Seminar: Professional Topics 1-12(Spec)

Investigation and in-depth study of special topics that are relevant to the field of counseling.

**CED 683 Sexuality Counseling and Therapy Techniques 3(3-0)**

This course provides an introduction to the practice of various therapeutic modalities for the treatment of sexual issues utilizing current sexuality counseling and therapy approaches.

**CED 684 Grief and Loss Counseling 3(3-0)**

This course is an examination of theories of grief and loss, and the approaches appropriate for therapeutic interventions designed to mitigate their effects. This course may be offered in an online format.

**CED 685 Counseling Aspects of Grief and Loss 3(3-0)**

An introduction to the dynamics of grief and loss and the counseling procedures appropriate for therapeutic intervention. This course may be offered in an online or hybrid format.

**CED 686 Psychopathology in Counseling 3(3-0)**

The history, theoretical approaches, and current concepts in the study of psychopathology will be addressed. This course may be offered in an online format. Prerequisites: CED 677, CED 699.

**CED 690 Counseling Practicum 1-6(Spec)**

Supervised counseling of individuals, families, couples and children. Observation and critique of peer counseling sessions. CR/NC only. Prerequisites: CED 660 with grade of B or better; regular admission to the M.A. in Counseling program.

**CED 691 Internship 1-6(Spec)**

Clinical experience in selected settings managing a client caseload under qualified supervision. CR/NC only. Prerequisites: Six credits of CED 690.

**CED 695 Research in Counseling 3(3-0)**

Presentation and application of designs and procedures pertinent to conducting research in the field of counseling. This course may be offered in an online format. Prerequisite: Regular Admission to the M.A. in Counseling.

**CED 696 Independent Research 3(Spec)**

Completion of research project under the supervision of a faculty advisor. Prerequisite: Successful completion of CED 695 or graduate research methods course.

**CED 698 Thesis 1-6(Spec)**

CR/NC only. For Master's degree candidates. Prerequisites: CED 695.

**CED 699 Diagnosis & Treatment Planning in Counseling 3(3-0)**

This course provides an overview of the diagnosable mental and emotional disorders and appropriate intervention methods. This course may be offered in an online format. Prerequisite: CED 677.

**CED 750 Advanced Group Facilitation 3(3-1)**

Survey of differing styles of group facilitation. Elements in the helping relationship which improve the quality of interpersonal relationships. "Self-in-therapeutic-interaction" incorporated into a supervised experience. Prerequisites: Regular admission to the M.A. in Counseling; CED 650; permission of instructor.

**CED 751 Facilitation of Play Therapy Sessions 3(3-1)**

Systematic inquiry into the use of play therapy and its relevance to the growth and development of children. Theoretical positions compared and appraised. Supervised experience. Prerequisites: Regular admission to the M.A. in Counseling; permission of instructor.

**CED 780 Seminar: Professional Topics 1-12(Spec)**

Special topics that are germane to the field of counseling. This course is approved for offering in a distance learning format. Prerequisite: 15 hours of graduate level counseling coursework.

**CED 790 Advanced Counseling Practicum 3(1-3)**

A continuation of CED 690. Application to register for this course must be filed by the posted deadline prior to registration for approval. Prerequisite: CED 690.

**CED 791 Advanced Internship in Counseling 3(Spec)**

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

## CGL - Cultural and Global Studies

*See the College of Liberal Arts and Social Sciences*

**CGL 505 Advanced Cultural and Global Studies Topics 1-6(Spec)**

Course covers advanced special topics of interest to Cultural and Global Studies not covered in existing courses. Prerequisite: Graduate standing or completion of 56 undergraduate credit hours.

## CHM - Chemistry

*See the Department of Chemistry and Biochemistry for more information.*

**CHM 505 Teaching Chemistry and Physics in Secondary Schools 3(3-0)**

Exposes pre-service secondary chemistry and physics teachers to theory and practice of teaching in secondary schools, design of instructional units, and safety practices. Must be completed prior to student teaching. Identical to PHY 505. Credit may not be earned in more than one of these courses. Prerequisites: CHM 132 or 161; PHY 131 or 146; Tier Two - Admission of Candidacy to Teacher Education; signed major or minor in chemistry, physics or chemistry-physics (secondary education); Junior standing. Graduate students must be enrolled in a teaching master's program.

**CHM 507 Field Experience in Teaching Chemistry/Physics 1(Spec)**

Supervised experience in high school chemistry and/or physics classes. Experience will include observation, participation in instruction, and critical analysis of the experience. Identical to PHY 507. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: Tier Two - Admission of Candidacy to Teacher Education; junior or senior standing. Graduate students must be enrolled in a teaching master's program. Pre/Co-requisite: CHM 505 or PHY 505.

**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 511 Advanced Analytical Chemistry 4(2-4)**

Spectroscopic, electrochemical, and other techniques as applied to analytical chemistry. Prerequisites: CHM 211. Recommended: CHM 352 or 355.

**CHM 513 Chemistry of Natural Waters 3(1-6)**

Fundamentals of laboratory and field analysis of water and their application to environmental studies. Prerequisites: CHM 211.

**CHM 514 Environmental Chemistry 3(3-0)**

This course applies analytical chemistry to understand the fate of chemicals in the environment and green chemistry processes. Prerequisites: CHM 211; CHM 343 or 346. Pre/Co-requisites: CHM 351 or 353 or 355.

**CHM 515 Environmental Chemistry of the Great Lakes 2(1-3)**

This hands-on field and laboratory course applies analytical chemistry to analyze air, water, and soil samples collected from Michigan freshwater ecosystems. Prerequisites: CHM 211; CHM 514 or ENS 223 or BIO 213; or graduate standing.

**CHM 521 Biochemistry I 3(3-0)**

Structure and function of nucleic acids, proteins, lipids and membranes, and carbohydrates; enzyme kinetics and catalysis; glucose metabolism. Prerequisites: CHM 346 or 347 or 348.

**CHM 522 Biochemistry II 3(3-0)**

Continuation of CHM 521. Metabolism of fatty acids, amino acids, and nucleotides. Biochemical mechanisms of DNA replication, transcription, translation, gene regulation, and cell signaling. Prerequisite: CHM 521.

**CHM 527 Biochemistry Laboratory 1(0-4)**

Isolation, characterization, and analysis of proteins and other biomolecules using chromatographic, electrophoretic, and spectroscopic techniques. Prerequisites: CHM 211, 349. Pre-/Co-requisites: CHM 425 or 521.

**CHM 528 Bioanalytical Techniques Laboratory 2(1-3)**

Practical and theoretical aspects associated with the laboratory analysis of macromolecules (proteins and nanomolecules). Prerequisites: CHM 211 or graduate standing. Pre/Co-requisites: CHM 425 or 521.

**CHM 531 Advanced Inorganic Chemistry 3(3-0)**

Molecular structure and symmetry, acid-base and oxidation-reduction chemistry, reactivity of inorganic compounds from a thermodynamical basis, catalysis, solid state and organometallic compounds. Prerequisites: CHM 331. Recommended: CHM 352.

**CHM 541 Intermediate Organic Chemistry 3(3-0)**

Mechanisms of organic reactions, emphasizing methods by which these are determined, including kinetics, principles of bonding, stereochemistry, and nuclear magnetic resonance in depth. Prerequisites: CHM 346. Recommended: CHM 351 or 355.

**CHM 542 Structure Determination Using Spectroscopic and Related Methods 2(2-0)**

Utilization of spectroscopic and related methods (UV, IR, MS, NMR, other) for the determination of molecular structure. Prerequisites: CHM 345 or graduate standing.

**CHM 547 Advanced Synthesis Laboratory 2(1-3)**

Advanced synthesis, separation, and structure determination of organic and inorganic compounds. Prerequisite: CHM 349, 331.

**CHM 551 Materials Chemistry: Inorganics and Nanomaterials 3(3-0)**

This course will provide a detailed survey of metals, semiconductors, ceramics, and nanomaterials, with a special emphasis on structure-property relationships. Students cannot receive credit for both SAM 700 and CHM 551. Prerequisites: CHM 331 or graduate status. Recommended: CHM 346.

**CHM 555 Advanced Physical Chemistry 3(3-0)**

Advanced development and application of physical theories using a statistical mechanic approach to understanding of molecular energetics and kinetics. Prerequisites: CHM 352 or 355; MTH 233.

**CHM 556 Applied Quantum Chemistry 3(3-0)**

This course provides in-depth quantum theory and its applications to understanding the properties of atoms and molecules. Prerequisites: CHM 353 or graduate standing in Chemistry.

**CHM 560 Biomimetic Nanotechnology 3(3-0)**

Introduction to biomimetic nanotechnology. Biological molecules responsible for a human sense or movement are presented and their application in artificial systems is discussed. Prerequisites: CHM 343 or 346 or graduate standing in a CSE program.

**CHM 561 Polymer Chemistry 3(3-0)**

An introductory course on polymer synthesis, polymer theory, and basic characterization techniques. Prerequisites: CHM 346 or 347 or 348; CHM 352 or 353.

**CHM 562 Industrial Chemistry 3(3-0)**

Treatment of the following three primary areas: 1) actual chemistry of industry, 2) the technology of industry, and 3) the industrial chemical environment. Prerequisite: CHM 346.

**CHM 566 Introduction to Biomaterials 3(3-0)**

Introduction to biomaterials science, including materials properties, interactions between materials and living tissues, and materials and biological testing. Prerequisite: CHM 346 or graduate standing. Recommended: CHM 352 or 355, CHM 425 or 521, CHM 561, BIO 110.

**CHM 567 Polymer Science Laboratory 2(1-3)**

Treatment of laboratory techniques common to polymer science: synthesis of polymers and the characterization of these materials by spectroscopic, thermal, and mechanical methods. Prerequisites: CHM 349. Co-requisite: CHM 561.

**CHM 568 Pharmaceutical Chemistry 3(3-0)**

Interdisciplinary introduction to the science of drug formulation, delivery and efficacy. Prerequisites: CHM 346 or 342 or graduate standing. Recommended: CHM 425 or 521, CHM 355, BIO 392.

**CHM 569 Materials Characterization 2(1-3)**

Introduction to materials characterization; Characterization methods for polymeric, inorganic, and nanomaterials. Prerequisites: CHM 331; CHM 346 or 347 or 348; or graduate standing.

**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.

**CHM 572 Selected Topics in Chemistry 1-9(Spec)**

Special topics in chemistry, presented in short course or workshop format. Course may be taken for credit more than once; total credit not to exceed nine hours. CR/NC only. Prerequisites: Senior level undergraduate or graduate standing in chemistry or biochemistry programs.

**CHM 583 Seminar in Chemistry 1-2(Spec)**

Presentation of technical material and training in the use of chemical literature. Prerequisites: 25 credit hours of chemistry courses or graduate standing.

**CHM 601 Chemistry Seminar Presentations 2(2-0)**

Exploration of methods and skills involved in scientific technical presentation of chemistry and chemically-related technical materials. Prerequisites: Admission to a graduate program in Chemistry.

**CHM 602 Scientific Writing in Chemistry 1(1-0)**

Exploration of methods and skills involved in the writing of refereed scientific papers, grant proposals, theses and dissertations. Prerequisites: Admission to a graduate program in Chemistry.

**CHM 611 Advanced Topics in Analytical Chemistry 1-9(Spec)**

Special topics in analytical chemistry not included in the regular courses in the chemistry graduate program. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: CHM 511.

**CHM 612 Techniques in Nuclear Magnetic Resonance Spectroscopy 3(2-3)**

Theory and implementation of multiple-pulse and multidimensional techniques in NMR spectroscopy. Designed to support graduate coursework and research in Chemistry and Materials Science. Prerequisites: Admission to a graduate degree program in chemistry or related field.

**CHM 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements. Prerequisites: Permission of chemistry graduate advisor or department chairperson.

**CHM 621 Advanced Biochemistry 3(3-0)**

Advanced study of enzymatic mechanisms that regulate biological processes including cell division, signaling, and immunity. Prerequisites: CHM 521.

**CHM 624 Advanced Topics in Biochemistry 1-9(Spec)**

Special topics in biochemistry not included in the regular courses in the chemistry graduate program. Course may be taken for credit more than once; total credit not to exceed 9 hours. Prerequisites: CHM 522 or 621; or admission into the Chemistry MS program, Biology MS program, the Biochemistry, Cellular, and Molecular Biology MS program, or the Biochemistry, Cellular, and Molecular Biology Ph.D. program.

**CHM 631 Coordination Chemistry 3(3-0)**

This course will describe the structure, bonding, reactivity, and characterization of coordination compounds, with a discussion of solid-state characterization techniques and applications. Prerequisite: CHM 531.

**CHM 632 Advanced Topics in Inorganic Chemistry 1-9(Spec)**

Special topics in inorganic chemistry not included in the regular courses in the chemistry graduate program. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: CHM 531.

**CHM 641 Advanced Topics in Organic Chemistry 1-9(Spec)**

A variety of specialized topics presented by experts. May be repeated as offered to a maximum of 9 hours. Prerequisites: CHM 541.

**CHM 643 Physical Organic Chemistry 3(3-0)**

Mechanisms of diverse organic reactions based on reactivity of compounds, emphasizing the study of mechanisms including kinetics, free energy relationships, bonding, and stereochemistry. Prerequisites: CHM 541.

**CHM 644 Organic Reactions and Synthesis 3(3-0)**

A general survey of advanced organic reactions and syntheses; examples from the research literature are emphasized. Prerequisites: CHM 541.

**CHM 651 Advanced Topics in Physical Chemistry 1-9(Spec)**

A variety of specialized topics presented by experts. May be repeated as offered to maximum of 9 hours. Prerequisite: CHM 352.

**CHM 655 Quantum and Computational Chemistry 3(3-0)**

Application of physical theories using a quantum mechanical approach and computational techniques for understanding of properties of atoms, molecules, and molecular systems. Prerequisites: CHM 352, MTH 233.

**CHM 663 Polymer Synthesis 3(3-0)**

Advanced methods for polymer synthesis; examples from the research literature are emphasized. Prerequisites: CHM 561 or SAM 710.

**CHM 665 Advanced Topics in Polymer Chemistry 1-9(Spec)**

Special topics in polymer chemistry not included in the regular courses in the chemistry graduate program. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: CHM 561.

**CHM 667 Polymer Additives 3(3-0)**

A description of polymer additives including structure, function, and effectiveness with different polymer systems; examples from the research literature are emphasized. Prerequisite: CHM 561 or SAM 710.

**CHM 669 Polymer Processing 3(3-0)**

A description of polymer systems, including solution properties, rheology, degradation, and processing; examples from the research literature are emphasized. Prerequisites: CHM 561 or SAM 710.

**CHM 781 Chemistry Teaching Practicum 2(Spec)**

The design and delivery of instructional materials, presentations, and laboratory experiments. Emphasis placed on improving student subject matter capabilities in chemistry. CR/NC only. Prerequisites: Admission to the Master of Arts in Teaching Chemistry Program; permission of the instructor.

**CHM 791 Directed Research 1-6(Spec)**

Directed research supervised by a chemistry faculty member. May be repeated for a total of 6 credits. CR/NC only. Prerequisites: Permission of Chemistry department chair.

**CHM 793 Chemistry Teaching Internship 1-9(Spec)**

Teaching of undergraduate chemistry courses. Students carry out a teaching internship under the direction of a graduate faculty member. CR/NC only. Prerequisites: Admission to the Master of Arts in Teaching Chemistry program; permission of instructor.

**CHM 794 Experimentation in the Teaching of Chemistry 1-6(Spec)**

The research and development of techniques in chemistry education. CR/NC only. Prerequisites: Admission to the Master of Arts in Teaching Chemistry Program; permission of the instructor.

**CHM 798 Thesis 1-6(Spec)**

A written thesis and an oral departmental seminar on the thesis research. CR/NC only. Prerequisites: Admission to a graduate program in chemistry; permission of the chemistry department chairperson.

## COM - Communication

See the Department of Communication for more information.

**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 523 Dark Side of Communication 3(3-0)**

This course examines negative communication behaviors such as expression of jealousy, gossip and rumor, embarrassment, criticism, deception, coercion, and obsession. Prerequisites: COM 251, 301 with grades of C or better; COM 361.

**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 examines American political communication and addresses the connections between political discourse, the American people, and the media. May be offered as Writing Intensive. Prerequisites: COM 251, 301 with grades of C or better; junior standing or above.

**COM 555 Special Topics in Communication 3-9(Spec)**

Current topics of each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours. Prerequisites: grades of C (2.0) or better in COM 251, 301.

**COM 558 Historical Backgrounds of Communication Theory 3(3-0)**

Theories of rhetoric and communication from the classical, medieval, and Renaissance periods studied in a comprehensive historical philosophical survey. Prerequisite: COM 251, 301 with grades of C or better.



**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 562 Family Communication 3(3-0)**

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

**COM 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 565 Communication Training in Organizations 3(3-0)**

This course examines the role of training in improving communication in organizations. The course discusses the design, development, implementation, and evaluation of organizational communication training. Prerequisites: COM 251, 301 with grades of C or better; COM 264.

**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 594 Directing Speech Activities 3(3-0)**

Designed to provide the student or the professional teacher with the skills needed to coach and administer forensic activities on the high school level. Prerequisites: COM 251, 301 with grades of C or better.

**COM 600 Introduction to Research and Graduate Study in Communication 3(3-0)**

Introduces students to the history of the communication discipline, primary and secondary research methods, and scholarly writing relevant to communication arts and sciences.

**COM 601 Research Design in Communication 3(3-0)**

Prepares the student to understand the assumptions and rationale of social scientific research, and to understand and perform laboratory and field experiments.

**COM 602 Qualitative Research Methods 3(3-0)**

Exploration of theoretical and methodological issues in qualitative research in communication, focusing on particular research strategies including participant observation, ethnography, in-depth interviewing, and narrative. Prerequisites: COM 600.

**COM 603 Professional Seminar in Communication 1-3(Spec)**

This course explores topics such as: managing graduate workload, presenting/publishing professionally, conducting ethical research, choosing either comprehensive exam or thesis options, development of a prospectus. CR/NC Only. Prerequisites: Admitted into the Master of Arts in Communication program.

**COM 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**COM 621 Leading Crisis Communication: Public Information and Reputation Management 3(3-0)**

Prepares individuals in positions of leadership to manage crisis communications and serve as spokespeople during crisis response. This course may be offered in an online format.

**COM 660 Special Topics: Graduate Seminar 3-9(Spec)**

This course will examine current research and theory in communication at the graduate level. Three hours each; maximum: nine credit hours.

**COM 661 Contemporary Communication Theory 3(3-0)**

Critical interpretation and evaluation of published social psychological research which serves as the theoretical foundation of communication.

**COM 662 Seminar in Persuasion 3(3-0)**

Examines and analyzes theories and principles concerned with persuasion and attitude change. Emphasis placed on theory development, application, and evaluation. Prerequisites: COM 365.

**COM 664 Seminar in Organizational Communication 3(3-0)**

Includes a rigorous examination of the principles governing organizational communication and how these principles may be applied in practice and research. Prerequisites: COM 600.

**COM 665 Seminar in Communication and Negotiation in Employee Relations 3(3-0)**

The course examines the role of communication and negotiation in the employee relations process within a work organization. This course may be offered in an online or hybrid format.

**COM 667 Seminar in Intercultural Communication 3(3-0)**

This course examines the theory, practice, and research related to the process of communication between people from different cultural backgrounds. This course is approved for offering in a distance learning format. Prerequisites: COM 600.

**COM 668 Seminar in Interpersonal Communication 3(3-0)**

Seminar focuses on interpersonal communication theories and research. Students critically evaluate current theories and examine popular research methods. Prerequisite: Admission to the Master of Arts in Communication.

**COM 695 Teaching Mentorship 1-3(Spec)**

Guided experience as a teaching assistant in an undergraduate communication course. Designed to mentor graduate students in pedagogical strategies. Prerequisite: Prior written approval of graduate program coordinator.

**COM 750 Seminar in Rhetorical Criticism 3(3-0)**

Conceptual approaches to the criticism of oral communication. Criteria for criticism, description, analysis, and critical evaluation of speeches and other forms of interpersonal communication.

**COM 764 Communication Internship 1-6(Spec)**

Designed to apply knowledge of and skills in communication within a supervised organizational context. Prerequisite: Prior written approval of internship coordinator.

**COM 790 Advanced Independent Study 1-4(Spec)**

Intensive study of some special problem under guidance of a faculty member or faculty committee. Prerequisites: permission of advisor and instructor.

**COM 795 Seminar: Teaching College Communication 3(2-2)**

A workshop/seminar in philosophies, strategies, and practices for teaching the basic Communication courses, directing Communication programs, and applying theory at the college level. Prerequisite: admission to the M.A. in Communication.

**COM 798 Thesis 1-6(Spec)**

Thesis option for Graduate Students in Communication. CR/NC only.

## CPS - Computer Science

*See the Department of Computer Science for more information.*

**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 520 Software Architecture 3(3-0)**

Study of software architecture styles and quality attributes; achieving software quality; designing, documenting, and restructuring software architecture evaluation; tools for architectural design. Prerequisite: CPS 410 or graduate status.

**CPS 531 Distributed Programming 3(3-0)**

Study of design and implementation issues in distributed programming, including event model, client/server, distributed data processing, remote objects, network services, and security. Prerequisite: CPS 340 or admission into CPS graduate program.

**CPS 541 Modern Databases 3(3-0)**

Relational databases, data modeling, NoSQL databases, and data warehousing. Design and develop databases for various applications. Prerequisites: CPS 340 or ITC 341 or graduate standing.

**CPS 542 Analysis and Design of Algorithms 3(3-0)**

Models of computation. Analysis of algorithms including computing time and space requirements. Efficient algorithm design techniques. Introduction to parallel algorithms. Prerequisite: CPS 340.

**CPS 585 Applied Data Engineering 3(3-0)**

Study of data engineering concepts and techniques, including data preparation, storage and warehousing, analysis and mining, security, visualization, and applications. Use of data analysis tools. Prerequisites: STA 382.

**CPS 596 Special Topics in Computer Science 1-6(Spec)**

Selected topics in computer science not otherwise available in a course regularly offered. Topic(s) are listed in Course Search and Registration. Repeatable up to 6 credits when content does not duplicate previous special topic studies. Prerequisite: See Course Search and Registration. Determined by the specific topics presented.

**CPS 597 Independent Study 1-6(Spec)**

Exploration of topics in Computer Science agreed upon by student and instructor. May be taken for credit more than once, total credit not to exceed six hours. Prerequisite: Permission of instructor.

**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 610 Advanced Software Design and Development 3(3-0)**

Advanced topics in software engineering. Developing a large software system using modern software engineering techniques including object-oriented programming and CASE tools. Prerequisite: Admission to the MS in Computer Science Program.

**CPS 611 Software Verification and Validation 3(3-0)**

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

**CPS 612 Software Project Management 3(3-0)**

Software engineering process, software project organization and management issues, software project economics, software quality assurance, software configuration management, software operations issues. Does not count for MS in Computer Science. This course is approved for offering in a distance learning format. Prerequisites: CPS 510.

**CPS 613 Specification of Software Systems 3(3-0)**

Formal models and representations. Specification techniques and tools that support them. Assessment of specification for attributes such as consistency and completeness. Does not count on the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.

**CPS 614 Principles and Applications of Software 3(3-0)**

Covers several different methods and languages for expressing designs. The process of assessment is also covered. Does not count for the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.

**CPS 615 Software Generation and Maintenance 3(3-0)**

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

**CPS 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**CPS 641 Advanced Topics in Databases 3(3-0)**

Conceptual models, relational theory, access methods, query optimization, concurrency, recovery, integrity and data warehousing. Selected current topics, e.g., distributed, object-oriented, and NoSQL databases. Prerequisite: CPS 541.

**CPS 650 Theory and Practice of Compiler Construction 3(3-0)**

Automata theory, context-free languages, syntax analysis and parsing techniques. Semantic processing for structured and/or object-oriented programming languages. Code generation and optimization. Prerequisite: CPS 450.

**CPS 680 Artificial Intelligence 3(3-0)**

Introduction to search, knowledge representation, Machine learning, neural networks, evolutionary and bio-inspired computation techniques, Intelligent agents, and expert systems. Prerequisite: CPS 542.

**CPS 685 Pattern Recognition and Data Mining 3(3-0)**

Pattern modeling and recognition. Data mining concepts and techniques including association rules, classification, clustering, outliers, text mining, and trend analysis. Data mining applications. Prerequisites: CPS 410 or STA 584.

**CPS 691 Research Design and Professional Practice 3(3-0)**

Overview of professional practice and current research areas in computer science. Design, development and presentation of a research project proposal. Technical communication and writing. Prerequisites: 6 graduate credit hours in CPS or ITC.

**CPS 695 Professional Field Experience 1-6(Spec)**

Professional field experience via internship or apprenticeship. Must be integral to the student's program of study. Does not count towards a degree in Computer Science. CR/NC only. Prerequisites: permission of graduate advisor or department chairperson.

**CPS 696 Special Topics in Computer Science 1-6(Spec)**

Selected topics in computer science not otherwise available in a course regularly offered. Topic(s) are listed in Course Search and Registration. Repeatable up to 6 credits when content does not duplicate previous special topic studies. Pre/Co-requisite: See Course Search and Registration. Determined by the specific topics presented.

**CPS 697 Independent Study 1-6(Spec)**

Exploration of topics in Computer Science agreed upon by student and instructor. May be taken for credit more than once, total credit not to exceed six hours. Prerequisite: Permission of instructor.

**CPS 710 Software Engineering Metrics, Models and Management 3(3-0)**

Study of modern software design techniques, complexity metrics, testing techniques, models and projects management. Prerequisite: CPS 610.

**CPS 798 Thesis 1-6(Spec)**

Research resulting in written thesis. CR/NC only. May be repeated up to six credit hours. Prerequisites: Written consent of advisor and department chairperson.

**CRM - Cultural Resource Management**

See the *Master of Arts in Cultural Resource Management* in the index for more information.

**CRM 521 North American Indian Ethnohistory 3(3-0)**

The history of Native American peoples in North America since 1492, impact of colonization and U.S. policy upon Native Americans, and ethno-historical theory and methodology. Identical to ANT 521. Credit may not be earned in more than one of these courses. Prerequisite: Senior standing and ANT 320 or 365 or HST 323; or graduate standing.

**CRM 540 Archaeological Field and Laboratory Techniques 3(3-0)**

Practical instruction in archaeological methods including field survey and excavation; description, classification, data analysis, and documentation of cultural materials in the laboratory. Identical to ANT 540. Credit may not be earned in more than one of these courses. Prerequisites: ANT 175 and one of the following: ANT 340, 344, 348; or Graduate standing.

**CRM 542 Methods in Forensic Anthropology: Osteology and Skeletal Analysis 4(3-2)**

Lectures and laboratory training in forensic identification and analysis of human skeletal remains for utilization by criminal justice authorities, missing persons bureaus, archaeologists and paleoanthropologists. Identical to ANT 542. Credit may not be earned in more than one of these courses. Prerequisites: ANT 173, 342, or 347; or graduate standing.

**CRM 544 Great Lakes Archaeology 3(3-0)**

Examination of prehistoric cultural trends and societies in the Great Lakes region within the context of broader trends in eastern North America and impact of historic Euroamerican settlement. Identical to ANT 544. Credit may not be earned in more than one of these courses. Prerequisites: ANT 175; or Graduate standing.

**CRM 600 Advanced Field Methods in Archaeology 1-6(Spec)**

Advanced training in archaeological methods for graduate students. Identical to ANT 600. Credit may not be earned in more than one of these courses. Prerequisite: Permission of academic adviser.

**CRM 626 Theory and Research in Archaeology 3(3-0)**

Historical growth of archaeology, nature of archaeological evidence, theoretical frameworks in interpretation and explanation of the human past, research strategies and design. Identical to ANT 626. Credit may not be earned in more than one of these courses.

**CRM 645 Cultural Resource Management in Archaeology 3(3-0)**

Evaluation of the laws and practice of Cultural Resource Management (CRM) and applied archaeology within public, private, and governmental settings. May not be taken by students who have completed ANT 345. Identical to ANT 645. Credit cannot be earned in more than one of these courses.

**CRM 700 Directed Student Research in Archaeology 1-6(Spec)**

Supervised applied research experience at a field site, museum, laboratory, or other institution where data are collected and analyzed. Identical to ANT 700. Credit may not be earned in more than one of these courses. Prerequisite: Permission of academic advisor.

**CRM 798 Thesis 3-6(Spec)**

Credit is earned in this course through the successful completion of a thesis in anthropology in consultation with a thesis advisor. Identical to ANT 798. Credit may not be earned in more than one of these courses. Prerequisites: Successful completion of 6 hours of coursework in the Cultural Resource Management MA program.

**CSD - Communication Sciences & Disorders**

See the *Department of Communication Sciences and Disorders* for more information.

**CSD 512 Supporting Students with Literacy Disorders 3(3-0)**

Learn how the foundations of literacy are built on oral language and how to assess and remediate literacy issues. Prerequisites: 55 credit hours completed or graduate status.

**CSD 525 Research Design in Communication Disorders 3(3-0)**

Study of critical evaluation of scientific literature. Research in evidence-based practice related to clinical decision-making. Exploration of quantitative, qualitative and mixed-methods in research design procedures. Prerequisites: A Signed CDO/CSD major or minor; STA 282QR or STA 382QR or PSY 211QR; or admission to the graduate program in Speech- Language Pathology or Audiology.

**CSD 537 Special Topics in Communication Sciences & Disorders 1-6(Spec)**

Selected topics/problems/current issues of interest not normally included in existing courses. Current topic(s) are listed in the semester Class Schedule. Repeatable up to 6 credits when content does not duplicate previous special topics studies. Prerequisites: Determined specific to the topic presented. See Class Schedule.

**CSD 550 Communication Assessment and Intervention in Children with Autism Spectrum Disorders 3(3-0)**

This course examines evidence-based practices and procedures in communication assessment and intervention strategies for individuals with autism spectrum disorders. This course may be offered in an online format. Prerequisites: SPE 530; senior or graduate status.

**CSD 551 Autism Spectrum Disorders: A Clinical Focus 3(3-0)**

This course examines evidence-based practices and clinical procedures for communication assessment and intervention of clients with autism spectrum disorders and social pragmatic communication disorders. Prerequisites: Signed CSD major or minor; or graduate status in speech-language pathology or audiology.

**CSD 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**CSD 790 Advanced Independent Study 1-9(Spec)**

Student-initiated study guided by a faculty member. Prerequisites: Admitted into the M.A. in speech language pathology or Au.D.in audiology and in good-standing; permission of instructor; completion of Course Contract document.

**DAN - Dance**

See the Department of Theatre and Dance for more information.

**DAN 530 History of Dance 3(3-0)**

Dance history from its primitive beginning to the present. Relationships of dance forms to the societies in which they developed.

**DAN 540 Dance Studies Internship 6(Spec)**

Experience in a specific area of the dance industry under faculty and professional supervision. Prerequisites: Signed Dance Studies major, Junior standing, permission of instructor, internship application.

**DAN 541 Senior Capstone 3(3-0)**

Dance Studies capstone course that integrates theory, history, practical, production and dance industry experiences with student's career goals. Must be completed in student's final year of study. Prerequisites: Signed Dance Studies major, permission of instructor.

**DAN 578 Special Topics in Dance 1-9(Spec)**

Current topics in dance for each semester listed in Course Search and Registration. This course may be repeated for up to 9 credit hours. Prerequisite: Two undergraduate courses in Dance with a C or better.

**DHA - Degrees in Health Administration**

See the School of Health Sciences for more information.

**DHA 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**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 healthcare financing, organization, delivery, access and outcomes of health services. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program; DHA 712.

**DHA 714 Health Systems Thinking and Practice 3(3-0)**

This class examines systems thinking and organizational effectiveness. Students will practice using a variety of systems tools as applied to different organizational problems. 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.

**DHA 725 Seminar in Strategic Planning for Health Organizations 1(1-0)**

This seminar will examine the concepts, processes and integration of management information systems, financial, human resource and marketing plans into an organizational strategic planning system. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Doctor of Health Administration program.

**DHA 726 Applied Leadership 3(3-0)**

Practical application of leadership principles focused on issues such as governance, decision-making, motivation, empowerment, team building, change management, conflict resolution, accountability, credibility and ethics. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.

**DHA 728 Comparative Health Systems 3(3-0)**

This is a capstone course in the Doctor of Health Administration program with a specific focus on global challenges and comparative effectiveness of health systems. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Doctor of Health Administration Program.

**DHA 898 Dissertation 1-12(Spec)**

The dissertation is the capstone of the academic program involving original research by student in conjunction with a committee resulting in a publishable document. CR/NC only. This course may be offered in an online or hybrid format. Prerequisites: Successful completion of the Doctor of Health Administration comprehensive examination; acceptance into Degree Candidacy by the College of Graduate Studies; and permission of the Program Director.

**ECE - Early Childhood Education**

See the Department of Teacher Education and Professional Development for more information.

**ECE 625 Foundations of Early Childhood Education 3(3-0)**

Examination of philosophical, historical, social, theoretical, and ethical factors that have shaped and continue to shape early childhood education; implications for effective professional practice.

**ECE 628 Language and Literacy Development of Young Children 3(3-0)**

Analysis, synthesis, and application of theories and research in language and literacy development in the education of young learners.

**ECE 629 Promoting Parent Involvement in Early Childhood Education 3(3-0)**

Analysis of current research findings on how teachers can increase parent involvement in early childhood programs. Action research on improving parent-school partnership.

**ECE 630 Culturally Responsive Early Childhood Programs 3(3-0)**

An analysis of current research findings on multicultural education and implementation of culturally responsive practice in early childhood programs.

**ECE 644 Early Childhood Concept Development and Creativity 3(3-0)**

Examination of theory, research, and practice related to concept development and creativity in young children.

**ECE 657 Cognitive and Psycho-Motor Development of Young Children: Theory & Practice 3(3-0)**

An analysis of current research findings on cognitive and psycho-motor development of young children.

**ECE 777 Seminar: Current Issues in Early Childhood Education 3(3-0)**

Analysis of existing and emerging current issues in early childhood education with opportunities for in-depth study of areas of concern. Prerequisite: Elementary Teaching Certificate.

**ECO - Economics**

See the Department of Economics for more information.

**ECO 503 Seminar in Urban Economics 3(3-0)**

Economic aspects of urban regions; their growth; household location; pollution; poverty. Solutions-oriented discussion of urban problems. Complements ECO 504. Recommended: ECO 375.

**ECO 508 Monetary Theory 3(3-0)**

Further development of theories of money supply, money demand, the options of monetary policy, and the effects of monetary policy on the economy. Prerequisite: ECO 306 or ECO 370.

**ECO 515 Collective Bargaining and Labor Law 3(3-0)**

Development of various phases of labor law, especially under statutes such as the Wagner Act, Taft-Hartley Act, and Landrum-Griffin Act. Prerequisite: ECO 201 or ECO 204; ECO 202 or 203. CR/NC option available.

**ECO 526 Research in Economic History Post 1870 3(3-0)**

In-depth examination of specific topics in early- to mid-20th century economic history and instruction in how to conduct and read scholarly research in economics. Prerequisite: ECO 365, 370, MTH 132, STA 282, or graduate standing in economics.

**ECO 532 Economic Forecasting 3(3-0)**

Nature and causes of economic fluctuations. Methods of predicting price levels and economic activity. Prerequisites: ECO 201 or ECO 204; ECO 202 or ECO 203.

**ECO 572 International Monetary Economics 3(3-0)**

International monetary and financial markets are studied. Topics include exchange rate policy, international Capital Flow and purchasing power parity theory. Prerequisites: ECO 372.

**ECO 585 Econometrics 3(3-0)**

Thorough treatment of statistical estimation methods and their properties for simultaneous equation systems. Also includes discussions of types of systems, solution methods and identification. Prerequisites: STA 580 and MTH 132; or graduate standing in Economics.

**ECO 586 Econometric Applications 3(3-0)**

Economic applications and empirical implementation and interpretation of econometric techniques. Extensive computer applications. Prerequisites: BUS 300 or STA 382; or graduate standing in Economics.

**ECO 590 Seminar Readings 1-3(Spec)**

Elective honors course for majors or minors in economics. Recommended: 12 hours of economics with B average.

**ECO 591 Seminar Research Studies 1-3(Spec)**

Independent study on special problems for majors and minors in economics. Prerequisite: permission of instructor. Recommended: 9 hours of 300- to 500-level economics.

**ECO 597 Special Studies in Economics 1-3(Spec)**

Experimental courses to cover material of special interest to both undergraduates and graduates not covered by courses in the regular curriculum. Prerequisite: permission of instructor.

**ECO 600 Introduction to Advanced Economic Analysis 3(3-0)**

Provides the analytical tools necessary for graduate study in economics; firms, households, pricing, wages, distribution, market failure, income determination, and economic growth. Not open to Economics graduate students or undergraduate majors or minors.

**ECO 601 Advanced Environmental Economics 3(3-0)**

The use of price theory and benefit cost analysis to understand environmental problems and policies. Examination of property rights, regulations, taxes, and subsidies.

**ECO 603 Economic Effects of Urbanization and Technology 3(3-0)**

Analysis of the economic effects of the urbanization process, emphasizing solutions to the problems of urbanization and side effects of policy actions.

**ECO 606 Seminar in Economic History 3(3-0)**

Diverse economic experiences of advanced nations since Industrial Revolution. Applies theoretical and institutional approaches to economic history.

**ECO 610 Seminar in Economic Thought 3(3-0)**

Evolution of economic thought during the past 25 centuries.

**ECO 614 Seminar in Labor Economics 3(3-0)**

Operation of labor markets in utilizing and allocating manpower. Government measure to facilitate such utilization and allocation. Influence of discrimination.

**ECO 616 Advanced Microeconomic Theory 3(3-0)**

Theories of consumer behavior; cost; optimum decision-making, prices, welfare economics, general equilibrium, and income distribution. Prerequisites: Graduate standing in Economics. Recommended: Multivariate calculus and intermediate microeconomic theory.

**ECO 618 Seminar in Health Economics 3(3-0)**

Applies microeconomic theory to study health and healthcare markets. Covers demand for health, health behaviors, physician and hospital markets, health insurance, healthcare reform. Prerequisite: Graduate standing in economics; or permission of graduate coordinator.

**ECO 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**ECO 620 Advanced Macroeconomic Theory 3(3-0)**

Advanced analysis of the macroeconomic phenomena in light of Classical, Keynesian, New Classical (stochastic dynamic general equilibrium), New Keynesian and Agent-based models. Prerequisite: Graduate standing in economics. Recommended: Knowledge of intermediate macro and micro theory and time series econometrics.

**ECO 622 Seminar in Economic Growth and Development 3(3-0)**

Selected topics in growth and development. Topics may include growth and development theory, rationality, population, labor, public economics and trade.

**ECO 625 Firm Behavior and Game Theory 3(3-0)**

Advanced studies of the theory of the firm and modeling strategic behavior. Topics may include transactions costs, collusion, mergers, advertising, brand names, and asymmetric information. Prerequisites: Graduate standing in Economics.

**ECO 630 Comparative Economic Systems 3(3-0)**

A systematic analysis of different types of economic systems with respect to the way basic economic problems of resource allocation and income distribution are solved.

**ECO 635 Fundamentals of Mathematical Economics 3(3-0)**

Application of mathematical techniques in economics. Emphasizes linear algebra, solution of market models, comparative static equilibrium, and optimization. Prerequisites: Graduate standing in Economics.

**ECO 640 Special Topics in Economic Issues 3-6(Spec)**

A course organized by individual instructors on the basis of their specialized or experimental interests. Topics will vary from semester to semester.

**ECO 646 Advanced Topics in Microeconomic Theory 3(3-0)**

A study of advanced topics in Microeconomics such as cover uncertainty, game theory, and asymmetric information using techniques of mathematical proof and real analysis. Recommended: ECO 535, 616.

**ECO 650 American Financial Institutions 3(3-0)**

Interrelationships among commercial banks, savings and loan associations, finance companies, securities markets, and federal credit institutions; developments, problems, and trends in money markets.

**ECO 655 Seminar in International Economics 3(3-0)**

Recent developments in trade theories and problems in trade policy; foreign exchange market; national income and balance of payments; and international financial policies.

**ECO 657 Advanced Investment Analysis 3(3-0)**

Analysis of the principles, techniques, and other factors that determine the values of individual securities and investment portfolios.



**ECO 660 Public Finance and Fiscal Policy 3(3-0)**

Analyzes fiscal policy and theory of taxation affecting economic welfare and delivery of public goods and services. Includes economic stabilization and fiscal reform considerations. Prerequisites: Graduate admission in economics or permission of the Graduate Coordinator is required of students who enroll in courses at the 600 or 700 level.

**ECO 670 Research Methods in Economics 3(3-0)**

Thorough comparative analysis of economic methodology and research methods. Prerequisites: ECO 585.

**ECO 690 Independent Research 1-3(Spec)**

Prerequisite: Graduate standing in Economics.

**ECO 798 Thesis 1-6(Spec)**

CR/NC only.

**EDL - Educational Leadership**

See the Department of Educational Leadership for more information.

**EDL 512 Assessment in Higher Education 3(3-0)**

This course will examine assessment in higher education settings. Students will conduct assessments used in evaluation and accreditation protocols. This course may be offered in an online or hybrid format. Prerequisites: LDR 200 and 80 earned semester credits or graduate standing.

**EDL 516 Leadership for Social Justice 3(3-0)**

Examination of social justice perspectives and their application to complex relationships found in and around institutions of learning. This course may be offered in an online or hybrid format. Prerequisites: LDR 200 or graduate standing.

**EDL 557 Helping Skills in Student Affairs 3(3-0)**

Examination of the role of student affairs professionals as helpers through theoretical explorations and practical simulations. This course may be offered in an online or hybrid format. Prerequisites: LDR 200 or graduate standing.

**EDL 592 Professional Development in Educational Leadership 1-9(Spec)**

Identification and study of emerging problems of educational leadership. This course may be offered in an online or hybrid format.

**EDL 598 College Student Development 3(3-0)**

Examination and application of relevant developmental theories and models for facilitating holistic student development. This course may be offered in an online or hybrid format. Prerequisites: LDR 200 and EDL 557 or graduate standing.

**EDL 600 Research in Educational Leadership 3(3-0)**

This course focuses on principles, methods, and strategies used in planning and conducting educational research. This course may be offered in an online format.

**EDL 609 Administration of Volunteer Programs 3(3-0)**

Develops skills necessary to organize a volunteer program or agency. Content includes recruitment, training, supervision, evaluation of volunteers and the development of community partnership programs. This course may be offered in an online or hybrid format.

**EDL 610 Grants and Fund Procurement 3(3-0)**

Grantsmanship skills for public and private funding. Students will explore funding sources, concept development, evaluation plans, budget preparation, proposal submission, and reviewer practices. This course may be offered in an online or hybrid format.

**EDL 611 Using Research for Leading School Improvement 3(3-0)**

A course designed to introduce learners to the principles, methods, and strategies using educational research in planning and leading school improvement. This course may be offered in an online format.

**EDL 612 Methods and Techniques of Training and Development 3(3-0)**

The course will examine the theory and research of training and development programs. Students will conduct and evaluate training and development programs. This course may be offered in an online or hybrid format.

**EDL 615 Educational Technology for Administrators 3(3-0)**

The development of knowledge, philosophy, skills and practical applications regarding technology for administrators. This course may be offered in an online or hybrid format.

**EDL 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**EDL 620 Administration Within Diverse Populations 3(3-0)**

Examination of critical issues, trends, and practices relative to cultural diversity that influences the organization and administration of school and other human service organizations. This course is approved for offering in distance learning format.

**EDL 622 Adult Literacy and Society 3(3-0)**

A study of the theories of language and literacy and their relationship to the practices of adult education. This course may be offered in an online or hybrid format.

**EDL 624 Planning for Instruction in Nontraditional Settings 3(3-0)**

Analyze problems and issues in administration of learning programs for students located in nontraditional settings including prisons, malls, churches, factories, and other workplace situations. This course may be offered in an online or hybrid format.

**EDL 626 The Adult Learner 3(3-0)**

A study of learning in adulthood, how to facilitate that learning, and the characteristics of adult learners. This course may be offered in an online or hybrid format.

**EDL 636 Higher Education Law 3(3-0)**

An introduction to legal issues in higher education institutions. This course may be offered in an online or hybrid format.

**EDL 645 Charter School Leadership 3(3-0)**

Application of leadership and systems theories to the administration of charter schools. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 650 Professional Studies: Special Topics 1-6(Spec)**

Investigation and in-depth study of new knowledge or current problem areas. This course may be offered in an online format.

**EDL 652 Global Education Studies 3-12(Spec)**

Study of educational systems in an international context. This will be a faculty-led trip and travel destinations will vary. This course may be repeated up to 12 credits if course content is different. This course may be offered in an online format.

**EDL 656 Public School Law 3(3-0)**

The law as it relates to education. This course is designed for students preparing for leadership positions in K-12 schools. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 658 Teacher Leadership 3(3-0)**

An introduction to teacher leadership providing teacher leaders the essential tools to be knowledgeable, reflective, ethical and transformational leaders. This course may be offered in an online or hybrid format.

**EDL 660 Principles of Educational Administration 3(3-0)**

Philosophy and principles underlying the organization and operation of education in the United States. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 661 School and Community Relations 3(3-0)**

Public relations responsibilities of school board and staff members. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 662 School Business Administration 3(3-0)**

An exploration of school business and resource administration, personnel, and facilities management concepts, with emphasis on current factors affecting site-based administration. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 663 Human Resources Administration 3(3-0)**

The study of effective administration of school personnel issues. This course may be offered in an online or hybrid format.

**EDL 667 Administration of Community Education 3(3-0)**

Identification of community needs, and organization and management of new and ongoing programs. This course may be offered in an online or hybrid format.

**EDL 669 Rural School Leadership 3(3-0)**

Current and historical examination of the standards, principles, and practices of rural school leadership. This course may be offered in an online or hybrid format.

**EDL 670 The Principalship 3(3-0)**

Current standards, principles, and practices relative to school leadership and the Principalship. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 675 Administration of Special Education 3(3-0)**

Study of the organization and administration of special education programs. This course may be offered in an online format. Identical to SPE 640. Credit may not be earned in more than one of these courses.

**EDL 676 Administration of Community Colleges 3(3-0)**

Structure, organization, and management of the community college. This course may be offered in an online or hybrid format.

**EDL 677 The American College Student 3(3-0)**

An examination of American college population, how campus environments affect students' collegiate experiences, and how these cultural experiences affect students. This course may be offered in an online or hybrid format.

**EDL 678 Emerging Issues and Reform Efforts in Educational Leadership 3(3-0)**

This course will examine education reform initiatives and their relationship to emerging issues facing current and future educational leaders within the K-12 school system. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 680 Foundation of Teaching in Higher Education Settings 3(3-0)**

Course provides a foundation in college teaching and creating significant learning environments focusing on learner-centered teaching. This course may be offered in an online format.

**EDL 681 Teaching with Technology in Higher Education Settings 3(3-0)**

Course provides learners with methods and practices to enhance instructional effectiveness online and through incorporating technology into higher education settings. This course may be offered in an online format. Prerequisite: EDL 680.



**EDL 682 Course Design and Assessment in Higher Education Settings 3(3-0)**

Study of course design, syllabus construction, student learning, assessment, and rubrics in higher education settings. This course may be offered in an online format. Prerequisite: EDL 680.

**EDL 685 High-Impact Teaching Practices in Higher Education Settings 3(3-0)**

Students will learn to use a variety of culturally responsive and developmentally appropriate teaching strategies to engage students in learning in higher education settings. This course may be offered in an online format. Prerequisites: EDL 680 and 682.

**EDL 687 Independent Study 1-6(Spec)**

Independent study. This course may be offered in an online format. Prerequisite: permission of advisor.

**EDL 688 Independent Study 1-6(Spec)**

Independent study. This course may be offered in an online format. Prerequisite: permission of advisor.

**EDL 689 Independent Study 1-6(Spec)**

Independent study. This course may be offered in an online or hybrid format. Prerequisite: Permission of advisor.

**EDL 690 Administration of School Curriculum 3(3-0)**

Provide instructional leadership through data-informed study, analysis, and application of administrative principles to the development, implementation, and evaluation of the school curriculum. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 694 Educational Leadership Capstone 3(3-0)**

Capstone seminar to synthesize master's coursework in educational leadership at the PK-12 school level. Students will synthesize theory and apply practice through a professional portfolio. This course may be offered in an online format. CR/NC only. Prerequisite: Admission to the Master of Arts in Educational Leadership.

**EDL 695 Readings in Educational Leadership 1-3(Spec)**

Independent readings on a specific topic in educational leadership. This course may be offered in an online or hybrid format. Prerequisite: Permission of advisor and instructor.

**EDL 696 Higher Education Practicum 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 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.

**EDL 697 College Teaching Internship 1-6(Spec)**

Under the direct supervision of a practicing college or university teaching mentor, student develops skills applicable to college-based teaching. CR/NC only. This course may be offered in an online format. Prerequisites: Permission of Instructor, approval of internship application.

**EDL 698 Independent Study 3(3-0)**

Independent study. This course may be offered in an online format. Prerequisite: permission of advisor.

**EDL 699 Leadership Internship 1-15(Spec)**

A planned learning experience gained through first-hand observations and operational responsibilities under the direct supervision of a practicing educational leader. This course may be offered in an online format. CR/NC only. Prerequisites: Admission to the Master of Arts in Educational Leadership and approval of internship application.

**EDL 700 Educational Research Design 3(3-0)**

Students will critically examine educational research and propose quantitative and qualitative research design. This course may be offered in an online format. Prerequisites: Admission to a doctoral program in educational leadership; EDL 890 or EDL 899.

**EDL 705 The Ontario College System 3(3-0)**

This course focuses on the history, philosophy, programs, and practices of the Ontario College System, including comparative analyses to other college systems nationally and internationally. This course may be offered in an online format.

**EDL 710 Action Research 3(3-0)**

The practical application of action research inquiry is examined to promote empirical decision-making in a variety of educational settings. This course may be offered in an online or hybrid format.

**EDL 720 Survey Research Methods 3(3-0)**

This course will introduce students to knowledge and skills needed to properly conduct survey research and to understand and critically evaluate survey research-based education studies. This course may be offered in an online format. Prerequisite: EDL 512 or 600 or 700.

**EDL 731 Strategic Planning 3(3-0)**

Identification of planning processes to set goals, establish implementation procedures, and evaluate processes and results. This course may be offered in an online or hybrid format.

**EDL 745 Administration of the School District 3(3-0)**

Study of the school district leadership with special emphasis on the role of the superintendent and district level administrators. This course may be offered in an online or hybrid format.

**EDL 750 Professional Studies: Special Topics 1-6(Spec)**

Investigation and in-depth study of emerging knowledge or current problem areas in the field of education. This course may be offered in an online format.

**EDL 751 Program Evaluation and Review 3(3-0)**

An introduction to program evaluation theory, design, development, and implementation is provided. Content will cover strategies to plan program evaluation and program review. This course may be offered in an online format.

**EDL 752 Social Justice in Global Studies Education 1-12(Spec)**

Study of social justice in education in an international context. Travel destinations will vary. This course may be repeated up to 12 credits if course content is different. This course may be offered in an online format.

**EDL 757 Student Development Theory 3(3-0)**

Introduction of student development theories regarding social identity, intellectual and moral development of college students; review of learning and personality theories for understanding student differences. This course may be offered in an online or hybrid format.

**EDL 760 Leadership Theory and Practice 3(3-0)**

Application of leadership and systems theories to the administration of educational programs. This course may be offered in an online or hybrid format.

**EDL 761 School and Community Relations for the District Leader 3(3-0)**

The role of the K-12 central office administrator in working with the community. This course may be offered in an online or hybrid format.

**EDL 763 The Academic Profession 3(3-0)**

Emphasizes the function of academic affairs within a college or university. Topics include new faculty roles, academic leadership, and academic socialization. This course may be offered in an online format.

**EDL 764 Financing of Higher Education 3(3-0)**

Students will analyze the funding of higher education and the complex relationship between finance and other aspects of higher education administration. This course may be offered in an online format. Prerequisites: Admission to the MA in Higher Education Administration Program.

**EDL 765 Organizational Change in Educational Institutions 3(3-0)**

Fundamental concepts, processes, and procedures concerning the change process. Focus will be on leading, implementing, and sustaining change in educational organizations. This course may be offered in an online or hybrid format.

**EDL 766 Advanced Educational Law 3(3-0)**

In-depth study of current legal problems affecting education. This course may be offered in an online format. Prerequisites: Admission to Specialist in Education or Doctoral programs.

**EDL 767 Public School Finance 3(3-0)**

Examine structures and considerations relating to the financing of public school systems within the United States, including taxation, budgets, millages, school facilities, and state funding. This course may be offered in an online or hybrid format.

**EDL 768 Advanced Higher Education Law 3(3-0)**

In-depth study of current legal problems affecting higher education. This course may be offered in an online or hybrid format. Prerequisites: Admission to a doctoral program; EDL 636.

**EDL 769 Negotiations in Education 3(3-0)**

Theory and practice of negotiations and collective bargaining as it relates in educational organizations. This course may be offered in an online or hybrid format.

**EDL 770 Advanced Elementary School Leadership 3(3-0)**

Investigation and in-depth study of advanced leadership of elementary education programs. This course may be offered in an online or hybrid format. Prerequisites: EDL 670.

**EDL 772 Advanced Administration of Secondary Schools 3(3-0)**

Study of current management skills and procedures necessary for operating a secondary school. This course may be offered in an online or hybrid format. Prerequisites: EDL 670 and admission to the Specialist in Education program.

**EDL 773 Instructional Supervision and Leadership 3(3-0)**

Development of policies and guidelines for leadership of the instructional program in a school. This course may be offered in an online format. Prerequisites: Admission to the Master of Arts in Educational Leadership.

**EDL 774 Women in Education 3(3-0)**

Study of women's roles as students, faculty, and administrators in educational settings. Emphasis on the identification and study of current issues and gender theories. This course may be offered in an online or hybrid format.

**EDL 775 Educational Policy Analysis 3(3-0)**

Identification and analysis of source, function, and effect of policies affecting K-12 education. This course may be offered in an online or hybrid format.

**EDL 776 Administration of Higher Education 3(3-0)**

Study of the organization and management of colleges and universities. This course may be offered in an online format. Prerequisites: Admission to a master's or doctoral program in Educational Leadership.

**EDL 777 Student Affairs Administration 3(3-0)**

A study of the organization, structure, management, programs, and functions of student affairs administration in post-secondary education. This course may be offered in an online or hybrid format.

**EDL 778 Contemporary Issues in Higher Education 3(3-0)**

Study of contemporary issues confronting higher education. Emphasis is on the identification, definition, and study of issues and how educational leaders might address them. This course may be offered in an online or hybrid format.

**EDL 780 District Level Leader Internship 1-15(Spec)**

A planned learning experience gained through first-hand observations and operational responsibilities under the direct supervision of an executive educational leader. This course may be offered in an online format. CR/NC only. Prerequisites: Regular admission; completion of a minimum of 9 credits in a post-master's degree program in the Department of Educational Leadership; approval of internship application.

**EDL 790 Critical Issues: Elementary School Leadership 3(3-0)**

Analysis of elementary school leadership issues. This course may be offered in an online or hybrid format.

**EDL 792 Critical Issues: Administration of Secondary Schools 3(3-0)**

Analysis of current problems, regulations, laws, and pressures confronting the secondary school principal. Course stresses conflict management and crisis intervention techniques. This course may be offered in an online or hybrid format. Prerequisites: EDL 670 or EDL 772 and admission to the Specialist in Education program.

**EDL 793 District Curriculum and Instructional Supervision 3(3-0)**

Study, application, and analysis of school district administrative principles related to the development, implementation, and evaluation of curricular and instructional practices of a school district. This course may be offered in an online format.

**EDL 797 Field Study 1-6(Spec)**

Investigation and in-depth study of a topic relevant to educational stakeholders, and a report of appropriate recommendations. This course may be offered in an online format. CR/NC only.

**EDL 798 Thesis 1-6(Spec)**

Students will study a specific leadership problem, culminating in a written research report of appropriate findings. This course may be offered in an online or hybrid format. CR/NC only. Prerequisite: EDL 600 or 700.

**EDL 800 Qualitative Research in Educational Leadership 3(3-0)**

This course enables students to apply qualitative research theories, methods and data analysis procedures. Students will practice a variety of applied field-based techniques. This course may be offered in an online or hybrid format. Prerequisites: EDL 600 and EDL 700. Admission to doctoral program in Educational Leadership.

**EDL 801 Quantitative Analysis in Educational Leadership 3(3-0)**

This course focuses on quantitative analytical principles for the development, implementation, presentations, and research of educational issues. This course may be offered in an online format. Prerequisites: EDL 700; admission to a doctoral program in Educational Leadership.

**EDL 815 Ethical Leadership 3(3-0)**

Examination of major leadership and ethical decision making theories. Emphasis is placed on moral leadership practice. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in educational leadership.

**EDL 816 Social Justice in Education 3(3-0)**

Students will develop an understanding of the theoretical perspectives and their application to complex relationships inherent in moral and political issues in education. This course may be offered in an online or hybrid format. Prerequisites: Admission to a doctoral program and EDL 700 or equivalent.

**EDL 820 Critical Perspectives of Development Theory 3(3-0)**

Educational development theory using a critical theoretical lens. Examination will include an exploration of diverse socially constructed identities of individuals and the application to practice. This course may be offered in an online or hybrid format. Prerequisites: Admission to a doctoral program in education.

**EDL 825 Culture of Educational Organizations 3(3-0)**

Examination of organizational culture, and the implications for leadership and organizational effectiveness. This course may be offered in an online or hybrid format.

**EDL 830 Educational Foundations of Philosophy 3(3-0)**

Critical analysis of the foundations and philosophies of education. This course may be offered in an online or hybrid format. Prerequisites: Regular admission to a doctoral program in education.

**EDL 855 Organizational Culture and Change in Educational Institutions 3(3-0)**

Examination of organizational culture and implication on behavior and educational practices. Fundamental concepts, processes, and procedures concerning the change process. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in educational leadership.

**EDL 860 Organizational Theory in Educational Institutions 3(3-0)**

Focus on the historical development of educational institutions with an emphasis upon organizational theory, systems theory, organizational behavior, motivation, and leadership. This course may be offered in an online format. Prerequisites: admission to the doctoral program in Educational Leadership.

**EDL 864 Economics and Finance of Higher Education 3(3-0)**

This course applies the concepts and methods of economic theory in the analysis and evaluation of issues, policies, and behaviors related to higher education finance. This course may be offered in an online or hybrid format. Prerequisites: EDL 764 or admission to a doctoral program.

**EDL 870 Issues in Educational Leadership 3(3-0)**

A study of issues confronting educational leaders. The course provides students the opportunity to relate leadership theory with an examination of current issues. This course may be offered in an online or hybrid format. Prerequisite: Admission to the doctoral program in educational leadership.

**EDL 876 Higher Education Policy 3(3-0)**

Examination of higher education policy practices. The integration and synthesis of organizational theory and leadership to address policy issues. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in Educational Leadership.

**EDL 880 Doctoral Internship 3-6(Spec)**

Real and simulated activities related to preparing for advanced positions in educational leadership under the supervision of a practicing administrator. CR/NC only. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in Educational Leadership. Approval of internship application and permission of instructor.

**EDL 886 Advanced Problem Solving in Educational Leadership 3(3-0)**

An advanced seminar in problem solving skills to assist educational leaders with interaction strategies. This course may be offered in an online or hybrid format. Prerequisites: EDL 685.

**EDL 890 Doctoral Proseminar: Writing and Inquiry 3(3-0)**

Foundation course for doctoral students to engage in scholarly writing, theoretical foundations and the seminal literature in education. This course may be offered in an online format. Prerequisites: Admission to a doctoral program in Educational Leadership.

**EDL 897 Dissertation Colloquium 3(3-0)**

Development of a doctoral-level dissertation proposal. CR/NC only. This course may be offered in an online or hybrid format. Prerequisites: EDL 800, 801.

**EDL 898 Dissertation 1-15(Spec)**

Design and complete the dissertation including data collection, analysis, written report, and oral defense. CR/NC only. Prerequisites: permission of instructor.

**EDL 899 Doctoral Seminar 3-6(Spec)**

Orientation to doctoral studies, program procedures, and dissertation issues. Critical review of education foundations and history. This course may be offered in an online or hybrid format. Prerequisites: Admission to the doctoral program in Educational Leadership.

**EDL 900 Advanced Qualitative Analysis in Educational Leadership 3(3-0)**

This course provides advanced instruction in qualitative research analysis for doctoral students. Students will work with their own research data using analysis software. This course may be offered in an online or hybrid format. Prerequisite: EDL 800. Recommended: Admission to a doctoral program.

**EDL 901 Advanced Quantitative Analysis in Educational Leadership 3(3-0)**

Study of multivariate analytical principles as it applies to educational research and policy. This course may be offered in an online format. Prerequisite: EDL 801.

## EDU - Teacher Education

*See the Department of Teacher Education and Professional Development for more information.*

**EDU 505 Diagnostic Literacy Assessments & Instruction: K-3 3(3-0)**

Diagnostic literacy assessments will be introduced including appropriate administration, data analysis, and related instructional practices. State literacy assessment certification: MLPP K-3. Prerequisites: EDU 330 or graduate status.

**EDU 506 Principles and Techniques for Individualizing Instruction 3(3-0)**

Examination of individualized instruction and its classroom implications. Prerequisite: EDU 330 or EDU 340.

**EDU 508 Education Workshop 1-6(Spec)**

Identification and study of educational theory, topics and/or issues in contemporary education. This course may be offered in an online format. Prerequisites: Senior Standing or Graduate Status.

**EDU 515 Managing Classrooms and Learning Environments 3(Spec)**

Engages students with theories and effective practices related to effectively managing classrooms and learning environments. This course may be offered in an online or hybrid format. Prerequisite: Admission to Teacher Education Program or graduate status.

**EDU 525 Early Childhood Education 3(3-0)**

Content, methods, materials, and curriculum planning for teaching pre-kindergarten through primary grades. Prerequisites: Junior Standing or Graduate Status.

**EDU 528 Early Literacy and Struggling Readers 3(3-0)**

Analysis of literacy development from preschool through primary grades and related instructional practices for struggling readers in K-12 classrooms. This course may be offered in an online format. Prerequisites: EDU 330 or graduate standing.

**EDU 532 Reading in the Content Areas 3(3-0)**

Emphasizes teaching of literacy strategies in the academic disciplines, focusing on grades 3-8. This course may be offered in an online format. Prerequisites: EDU 330 or graduate status.

**EDU 533 Diagnosis and Treatment of Reading Difficulties 3(2-3)**

Diagnostic procedures and use of remedial and developmental techniques. Exploration of the role of the specialist. This course may be offered in an online format. Prerequisites: EDU 341, 532; or graduate status; Pre/Co-Requisite: EDU 538.

**EDU 538 Integrated Language Arts 3(3-0)**

Integration of listening, speaking, enacting, writing, reading, viewing, and visually representing into a K-8 language arts program and instruction for diverse needs of all learners. This course may be offered in an online format. Prerequisite: EDU 330.

**EDU 540 Literacy Education: Theory and Practice 3(3-0)**

Emphasizes a broad view of literacy within a comprehensive approach and authentic contexts; effective literacy instruction across content, all learners, skill integration, and assessment. This course may be offered in an online format. Prerequisites: EDU 330 or graduate status.

**EDU 542 Integrating Reading, Writing, and Thinking 3(3-0)**

Reinforces the integration of disciplinary knowledge with reading, writing, and thinking strategies. This course may be offered in an online format. Prerequisites: EDU 330 or Graduate Standing.

**EDU 545 Literacy for Culturally and Linguistically Diverse Learners 3(3-0)**

Principles and best practices for teaching literacy skills to culturally and linguistically diverse learners in K-12 classrooms. This course may be offered in an online format. Prerequisites: EDU 330 or EDU 450 or graduate status.

**EDU 566 Independent Study in Elementary Education 1-6(Spec)**

Research or project. Prerequisites: 15 semester hours of professional education and approval of unit coordinator.

**EDU 590 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.

**EDU 595 Digital and Media Literacy for Educators 3(3-0)**

The study of digital and media literacy research, theory, and practice focused specifically for those who are instructors in K-12 and higher education. This course may be offered in an online format. Prerequisites: EDU 290, junior standing; or graduate status.

**EDU 602 Strategies and Techniques for Teaching 3(3-0)**

Examination, development, assessment, and use of teaching methods and strategies to engage learners at all levels of teaching or in presenting materials in workshop format. This course may be offered in an online format.

**EDU 603 Elementary Diagnosis, Remediation and Differentiation of Reading Instruction 3(3-0)**

Diagnosing reading and writing difficulties for diverse learners and implementing research-based intervention practices designed to improve literacy in the elementary classroom. This course may be offered in an online or hybrid format.

**EDU 605 History and Trends in Elementary School Curriculum Development 3(3-0)**

History and trends in elementary school curriculum development. This course is approved for offering in a distance learning format.

**EDU 606 Secondary Advanced Reading Diagnosis and Instruction 3(3-0)**

Diagnosing reading and writing difficulties for diverse learners and implementing research-based intervention practices designed to improve literacy in the secondary classroom. This course may be offered in an online or hybrid format.

**EDU 607 Communication and Collaboration Strategies for Teacher Leaders 3(3-0)**

This course offers teacher leaders strategies to facilitate effective communication and collaboration with professional peers, families, and the community. This course may be offered in an online format.

**EDU 608 Projects in Education 1-6(Spec)**

Investigating, analyzing, and reporting on special problems, innovative programs, changing curricula, and new techniques in elementary education. Subject to credit limitations.

**EDU 609 History of Education 3(3-0)**

Development of modern education in Western civilization.

**EDU 613 Current Educational Issues 3(3-0)**

Critical analysis, synthesis and evaluation of solutions to significant and persistent issues/problems in education in the United States. Identical to MLE 613. Credit may not be earned in more than one of these courses. This course may be offered in an online format.

**EDU 614 Advanced Educational Psychology 3(3-0)**

Educational psychology theories and research as tools for analyzing and evaluating teaching and learning. This course may be offered in an online format.

**EDU 615 Survey of Science Education 3(3-0)**

Exploration of current issues in science teaching and learning; foundational science education literature; projects based on classroom practice; relevant science education resources. Prerequisites: Admission to the Master of Arts in Teaching Integrated Science.

**EDU 618 The Nature of Science in Science Teaching 3(3-0)**

The philosophy, history, and sociology of science; the methods and goals of science; implications for teaching the nature of science. Prerequisites: EDU 615.

**EDU 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**EDU 620 Problems of Teaching Mathematics in the Elementary School 3(3-0)**

Exploring cognitive issues, history, research, problem solving, technology, innovative programs, basic skills, and state and national standards in mathematics education. Prerequisite: Teaching Certificate.

**EDU 622 Advanced Adolescent Psychology 3(3-0)**

Advanced analysis of growth, development, and behavior during adolescence.

**EDU 623 Understanding Literacy Research Methods 3(3-0)**

Understanding and analyzing established and emerging literacy research methodologies and how each mode of inquiry can yield insights into literacy learning. This course may be offered in an online format. Prerequisites: Admission to MA in Reading and Literacy K-12 program.

**EDU 624 Word Study and Vocabulary Development 3(3-0)**

Teaching and learning about the structure and meaning of words based on students' developmental levels, grades K-12. This course may be offered in an online format. Prerequisite: Admission to a graduate degree program in education.

**EDU 627 Using Digital Resources to Teach Literacy 3(3-0)**

Critical analysis and use of new technologies and media sources as applied to literacy acquisition and instruction with integration of digital resources into literacy curriculum. This course may be offered in an online format. Prerequisites: Admission to graduate degree program in education.

**EDU 628 Secondary School Programs and Practices 3(3-0)**

Organization, content and philosophies underlying the establishment and operation of secondary schools. This course is approved for offering in a distance learning format.

**EDU 629 Reading and Writing Connections 3(3-0)**

Designing effective K-12 literacy programs that incorporate reading/writing connections. This course may be offered in an online format.

**EDU 630 Organization and Implementation of School Literacy Programs 3(3-0)**

Design, implementation and evaluation of school reading and writing programs, staff development, and the change process. This course may be offered in an online or hybrid format. Pre/Co-requisites: EDU 632 or EDU 636.

**EDU 632 Practicum in Literacy Assessment and Intervention 6(Spec)**

In this course, students will learn about the diagnostic procedures and materials; get supervised work with K-12 students or adolescents; and implement remediation procedures. This course may be offered in an online format. Prerequisite: Admission to a graduate degree program in education.

**EDU 633 Clinical Practice in Reading 3(1-4)**

Continuation of EDU 632. Prerequisites: EDU 533 and EDU 632 plus permission of instructor.

**EDU 635 Advanced Language Arts Instruction 3(3-0)**

Examination of components of English Language Arts classroom instruction, research in teaching language arts, and meeting individual student needs. This course may be offered in an online format. Recommended: EDU 636.

**EDU 636 Foundations of Classroom Reading and Writing Instruction 3(3-0)**

Students examine the reading and writing process in classroom instruction and learn about techniques and materials appropriate for specific reading and writing approaches. This course may be offered in an online format. Prerequisite: Admission to graduate degree program in education.

**EDU 640 History and Trends in Elementary Social Studies Education 3(3-0)**

Analysis of history and trends in elementary social studies education. This course is approved for offering in a distance learning format.

**EDU 641 Literacy in the Disciplines 3(3-0)**

This course will reinforce content teaching strategies and provide a conceptual framework for integrating reading, writing, and thinking for learning throughout the curriculum. This course may be offered in an online format.

**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.

**EDU 643 Instructional Design 3(3-0)**

A study of the principles of instructional design. Designing instructional systems, processes in learning and instruction, delivery systems and evaluating instruction are considered. This course may be offered in an online format. Prerequisite: EDU 590.



**EDU 645 Advanced Science Teaching Methods 3(3-0)**

Planning, assessment, and evaluation of K-12 science teaching and learning; evaluation of science curriculum materials; exploration of effective science teaching practices. Prerequisites: EDU 615.

**EDU 651 Supervision of Student and Intern Teaching 3(3-0)**

Development of knowledge and skills needed for supervising and mentoring in school settings. This course is approved for offering in a distance learning format. Prerequisite: two years of teaching experience.

**EDU 653 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.

**EDU 655 The Community College 3(3-0)**

History, philosophy, programs, and practices of community and junior colleges. This course is approved for offering in a distance learning format.

**EDU 658 Practicum in the Community College 3-6(Spec)**

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

**EDU 660 Methods of Educational Research 3(3-0)**

Planning, conducting, and interpreting findings of scientific studies in education. This course may be offered in an online format.

**EDU 662 Applied Educational Measurement and Evaluation 3(3-0)**

Applications of measurement and evaluation principles to educational settings with emphasis on construction and use of achievement tests. This course is approved for offering in a distance learning format. Prerequisite: admission to a graduate degree program in education.

**EDU 670 Reading in the Secondary School II 3(Spec)**

Materials and techniques of instruction employed by secondary school teachers and supervisors of reading. Prerequisites: EDU 330 and EDU 431, or EDU 450.

**EDU 682 Psychology of Child Development 3(3-0)**

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

**EDU 687 Independent Study 1-3(Spec)**

Prerequisites: 15 hours of graduate work and permission of department chairperson. Subject to credit limitation.

**EDU 688 Independent Study 1-3(Spec)**

Prerequisites: 15 hours of graduate work and permission of department chairperson. Subject to credit limitation.

**EDU 689 Independent Study 1-3(Spec)**

Prerequisites: 15 hours of graduate work and permission of department chairperson. Subject to credit limitation.

**EDU 698 Thesis 1-6(Spec)**

For M.A. students on Plan A. CR/NC only. Prerequisite: EDU 660.

**EDU 705 Theory and Practice in Curriculum Development 3(3-0)**

Study of the history, nature and scope of curriculum planning development and instruction. This course may be offered in an online format.

**EDU 706 Theory and Practice of Instruction 3(3-0)**

Review, analyze, and apply theory and practice of instruction with a special emphasis on implementation strategies and tools for evaluating instruction. This course may be offered in an online format.

**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.

**EDU 708 Designing and Implementing Online Learning Experiences 3(3-0)**

Design online learning experiences for K-12, adult, and organizational education. Prepare to advocate for appropriate institutional implementation of such experiences. This course may be offered in an online format. Prerequisite: EDU 590 or graduate status.

**EDU 709 Innovative Uses of Technology 3(3-0)**

A survey of new and innovative applications of technology in educational settings. Students study and develop innovative instructional models utilizing technology. This course may be offered in an online format. Prerequisites: EDU 590.

**EDU 710 Capstone Project in Learning, Design, and Technology 3(3-0)**

Degree candidates will complete a terminal project related to the applications of learning, design, and technology in classroom, workplace, or other organizational settings. This course may be offered in an online format. Pre/Co-requisites: Students must have completed 27 of the 30 hours of their degree program. Courses taken concurrently count toward the 27 hours.

**EDU 730 Seminar: Issues in Literacy 3(3-0)**

Examination of current issues in literacy instruction. Students complete research projects appropriate to their degree programs with oral and written presentations of research findings. This course may be offered in an online or hybrid format.

**EDU 755 Advanced Research Design and Interpretation 3(3-0)**

Analysis of research designs, development of measurement devices, and interpretation of advanced statistical techniques. Prerequisite: EDU 660.

**EDU 765 Seminar in Curriculum Problems 3(3-0)****EDU 770 Practicum in Systematic Curriculum Development 3(3-0)**

This course will provide experience in developing curriculum for a specific content area. This course may be offered in an online or hybrid format. Prerequisite: a teaching certificate or admission to graduate school or teacher education.

**EDU 776 Seminar: Issues in Education 3(3-0)**

Capstone experience for the M.A. in Education program. Students conduct and report on a research project. This class may be offered in an online or hybrid format. Prerequisites: EDU 660; Successful completion of 21 hours of coursework on the MA in Education program.

**EDU 780 Master of Arts Capstone Experience 3(3-0)**

Students complete research projects appropriate to their degree programs that produce results applicable to their current practice. Should be last course taken in student's program. Identical to MLE 780. Credit may not be earned in more than one of these courses.

**EDU 800 Educational Technology Research 3(3-0)**

Introductory course for the Doctorate in Educational Technology. Students learn how to critique educational research while being introduced to its various design philosophies and methodologies. This course may be offered in an online or hybrid format.

**EDU 801 Qualitative Research in Educational Technology 3(3-0)**

Applications, evaluation and analysis of qualitative research concepts in writing dissertation, and in various aspects of professional practice in educational technology terminal-degree careers. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 802 Quantitative Research in Educational Technology 3(3-0)**

Quantitative research methodology is a key component of the knowledge and skills to be developed by candidates to study educational technology and its applications. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 807 Seminar: Learning Tools in Education Technology 3(3-0)**

Study of selected issues relative to the use of new learning technologies in the classroom. Emphasis upon the learning theory which supports applied technologies. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 808 Blended and Online Learning 3(3-0)**

Study of selected issues relative to the use of new learning technologies in the classroom. Emphasis upon the learning theory which supports applied technologies. This course may be offered in online or hybrid format. Prerequisite: EDU 800.

**EDU 810 Grant Writing 3(3-0)**

This cognate course focuses on grant writing skills for funding educational technology initiatives. Topics include concept development, budgeting, assessment planning, proposal submission, and reviewer practices. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 811 Motivation in Online and Blended Learning 3(3-0)**

Development and implementation of instructional strategies promoting student motivation and learning in online and blended learning environments. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 814 Differentiated Instruction in Online Learning 3(3-0)**

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

**EDU 842 Mobile Learning 3(3-0)**

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

**EDU 853 Evolving Internet Learning 3(3-0)**

Application and implementation of evolving digital resources in educational settings. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 862 Data Driven Decision Making 3(3-0)**

Learn to theoretically and methodologically understand the use of data and how it is used to guide practice. Techniques and statistical models used to analyze data. This course may be offered in an online or hybrid format. Prerequisite: EDU 800.

**EDU 870 Higher Order Learning and New Literacies 3(3-0)**

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

**EDU 898 Dissertation 1-18(Spec)**

Design and completion of the dissertation phase including data collection, data analysis, written report(s), journal submission and oral defense. CR/NC only. This course may be offered in an online or hybrid format. Prerequisites: Admission to the Doctor of Educational Technology program, successful completion of the Doctor of Educational Technology Program Comprehensive Examination.



## EES - Earth and Ecosystem Science

See the *Ph.D. in Earth and Ecosystem Science in the Index* for more information.

### EES 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### EES 701 Earth and Ecosystem Science Colloquium 3(3-0)

Examination and development of effective methods in professional scientific communication through the use of contemporary tools and aids. Prerequisite: Admittance to the Earth and Ecosystem PhD program.

### EES 703 Advances in Earth and Ecosystem Science 3(3-0)

Examination of key research concepts and advances to discovery and problem solving in Earth and Ecosystem science. Prerequisites: Admittance to the Earth and Ecosystem Ph.D. program.

### EES 790 Special Topics in Earth and Ecosystem Science 1-6(Spec)

Various advanced topics in Earth and Ecosystem science are covered. Student participation is expected. May be repeated for a total of 6 credits. Prerequisite: Admittance to the Earth and Ecosystem PhD program.

### EES 796 Directed Research in Earth and Ecosystem Science 1-30(Spec)

Directed research supervised by an Earth and Ecosystem Science faculty member. May be repeated for a total of 30 credits. Prerequisite: Admittance to the Earth and Ecosystem PhD program.

### EES 899 Dissertation 1-12(Spec)

Completion of the doctoral dissertation. May be repeated for a total of 12 credit hours. CR/NC only. Prerequisites: Graduate standing in science, successful completion of comprehensive exam.

## EGR - Engineering

See the *School of Engineering and Technology* for more information.

### EGR 553 Mechanical Vibrations 3(3-0)

Modeling, design, and analysis of mechanical vibrations: natural frequency, damping, excitation, higher order systems, modal analysis, experimental testing, and continuous systems. Prerequisites: EGR 253; MTH 232; CPS 180; or EGR 200; permission of E&T advisor; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering.

### EGR 554 Mechanical Controls 3(3-0)

Design and analysis of control for mechanical systems, including modeling, transient and steady-state, root locus, frequency response, PID control, and state space. Prerequisites: EGR 253; MTH 232; CPS 180 or EGR 200; permission of E&T advisor; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering.

### EGR 555 Engineering Acoustics 3(3-0)

Fundamentals of engineering acoustics including use of the wave equation, reflection, transmission and attenuation processes, with introduction of various acoustic applications. Prerequisites: EGR 356, 358; MTH 232; permission of E&T advisor; cumulative GPA of 2.5 or higher; or Graduate student in Engineering.

### EGR 570 Engineering Biomechanics 3(3-0)

Fundamental mechanics and engineering principles applied to understand biological tissues and systems. Prerequisites: EGR 253, 255, 355; permission of E&T advisor; cumulative GPA of 2.5 or higher; or graduate standing in Engineering.

### EGR 576 Mechanics of Composite Materials 3(3-0)

Covers composite material mechanics with emphasis on selection, analysis, and use. Stiffness and strength theories. Treats composite beams and plates for static and dynamic loads. Prerequisites: EGR 255, 355; MTH 232; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering; permission of E&T advisor.

### EGR 578 Advanced Mechanics of Materials 3(3-0)

Stress and strain in three dimensions, constitutive laws, failure theories. Advanced beam theories, curved beams, shear deformation, beams on elastic foundations, plates and shells, energy methods. Prerequisites: EGR 255, 355; MTH 233; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering; permission of E&T advisor.

### EGR 588 Photonics 3(3-0)

A study of optical phenomena and its application to engineering problems. Topics include ray optics, beam optics, guided wave optics, lasers and applications thereof. Prerequisite: EGR 388; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering; permission of E&T advisor.

### EGR 591 CMOS Circuit Design 3(2-2)

Design and simulation of analog integrated circuits and systems using transistor level differential amplifiers, operational amplifiers, scillators, and data converters. Prerequisites: EGR 292, 392; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering; permission of E&T advisor.

### EGR 594 Power Electronics 3(3-0)

Fundamentals of power electronics including switch-mode DC-DC converters, feedback controllers, rectifiers, semiconductor switches and magnetic circuit in power electronics. Prerequisites: EGR 398; cumulative GPA of 2.5 or higher; or Graduate Student in Engineering; permission of E&T advisor.

### EGR 595 Nanoscale Transistors 3(3-0)

Conceptual framework that underlies the microscopic viewpoint using examples related to the emerging field of nanoscale transistors. Prerequisites: EGR 487 or 491; cumulative GPA of 2.5 or higher; or graduate standing; permission of E&T advisor.

### EGR 597 Special Topics in Engineering 1-6(Spec)

Intensive study of selected engineering topics not included in a regular course. Repeatable up to 6 credits when content previously studied is not duplicated. Prerequisite: Permission of instructor; cumulative GPA of 2.5 or higher.

### EGR 600 Advanced Engineering Analysis 3(3-0)

Modeling and analysis of advanced engineering systems. These include linear and nonlinear, discrete and continuous systems typically found in mechanical and electrical engineering. Prerequisite: Admittance to the graduate program in engineering.

### EGR 601 Advanced Engineering Experimentation 3(2-2)

Develop and conduct experiments involving advanced data acquisition and analyses in engineering. Perform uncertainty and error analysis of collected data. Prerequisite: Graduate standing in engineering.

### EGR 637 Directed Research in Engineering 1-6(Spec)

Directed research supervised by an Engineering faculty member. Repeatable up to 6 credits. Prerequisite: Permission of instructor.

### EGR 685 Seminar: Current Topics in Engineering 1-3(Spec)

Discussion of current research and application topics in engineering. Basic skills of oral presentation and literature search will be introduced. CR/NC only. Prerequisite: Permission of the instructor.

### EGR 697 Special Topics in Engineering 1-6(Spec)

Study of advanced engineering topics not included in regular graduate courses. Repeatable up to 6 credits. Prerequisite: Permission of instructor.

### EGR 791 Independent Research in Engineering 1-6(Spec)

Advanced independent research in engineering where learned knowledge is applied. A proposal in consultation with an advising instructor is required. Prerequisites: Admission to the MS in Engineering program; completed 6 credits of EGR 637; permission of advising instructor.

### EGR 798 Thesis Research 1-6(Spec)

Thesis research supervised by an engineering faculty. CR/NC only. May be repeated as needed. Prerequisites: EGR 600; Graduate Student in Engineering.

## ENG - English Language and Literature

See the *Department of English Language and Literature* for more information.

### ENG 503 Document Design 3(3-0)

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

### ENG 504 Technical Editing 3(3-0)

Methods and technologies used in editing and publishing technical documents in print and electronic media; publication management and production. This course may be offered in an online or hybrid format. Prerequisites: Graduate standing or ENG 201 with a B or better and 86 credit hours completed. Recommended: ENG 303.

### ENG 510WI Writing Center Practicum 1-3(Spec)

Examines key issues in writing and teaching writing and provides a mediated, instructional experience for working one-on-one with writing. Writing Intensive. Prerequisites: Permission of Instructor.

### ENG 513 Special Topics 1-6(Spec)

Subjects not part of regular department offerings. May not be a duplication of a previous section. This course may be offered in an online or hybrid format. Prerequisites: 86 credit hours completed; or graduate standing.

### ENG 514 Language and Media Discourse 3(3-0)

Examination and application of rhetorical and discourse theory and techniques in media. This course may be offered in an online or hybrid format. May be offered as Writing Intensive. Prerequisites: Graduate standing or completion of 56 credit hours. Recommended: ENG 301.

### ENG 517 Reading and the English Classroom 3(3-0)

The relationship of reading to the teaching of English through an introduction to the reading process, the needs of reluctant readers, and K-12 and ESL literacy issues.

### ENG 519 Teaching Composition 3(3-0)

Research and methodology in the teaching of composition. This course may be offered in an online format. Prerequisites: Graduate standing or completion of 56 hours.

### ENG 520 Diachronic Linguistics and the History of English 3(3-0)

Theory and methodologies of diachronic linguistics, with a focus on the development of the English language. Prerequisite: Graduate standing or ENG 375.

### ENG 535 History of Literary Criticism 3(3-0)

Review of critical attitudes and approaches of enduring significance. Prerequisite: 6 hours of literature.

**ENG 539 Seminar in Major Nonfiction Writers 3-9(Spec)**

Creative and critical approaches to the study of representative works by selected major nonfiction writers. May be repeated to a maximum of nine hours. May be offered in a hybrid or online format. May be offered as Writing Intensive. Prerequisites: ENG 201 with a C or better; ENG 134 or 234; or graduate standing.

**ENG 545 Chaucer 3(3-0)**

Middle English grammar and pronunciation. The life and works of Chaucer with emphasis on the Canterbury Tales and Troilus and Criseyde.

**ENG 547 Seminar in Major British Writers 3-9(Spec)**

A study of one or more British writers, selected by the instructor. May be repeated for a maximum of nine credit hours. Prerequisites: Graduate status or the following: Grade of "C" or better in ENG 101, ENG 103/193 or ELI 198; Grade of "C" or better in ENG 201; either ENG 134 or ENG 234.

**ENG 549 Advanced Shakespeare 3(3-0)**

Close study of a selection of Shakespearean texts. May be offered in an online or hybrid format. Prerequisites: Graduate standing or ENG 201 with a grade of C or better; ENG 234; ENG 349.

**ENG 559 Seminar in Major American Writers 3-9(Spec)**

A study of one or more American writers selected by the instructor. May be repeated a maximum of nine hours. Prerequisites: Graduate status or the following: ENG 201 with a grade of C or better; ENG 134 or 234. Recommended: Six hours of American Literature.

**ENG 561 European Romanticism 3(3-0)**

Comparative exploration of the Romantic movement in literature and philosophy with special attention to Germany and France. Prerequisites: ENG 234 and 6 hours of literature; or graduate standing.

**ENG 566 Human Rights in Literature, Art, and Film 3(3-0)**

Exploration of the history, development, and application of human rights as represented in literature, the arts, and film. Prerequisite: Admission to any of the English department's MA programs or ENG 201 with a grade of C or better, ENG 134 or 234.

**ENG 569 Seminar in Major World Writers 3-9(Spec)**

A study of one or more writers, selected by the instructor, from various regions of the world. May be repeated for a maximum of nine credit hours. Prerequisites: Graduate status or the following: ENG 101 or 103/193 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better; ENG 134 or ENG 234. Recommended: 6-9 hours of ENG 300 and/or ENG 400 level courses.

**ENG 570 Old English 3(3-0)**

Study of the grammar and pronunciation of Old English and analysis of Old English literary texts. Prerequisites: Graduate Status or ENG 201 with a grade of C or better; ENG 134 or 234.

**ENG 571 Teaching of English to Speakers of Other Languages 3(3-0)**

Principles and techniques for teaching English to students whose first language is not English. Prerequisite: ENG 375.

**ENG 573 Linguistics and Reading 3(3-0)**

The reading process, the effects of language on reading, the relation between language and writing, and the ways people process information. Prerequisite: ENG 375 or ENG 576.

**ENG 574 TESOL Materials, Assessment, Curriculum 3(3-0)**

Techniques for designing curricula, teaching materials, and tests and other assessment tools for K-12 and adult ESL/EFL or bilingual/bicultural classrooms. This course may be offered in an online format. Pre/Corequisite: ENG 571.

**ENG 577 Introduction to Second Language Acquisition 3(3-0)**

An introduction to the principles and theories of second language acquisition, and their implications for language teaching. Recommended: ENG 375.

**ENG 578 Applied Sociolinguistics 3(3-0)**

Topics include language variation and identity, bilingualism/multilingualism in both social and institutional structures, language contact, and language standardization, discrimination, and policy. This course may be offered in an online format. Pre/Co-requisite: ENG 375 or graduate standing.

**ENG 580 Young Adult Literature 3(3-0)**

Examination of literary texts designed for and about adolescents and adolescence. Prerequisites: Graduate status or the following: ENG 201 with a grade of C or better; ENG 234 or 381.

**ENG 581 The History of Children's Literature in English 3(3-0)**

Study of the historical development of British and American Children's Literature (including colonial, multicultural, and European Fairy Tale traditions) with attention to socio-cultural influences. Prerequisites: Graduate status or the following: ENG 201 with a grade of C or better; ENG 234 or 381.

**ENG 582 Seminar in Diversity in Children's and Young Adult Literature 3-9(3-0)**

Rotating topics course exploring diversity in children's and young adult literature; a focus may include race/ethnicity, disability, gender/orientation, nationality, and/or intersectionalities. May be repeated up to 9 hours when content does not duplicate previous topics. Prerequisite: Graduate status or the following: ENG 201 with a grade of C or better; ENG 134 or 234 or 381.

**ENG 583 The Heroic Tradition in Children's Literature 3(3-0)**

Study of the heroic tradition and its development in classic and contemporary Children's Literature as influenced by epic, myth, folktale, and legend. Prerequisites: ENG 201 with a grade of C or better; and one of ENG 234 or ENG 381; or graduate standing.

**ENG 591 Seminar: Writing Fiction 3-6(3-0)**

Undergraduate/Graduate workshop in fiction writing. May be repeated up to 6 hours. Prerequisite: ENG 391; or admission to MA in English Language & Literature, Creative Writing Concentration. Recommended: Permission of instructor based on portfolio of student's fiction.

**ENG 592 Seminar: Writing Poetry 3-6(3-0)**

Undergraduate/Graduate workshop in poetry writing. May be repeated up to 6 hours. Prerequisite: ENG 392; or admission to MA in English Language & Literature, Creative Writing Concentration. Recommended: Permission of instructor based on portfolio of student's poetry.

**ENG 601 Nonfiction Writing for Graduate Students 3(3-0)**

For graduate students seeking to develop advanced nonfiction writing skills in various academic and non-academic genres. This course may be offered in an online format.

**ENG 602 Research Materials and Methods 3(3-0)**

Instruction in materials and methods for research in language and literature. Prerequisites: Admission to Graduate Program in English.

**ENG 603 Seminar in Technical & Professional Communication 3-6(Spec)**

Advanced study of the theory and practice of professional and technical communication. May be repeated to a maximum of six hours. This course may be offered in an online or hybrid format. Recommended: ENG 303, 503, and/or 504 or previous work-related experience with a professional/technical communication focus.

**ENG 614 Practicum in Teaching College Composition 3(3-0)**

Study and practice of the theories, methods, and materials of teaching first-year college composition. Prerequisites: Open to English graduate assistants assigned to teach ENG 101: Freshman Composition.

**ENG 615 Seminar in Current Issues in the Teaching of Writing 3-6(Spec)**

Engages students to explore a current topic, pressing question, or content-area method via an historical, conceptual, or theoretical framework. Repeatable up to six hours as long as the topic is different. This course may be offered in an online format. Prerequisites: Graduate standing and one of the following: ENG 510, 519, 614. Recommended: ENG 618.

**ENG 616 The Teaching of Creative Writing 3(3-0)**

Theory and practice of teaching creative writing. Prerequisite: Admission to graduate program in English.

**ENG 618 Empirical Research Methods in English Studies 3(3-0)**

Designing and evaluating empirical research in the field of English studies. This course may be offered in an online format. Prerequisite: Admission to a graduate program in the Department of English Language & Literature. Recommended: ENG 601 or 602.

**ENG 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**ENG 621 Seminar in Contemporary Poetry 3-6(3-0)**

A study of selected contemporary poets in the context of major developments in the poetry of the twentieth century. Recommended: 6 hours of literature at the graduate or undergraduate level.

**ENG 622 Seminar in Contemporary Fiction 3(3-0)**

Study of notable fiction from 1945 to the present.

**ENG 635 Seminar in English Literature 3-9(Spec)**

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

**ENG 636 Seminar in Critical Problems 3(3-0)**

A study of the major theories and theorists in contemporary literary studies and selected critical problems generated by them. Recommended: 6 hours of literature.

**ENG 637 Seminar in Rhetoric and Composition 3(3-0)**

Theoretical issues, practices, history, texts, and applications in rhetoric and composition. This course may be offered in an online format.

**ENG 638 Seminar in Textual Analysis and Editing 3(3-0)**

A course designed to prepare students for editing responsibilities found in a variety of fields, including education and scholarly publications.

**ENG 656 Seminar in American Literature 3-9(Spec)**

The role of nature, frontier, or other factors in American literature of one of the following periods: A. Pre-Romantic Period; B. Romantic Period; C. Realistic and Naturalistic Periods; D. Modern Period. Recommended: 6 hours of American literature. May be repeated to a maximum of 9 hours.

**ENG 665 Seminar in World Literature 3-9(Spec)**

The tracing of ideas through World Literatures from one of the following periods: A. Classical literature; B. Medieval and Renaissance literature; C. 18th and 19th Century literature; D. Modern literature. Recommended: 6 hours of world literature. May be repeated to a maximum of 9 hours.

**ENG 672 Applied Linguistics for Written Communication 3(3-0)**

Linguistic approaches to textual analysis and the application of research findings in teaching written standard English. This course may be offered in an online format.

**ENG 673 English Phonology for Language Teachers 3(3-0)**

Examination of the sound patterns of English at the segmental and suprasegmental levels with applications for teaching English as a second or foreign language. This course may be offered in an online format. Pre/Co-requisites: ENG 571, 574, 577.

**ENG 674 English Grammar for Language Teachers 3(3-0)**

A functional approach to English grammar, examining the uses of the major grammatical constructions. Includes analysis of language of native and non-native speakers of English. This course may be offered in an online format. Recommended: ENG 571 or 574.

**ENG 675 Seminar in English Linguistics 3-9(3-0)**

Problems in sociolinguistics, discourse, bilingualism, historical grammar, the applications of modern linguistic theory to the teaching of English or foreign languages. May be repeated to a maximum of nine credit hours. Prerequisites: ENG 375 or equivalent and some foreign language study recommended.

**ENG 680 Chippewa River Writing Project Institute 3(3-0)**

Writing workshop, composition pedagogy, educational technology, and classroom research. This course may be offered in an online or hybrid format. Prerequisites: Admission by application for the institute as outlined by requirements from the Chippewa River Writing Project.

**ENG 681 Seminar in Children's and Young Adult Literature 3-9(3-0)**

A graduate seminar that explores issues in the studies of Children's and/or Young Adult Literature. Repeatable up to nine hours when content does not duplicate previous topics.

**ENG 690 Practicum in TESOL 1-3(Spec)**

An examination and application of methods, materials, and classroom management techniques necessary to teach English effectively to speakers of other languages. May be repeated to a maximum of three hours. Prerequisites: Final one-credit unit requires completion of ENG 571 or 577.

**ENG 691 Seminar: Writing Fiction 3-6(3-0)**

Graduate workshop in fiction writing. May be repeated up to six hours. Prerequisite: Admission to M.A. Creative Writing Concentration. Recommended: Permission of instructor based on portfolio of student's fiction.

**ENG 692 Seminar in Writing Poetry 3-6(3-0)**

Graduate workshop in poetry writing. May be repeated up to 6 hours. Prerequisites: ENG 492; or admission to M.A. in English Language and Literature, Creative Writing Concentration; or permission of instructor based on a portfolio of student's poetry.

**ENG 693 Seminar in Writing Creative Nonfiction 3-6(Spec)**

Workshop in contemporary approaches to writing literary nonfiction. Course may be repeated up to six hours. May be offered in an online or hybrid format.

**ENG 694 The Craft of Fiction 3(3-0)**

Practice of fiction theories and techniques exemplified by the works of noted authors of short fiction, the novella, and the novel. Prerequisite: Acceptance to any of the English department's MA programs.

**ENG 695 The Craft of Poetry 3(3-0)**

Poetic techniques, practices, theories, and approaches as exemplified in the works of notable poets and as examined in prosody and poetic forms. Prerequisites: Admission to the English department graduate program in Creative Writing or permission of the instructor.

**ENG 696 The Craft of Creative Nonfiction 3(3-0)**

Creative Nonfiction techniques, practices, theories, and approaches as exemplified in the works of noted authors and as examined in the genres of creative nonfiction. Prerequisite: Acceptance to any of the English department's MA programs.

**ENG 697 Independent Study 3-6(Spec)**

Explorations of special problems in language and literature individually agreed upon by student and instructor. May be repeated a maximum of six hours. Prerequisites: Approval by instructor and department chairperson required before registration.

**ENG 718 Internship: Teaching 6(Spec)**

Supervised teaching experience in community college for pre-service teachers in Master of Arts in Composition and Communication Program. Prerequisites: 21 credit hours of MAECC graduate work, including the following specific courses: ENG 519, 601, 637, and 638; permission of instructor.

**ENG 719 Internship: Professional Communication 6(Spec)**

Supervised workplace experience in writing, editing and/or similar technical or professional communication activity for students in the Master of Arts in Composition and Communication Program. Prerequisites: 21 credit hours of MAECC graduate work, including: ENG 601, 603, 637, and 638; permission of Internship Advisor.

**ENG 799 Thesis 1-6(Spec)**

An in-depth, research-oriented study on a topic or a creative work completed in consultation with the thesis advisor as a capstone demonstration of the student's learning. CR/NC only.

**ENS - Environmental Science**

Contact the Department of Earth and Atmospheric Sciences for more information.

**ENS 503WI Environmental Modeling 4(2-4)**

Environmental models used to understand behaviors and interactions in complex systems. Includes design and building of environmental models, calibration, verification, and validation. Writing Intensive. Prerequisites: ENS 401 with a Cor better, or Graduate Standing in a CSE program, or STA 392 and Pre/Co-requisite EGR 306.

**ENS 597 Independent Study in Environmental Science 1-3(Spec)**

Research in environmental science with topics agreed upon by student and instructor. May be taken only by arrangement prior to registration. Prerequisites: Three or more courses in ENS program (2 of which must be 300 level or higher) or graduate status in a CST program; permission of instructor.

**ENS 750 Scientific Communication 1-4(Spec)**

Development of effective methods in professional scientific communication. May be repeated for up to 4 credits. Identical to GEL 750 and MET 750. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: Graduate standing in the Earth and Ecosystem Science Ph.D. program concentrating in one of GEL/MET/ENS programs; permission of instructor.

**ENT - Entrepreneurship**

Contact the Department of Entrepreneurship for more information.

**ENT 600 Business Foundations for Entrepreneurs 3(3-0)**

Covers key business terms and principles and the applicability of these principles to entrepreneurs. Traditional MBA subjects and seminal management articles will be covered. This course may be offered in an online format. Prerequisite: admission to the Master of Arts in Entrepreneurial Transactions program.

**ENT 605 Foundations of Entrepreneurship 3(3-0)**

Covers key entrepreneurship terms, concepts and resources. Students create an initial portfolio of outputs for a proposed venture. Portfolios will be enhanced throughout the program. This course may be offered in an online format. Pre/Co-requisite: ENT 600 or admission to the MBA Program.

**ENT 620 New Venture Formation & Governance 3(3-0)**

Covers the business, legal and tactical issues surrounding the formation and governance of business entities. This course may be offered in an online format. Prerequisite: ENT 605.

**ENT 625 New Venture Hires, Filings & Reports 3(3-0)**

Covers post-formation organizational matters and the resources new ventures use to build teams, spot government regulations and keep stakeholders informed. This course may be offered in an online format. Pre/Co-requisite: ENT 620.

**ENT 630 Seed Financings & Securities Regulation 3(3-0)**

Covers the business, legal and tactical issues that arise when new ventures seek capital from friends, family members, angel investors, and others. This course may be offered in an online format. Prerequisite: ENT 620.

**ENT 640 Intellectual Property for Entrepreneurs 3(3-0)**

Covers the business, legal and tactical issues surrounding intellectual property. This course may be offered in an online format. Prerequisite: ENT 605.

**ENT 650 Crowdfunding 3(3-0)**

Covers the business, legal and tactical issues surrounding crowdfunding. This course may be offered in an online format. Prerequisite: ENT 605. Recommended: ENT 640.

**ENT 660 Technology for Entrepreneurs 3(3-0)**

Covers business, legal and tactical issues surrounding prevalent technology uses by entrepreneurs. This course may be offered in an online format. Prerequisite: ENT 605. Recommended: ENT 640.

**ENT 670 Venture Capital 3(3-0)**

Covers the business, legal and tactical issues surrounding venture capital. This course may be offered in an online format. Prerequisite: ENT 630.

**ENT 680 Growth & Risks at Emerging Ventures 3(3-0)**

Covers the business, legal and tactical issues related to growth strategies and risk management tools utilized by emerging ventures. This course may be offered in an online format. Prerequisite: ENT 640.

**ENT 690 Entrepreneurial Acquisitions & Exits 3(3-0)**

Covers the business, legal and tactical issues surrounding mergers, acquisitions, IPOs and other entrepreneurial exits. This course may be offered in an online format. Prerequisite: ENT 670.

**ENT 695 Entrepreneurial Transactions Capstone 3(3-0)**

Knowledge gained in other program courses is further applied by working on cases and simulations involving entrepreneurial transactions. Enhanced portfolio of outputs is also submitted. This course may be offered in an online format. Prerequisite: ENT 680. Pre/Co-requisite: ENT 690.



## ENV - Environmental Studies

Contact the College of Science and Engineering for more information.

### ENV 597 Special Topics 1-6(Spec)

## ESC - Earth Science

See the Department of Geography & Environmental Studies for more information.

### ESC 575 Special Studies in Earth Science 1-6(Spec)

Various special topics offered at an advanced undergraduate and graduate level. Topics announced in Course Search and Registration. Prerequisites: permission of instructor.

## FIN - Finance

See the Department of Finance and Law for more information.

### FIN 573 International Finance 3(3-0)

Role of financial manager in international corporations. Environmental problems of foreign exchange. Techniques for investment decisions, financing marketing operations, long-term capital structure and fund flow. This course may be offered in an online format. Prerequisites: FIN 302 or 332; FIN 425; FIN 448; admission to Professional Business Studies; or admission to the MBA Program.

### FIN 597 Special Topics 1-3(Spec)

Selected topics of interest to students which are not formally included in existing courses. Specific topic will be listed on student's transcript. Prerequisites: 56 semester hours completed and admission to Professional Business Studies or listed on signed major or minor, or permission of MBA director.

### FIN 648 Advanced Financial Statement Analysis 3(3-0)

Methods of fundamental financial analysis necessary for evaluating and forecasting firm financial and operating performance. This course may be offered in an online format. Pre/Co-requisite: Admission to the MBA program.

### FIN 671 Financial Derivatives 3(3-0)

Advanced treatment of futures, options, and swaps. Emphasis is on how to use derivatives to manage risk as well as more advanced derivative pricing models. Prerequisites: MBA 669, admission to MBA, or permission of MBA director.

### FIN 673 Advanced International Financial Management 3(3-0)

This course will cover issues related to both international financial markets and the financial operations of a firm within the international environment. This course may be offered in an online format. Prerequisite: Admission to the MBA Program.

### FIN 676 Investment Strategy 3(3-0)

Analysis of various theories and techniques available to achieve superior selection and management of securities. May be offered in an online format. Prerequisites: MBA 670, admission to MBA.

### FIN 680 Financial Modeling 3(3-0)

Quantitative financial modeling using spreadsheets and teaching the practical application of financial theory to real-world business problems. This course may be offered in an online format. Prerequisites: MBA 670; admission to MBA program.

### FIN 791 Independent Studies 1-6(Spec)

Directed reading or research on an approved topic. Prerequisite: permission of instructor and department chairperson and 15 hours of graduate credit in MBA program.

### FIN 797 Special Topics 3-6(Spec)

Enables students to take various topics under the same number. Specific topic will be listed on the student's transcript. Prerequisites: graduate status and permission of instructor.

### FIN 798 Thesis 1-6(Spec)

An approved thesis in finance. This course may be offered in an online format. Prerequisites: MBA 670; Admission to Master of Business Administration program.

## FLN - Foreign Language

See the Department of World Languages and Cultures for more information.

### FLN 597 Special Topics 1-8(Spec)

The in-depth study of a topic within the language under the direction of a faculty member. Prerequisites: Permission of instructor.

## FMD - Fashion Merchandising and Design

See the Department of Fashion, Interior Design, and Merchandising for more information.

### FMD 510 Luxury Fashion Brand Management 3(3-0)

The course provides an in-depth understanding of the international luxury fashion industry and the unique aspects involved in managing luxury fashion brands. This course may be offered in an online or hybrid format. Prerequisite: FMD 356, or graduate status.

### FMD 545 Introduction to Draping 3(2-2)

Interpretation of garment designs developed through the draping on dress forms. Prerequisites: FMD 241 and FMD 345 or graduate status.

### FMD 546 Experimental CAD for Fashion 3-9(Spec)

Creative use of CAD software as applied to standards prevalent in the design, manufacture or presentation of fashion goods. May be taken for credit more than once if different software is being used, total credit not to exceed nine hours. This course may be offered in an online format.

### FMD 547 Functional Apparel Design 3(2-2)

A systematic approach to apparel design integrating knowledge of the needs and functions of the wearer, the structural properties of textiles and apparel design. Prerequisites: FMD 241, FMD 345, FMD 355.

### FMD 550 Global Apparel Supply Chain Management 3(3-0)

Global Textile and apparel trading systems from the perspective of their operational issues including global business process applications, apparel supply chain management and global logistics. This course may be offered in an online or hybrid format. Prerequisites: 56 semester hours with at least 12 hours in apparel merchandising and design courses including FMD 401.

### FMD 556 Advanced Visual Merchandising 3(1-3)

Advanced practice of Visual Merchandising. Creative window and store interior display work. Use of 3D printing for prop and fixture design. Focus on portfolio development. This course may be offered in an online or hybrid format. Prerequisite: FMD 356, and 60 completed credit hours, or graduate standing.

### FMD 560 Apparel Product Development 3(1-3)

Analysis of the apparel production process, including quality issues relative to development and production of ready-to-wear apparel. This course may be offered in an online format. Prerequisite: FMD 401; Pre/co-requisites: For Fashion Design Concentration: FMD 447; For Fashion Merchandising Concentration: FMD 332, 410, 510.

### FMD 565 3D Printing and Fashion 3(1-3)

Creative exploration of 3D printing as a tool for fashion product innovation and development. Use of varied modeling software applications. This course may be offered in an online format. Prerequisite: FMD 346, or graduate standing.

### FMD 570 The Business and Design of European Fashion 3(Spec)

A short term (three weeks) faculty led study abroad program examining the business and design of European fashion including haute couture. Prerequisites: FMD 141, 256, minimum GPA of 2.5, and permission of instructor. Recommended: FMD 140.

### FMD 597 Special Topics in Apparel Merchandising & Design 1-15(Spec)

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. Prerequisite: See Course Search and Registration.

### FMD 604 Scholarship in Textiles and Clothing 3(3-0)

Overview of research in textiles and clothing with emphasis on current future directions of the field. Prerequisite: Enrollment in the Apparel Product Development and Merchandising Technology graduate program.

### FMD 608 Historical Fashion Studies 3(3-0)

Advanced investigation of dress history within cultural, political, and economic contexts. Historiography for dress related scholarship. This course may be offered in an online or hybrid format. Prerequisite: FMD 250 or three credits of history or art history at the 400 level or above.

### FMD 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### FMD 635 Advanced Internship in Textiles & Apparel 1-6(Spec)

A structured internship experience that fosters the application of advanced technology and creative skills in a textile/apparel professional setting. Prerequisites: 12 hours of graduate coursework in Apparel Product Development and Merchandising Technology.

### FMD 640 Anthropometrics and Apparel 3(2-2)

Examination of human factors and their relationship to designed products. Quantification of body sizes and human variation using body scanning technology. Prerequisite: Admission to the Apparel Product Development and Merchandising Technology graduate program.

### FMD 641 Apparel Presentation Technology 3(2-2)

Software applications specific to apparel presentation in retail and virtual environments. Emphasis on creation of planograms for product display. Prerequisites: FMD 246. Admission to the Apparel Product Development and Merchandising Technology graduate program.

### FMD 655 Textile Product Evaluation 3(2-2)

Appropriate selection, use, and adaptation of standardized tests for textile product evaluation, familiarity with technological advances; and exploration of innovative use of textiles. Prerequisites: Admission to the Apparel Product Development and Merchandising Technology graduate program.

### FMD 656 Apparel Retail Technology 3(3-0)

In-depth study of the principal apparel retail technologies and systems currently being developed and used for internal retail management and for global supply chain management. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Apparel Product Development and Merchandising Technology graduate program.

### FMD 697 Special Topics in Apparel Merchandising & Design 1-15(Spec)

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript.



**FMD 790 Independent Study in Apparel Merchandising & Design 2-6(Spec)**

Student-initiated study in an area not covered in regular courses guided by faculty or faculty committee. Prerequisites: Permission of instructor.

**FMD 796 Creative Scholarship 1-6(Spec)**

The design research, collection development, and defense of an acceptable creative scholarship on an approved topic. CR/NC only. Prerequisite: FMD 604.

**FMD 797 Special Topics in Apparel Merchandising & Design 1-15(Spec)**

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript.

**FMD 798 Thesis 1-6(Spec)**

The research, writing, and defense of an acceptable thesis on an approved topic. CR/NC only. Prerequisite: FMD 604.

**FNS - Foods and Nutrition**

See the Department of Rehabilitation and Medical Sciences for more information.

**FNS 512 Global Nutrition 3(3-0)**

Nutritional issues faced by populations around the world and in emergencies explored in depth including assessment, prevention, and relief. This course may be offered in an online format. Recommended: FNS 271, 370.

**FNS 560 Field Experience in International Nutrition 3(Spec)**

Faculty-led study abroad course to acquire learning experience in food, culture, and nutritional and public health problems in a host country. Recommended: FNS 271, 370, 512.

**FNS 571 Clinical Nutrition 3(3-0)**

This course provides an overview of medical nutrition therapy with a focus on the current evidence-based nutrition practice guidelines for prevention and treatment of diseases. Prerequisites: FNS 370 and 473 and BIO 392, or HSC 214 and 215; one of the following: CHM 421 or 425 or 522; or graduate status.

**FNS 575 Geriatric Nutrition 3(3-0)**

Nutrition for older adults, including food selection, nutritional status, food-drug interaction and disease prevention. Prerequisite: FNS 370.

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

Overview of the etiology, differential diagnosis, medical consequences, treatment, and prevention of eating disorders. Obesity in relation to eating disorders will also be addressed. May be offered in an online format. May be offered as Writing Intensive. Prerequisite: FNS 370 or graduate status.

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

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

**FNS 661 Macronutrients 3(3-0)**

Advanced study of nutrition, metabolism, and function of proteins, carbohydrates and lipids as related to human health and disease. This course is delivered in an online format. Prerequisites: Admission to the online MS in Nutrition and Dietetics program.

**FNS 662 Micronutrients 3(3-0)**

Advanced study of nutrition, metabolism, and function of vitamins and minerals as related to human health and disease. This course is delivered in an online format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 663 Advanced Eating Disorders and Nutrition 3(3-0)**

Factors involved in the etiology, assessment, consequences, treatment and prevention of eating disorders. This course may be offered in an online format. Prerequisite: admission into the MS in Nutrition and Dietetics graduate program.

**FNS 664 Advanced Nutrition - Pharmacology 3(3-0)**

Issues in pharmacology and drug-nutrient interactions with respect to polypharmacy, nutritional and appetitive drug effects. This course may be offered in an online delivery format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 665 Medical, Scientific and Proposal Writing 3(3-0)**

Medical, scientific and proposal writing using research and evidence based literature for the submission of publications or proposals to external venues. This course is offered in an online delivery format.

**FNS 667 Advanced Nutrition-End of Life Issues 3(3-0)**

Issues and controversies in nutrition and end of life care with respect to ethics, decision-making, fiscal and other considerations. This course may be offered in an online format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 668 Advanced Nutrition-Pediatrics 3(3-0)**

Advanced concepts of diet therapy and care for normal pediatrics and clinical disorders with nutritional implications specific to pediatric patients. This course may be offered in an online format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 669 Advanced Nutrition-Sports 3(3-0)**

Advanced concepts of nutrition for sports with nutritional implications specific to athletics. This course may be offered in an online format. Prerequisites: Admission to the online MS in Nutrition and Dietetics Program.

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

Professor-led student review and presentation of specific topics of current research in nutrition. This course is delivered in an online format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics.

**FNS 671 Advanced Topics in Nutrition: Geriatrics 3(3-0)**

Presents key concepts in geriatric nutrition. Provides students with skills needed to evaluate and utilize information regarding nutrition in health and disease in the older adult. This course is offered in an online delivery format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 672 Advanced Clinical Nutrition 3(3-0)**

Course examines advanced concepts of diet therapy and care for a variety of clinical disorders with nutritional implications. Includes coverage of enteral and parental nutrition. This course is delivered in an online format. Prerequisites: Admission to the online Master of Science in Nutrition and Dietetics program.

**FNS 673 Advanced Nutritional Assessment 3(3-0)**

Presents techniques for nutritional assessment of individuals and groups: evaluation of dietary intake, anthropometry, nutritional analysis software, and biochemical, and clinical indices. This course is delivered in an online format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 674 Dietetic Internship: Clinical Experience 5(Spec)**

Application of dietary principles to human pathophysiologic status through documenting and counseling individuals, assessing, educating groups, and planning in all healthcare and community settings. Prerequisite: Registration is restricted to students accepted into the dietetic internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the dietetic internship experience.

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

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

**FNS 676 Dietetic Internship: Summary Experience 2(Spec)**

Integration and application of clinical, foodservice, and community nutrition principles and their implementation in all healthcare and community settings. Prerequisite: Registration is restricted to students accepted into the dietetic internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the dietetic internship experience.

**FNS 677 Nutritional Epidemiology 3(3-0)**

Presents key concepts of nutritional epidemiology. Enables students to evaluate clinical research investigating the role of nutrition in disease causation and health promotion. This course is delivered in an online format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 678 Research Methods and Biostatistics 3(3-0)**

Presents key concepts in nutritional research methods and bio-statistics. Provides students with skills needed to evaluate and utilize research methodologies and bio-statistics related to nutrition, health and disease. This course is delivered in an online format. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**FNS 679 Advanced Topics in Nutrition: Obesity 3(3-0)**

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

**FNS 697 Special Topics in Dietetics 1-15(Spec)**

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

**FNS 790 Independent Study in Dietetics 2-6(Spec)**

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

**FNS 797 Special Topics in Nutrition 1-15(Spec)**

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

**FNS 798 Thesis in Nutrition and Dietetics 1-6(Spec)**

Individual research culminating in a written thesis, and submission of the work to a peer-reviewed publication and/or scholarly exhibition. CR/NC only. This course is delivered in an online format. Prerequisite: FNS 678, permission of instructor.

**FNS 799 Capstone in Nutrition and Dietetics 3(3-0)**

Manuscript submission to a peer reviewed journal or significant research project completion; oral examination and e-portfolio. This course may be delivered in an online format. Prerequisite: FNS 678, permission of instructor.

## FRN - French

See the Department of World Languages and Cultures for more information.

### FRN 510 Study Abroad 1-12(Spec)

Intended for advanced undergraduate and graduate students studying abroad. Prerequisites: 6 hours of French at the 400 level; permission of instructor.

### FRN 531 Practicum in French Stylistics 3(3-0)

Study and analysis of composition and style. Recommended: FRN 315, FRN 316; 6 additional FRN credit hours in courses 300 or above.

### FRN 591 Advanced Topics in French and Francophone Cultures 1-6(Spec)

Advanced study of topics of interest in French and francophone literatures and civilizations. Credit hours vary; may be repeated for different topics. Recommended: FRN 315 or 316.

### FRN 597 Independent Study 1-6(Spec)

The in-depth study of a topic under the direction of a faculty member who together with a student designs the format of the study. Prerequisites: At least 6 FRN credit hours at the 300 level or above; permission of the instructor and department chairperson.

## GEL - Geology

See the Department of Earth and Atmospheric Sciences for more information.

### GEL 502 Aqueous Geochemistry 3(3-0)

Biogeochemical processes governing the chemistry of water, with a focus on the distribution of natural and anthropogenic chemical species. Prerequisites: CHM 132; BIO 208 or CHM 211 or GEL 310; or graduate status in a CST program. Recommended: GEL 380.

### GEL 505 Low Temperature Isotope Geochemistry 4(4-0)

Isotope geochemistry plays an important role in geological, biological, and environmental investigations. The isotopic geochemistry of carbon, oxygen, nitrogen and sulfur will be covered. Prerequisites: CHM 132; GEL 321 or GEL 380; or graduate status in a CST program.

### GEL 550 Economic Geology 3(2-3)

Metallic and nonmetallic ore deposits, fossil fuels, and their tectonic settings; general principles of exploration for natural resources within the context of responsible environmental stewardship. Prerequisite: GEL 320 or 321 or graduate status in the College of Science and Technology.

### GEL 597 Independent Study 1-6(Spec)

Qualified self-directed students may explore topics of special interest with faculty guidance. More than 3 credits permitted only rarely. Prerequisites: department chairperson and instructor approval.

### GEL 650 Geology for Science Teachers 3(2-2)

Study of geologic topics treated in the primary and secondary school curricula according to state benchmarks. Developing and writing new field and classroom hands-on activities. This course may be offered in an online or hybrid format. Prerequisites: GEL 102 and 101 or 105, or GEL 100 or 130; GEL 201; admission to the MAT or MA in Education program.

### GEL 750 Scientific Communication 1-4(Spec)

Development of effective methods in professional scientific communication. May be repeated for up to 4 credits. Identical to ENS 750 and MET 750. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: Graduate standing in the Earth and Ecosystem Science Ph.D. program concentrating in one of GEL/MET/ENS programs; permission of instructor.

## GEO - Geography

See the Department of Geography & Environmental Studies for more information.

### GEO 500 Advanced Cartography 3(2-2)

Advanced methods and theories concerning the field of cartography including: cartographic communication and visualization, digital map compilation and multivariate data representation. Prerequisites: GEO 303.

### GEO 501 Principles and Applications of Geographic Information System 3(2-2)

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

### GEO 503 Advanced Geographic Information Systems 3(2-2)

Advanced techniques of geospatial analysis, with applications in social and environmental systems. Prerequisites: GEO 303, 308; or GEO 501; STA 282 or 382 or BIO 500.

### GEO 505 Mapping and Surveying Technology: CAD, GPA, and UAS 3(2-2)

Concepts and practice of professional mapping technology including 2-dimensional Computer Aided Design (CAD), Global Positioning Systems (GPS), and Unmanned Aerial Systems (UAS), and integration between technologies. Prerequisites: GEO 203QR, 303, 308; or GEO 501.

### GEO 508 Applications of Remote Sensing 3(2-2)

Applications of active and passive remote sensing to investigate patterns and processes of the environment. Prerequisites: GEO 303, 308; or GEO 501. Prerequisites/Co-requisites: STA 282 or 382 or BIO 500.

### GEO 511 International Geographic Experience 3-6(Spec)

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

### GEO 512 Quantitative Methods for Spatial Analysis 3(2-2)

Statistical techniques for solving spatial problems. Descriptive and inferential spatial statistics. Spatial pattern analysis. Regression modeling with spatial data. Prerequisites: GEO 303, STA 382.

### GEO 513 Geographic Information Systems for Social Sciences 3(2-2)

Spatial data visualization and analysis using Geographic Information Systems (GIS) with emphasis on application to social sciences, planning, public policy, and business research. Prerequisite: GEO 303 or GEO 501.

### GEO 515 Geography of the Great Lakes Region 3(3-0)

Topics include shoreline development, resource use, economic development strategies, social issues, and land use change through contemporary and historical perspectives in the Great Lakes region. Prerequisites: GEO 105 or GEO 120; GEO 350 or GEO 395.

### GEO 516 Advanced Remote Sensing Systems 3(2-2)

Characteristics, processing, and applications based on advanced remote sensing systems including imaging radar, thermal and hyperspectral systems. Prerequisites: GEO 508 and STA 382.

### GEO 528 Environmental Modeling with GIS 3(2-2)

GIS model design and implementation as directed towards environmental issues. Raster data models, concepts, structure, functions, examples, and modeling capabilities are explored. Prerequisites: GEO 203, 303 and 305; or GEO 501. Recommended: GEO 503.

### GEO 531 Integrated Land Use Planning 3(3-0)

This course provides students comprehensive understanding of land use issues, processes and solutions. The course integrates innovative planning concepts with advanced analytic tools. May be offered as Writing Intensive. Prerequisite: GEO 530.

### GEO 550 Geography for Teachers 3(3-0)

For teachers who want to upgrade their knowledge of geography, experiment with new teaching techniques, and learn how to make professional in-service presentations to teachers. Graduate credit only. Prerequisites: Three years teaching experience and/or permission of instructor.

### GEO 553 GIS Operations and Practices 3(3-0)

Practices and procedures utilized by professionals in the implementation and maintenance of large-scale GIS operations. Prerequisites: GEO 503 or Graduate Status in the MS GISci Program.

### GEO 575 Special Studies in Geography 1-6(Spec)

See course search and registration.

### GEO 591 Internship 1-12(Spec)

Experiences in applying geographic techniques to environmental analysis, resource management, and business applications. Up to 3 hours of internship credit can be applied to the geography/earth science major. A full-time internship position for one semester may qualify for 12 hours of credit. Prerequisite: permission of program advisor.

### GEO 597 Independent Study 1-9(Spec)

Exploration of topics in geography agreed upon by student and instructor. Course may be taken for credit more than once, not to exceed nine hours. Prerequisites: At least 6 hours of Geography credit at the 400 level or above, permission of instructor.

### GEO 600 Dynamic Mapping and Geospatial Visualization 3(2-2)

Theories and techniques for map-centered representations of information, with an emphasis on dynamic and multidimensional geospatial data. Prerequisites: GEO 500, 503, 508.

### GEO 603 GIS Design and Programming 3(2-2)

Design and implementation of GIS applications using high level programming languages. Prerequisites: GEO 503 or admission to the MS GIS program.

### GEO 608 Topics in Advanced Remote Sensing 3(2-2)

Selected topics on the theory and application of advanced image processing and data analysis. Prerequisite: GEO 508.

### GEO 615 Research Design in Geographic Information Sciences 3(3-0)

Formulating research questions, reviewing literature, designing research methodology, and communicating research results in Geographic Information Sciences. Prerequisites: Two of the following: GEO 500, 503, 508, 512.

### GEO 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### GEO 701 Spatial Data Management 3(2-2)

Storage, management, and retrieval of geospatial data in the desktop and enterprise environments. Design and implementation of geospatial databases. Prerequisites: GEO 503, 508.

### GEO 797 Directed Research in Geographic Information Sciences 1-6(Spec)

Directed research on advanced topics in Geographic Information Sciences. A prospectus of the proposed research project must be approved prior to registration. CR/NC only. Prerequisite: Arrangements must be made with supervisor or project supervisor prior to registration.

### GEO 798 Thesis 1-6(Spec)

A written thesis and oral department seminar on the thesis research. Registration requires Plan A thesis prospectus on file in the Geography Department office. CR/NC only. Prerequisite: Thesis prospectus must be approved by the department chairperson prior to registration.

## GER - German

See the Department of World Languages and Cultures for more information.

### GER 597 Independent Study 1-6(Spec)

The in-depth study of a topic under the direction of a faculty member who together with a student designs the format of the study. Prerequisites: permission of instructor and department chairperson; at least 6 hours on the 400 level.

## GRN - Gerontology

See the Department of Human Development & Family Studies for more information.

### GRN 590 Independent Study 1-6(Spec)

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

### GRN 597 Special Topics 1-4(Spec)

Selected topics/problems of interest that are not normally included in existing courses. May include conferences, workshops, and seminars sponsored by the Interdisciplinary Gerontology Program. Prerequisite: permission of instructor.

## HDF - Human Development & Family Studies

See the Department of Human Development and Family Studies for more information.

### HDF 506 Practicum in Parent Involvement 3(2-2)

Analysis of goals, trends, methods and models of parent involvement with opportunities to plan programs for parents, and to work with parents in professional settings. Prerequisites: HDF 307; one of HDF 302, HDF 303, HDF 306; or Human Development and Family Studies graduate standing.

### HDF 508 Early Childhood Program Administration and Leadership 3(3-0)

The role of the early childhood program director as leader and architect of the work environment and climate. This course may be offered in an online format. Prerequisites: HDF 302, 303, 309; or ECDL Block; or graduate status.

### HDF 510 Child Development Seminar: Promoting Resilience 3(3-0)

Through integration of theory, research, and practice, this course focuses on encouraging positive developmental outcomes and resilience in children and adolescents facing stressful life circumstances. May be offered as Writing Intensive. This course may be offered in an online format. Prerequisites: Two of: HDF 302, 303, 306, 307, 308; or graduate standing.

### HDF 511 Seminar in Human Sexuality 3(3-0)

Survey of professional literature pertaining to human sexuality. Prerequisites: HDF 213 or HSC 222.

### HDF 513 Readings in the Family 3(3-0)

Survey of professional literature related to the family. Prerequisites: HDF 211 or HDF 411 or SOC 411.

### HDF 516 Family Development: Early Adulthood/Middle Age 3(3-0)

A study of the tasks and transitions of the periods of the family life cycle from early adulthood through middle age. Prerequisites: HDF 100 or PSY 220; HDF 211 or HDF 411 or SOC 411.

### HDF 517 Readings in Marital Counseling and Divorce 3(3-0)

Analysis of changing philosophical conceptualizations of marriage and family, as reflected by emerging issues in marriage counseling and divorce. Prerequisites: HDF 211.

### HDF 535 Dementia Care: Diagnosis, Treatment and Prevention 3(3-0)

This course provides a foundation in normal aging and then addresses the individual, family and institutional challenges of diagnosis, treatment and prevention of dementing illnesses. Prerequisites: HDF 247 or PSY 325 or HSC 390.

### HDF 597 Special Topics in Human Development & Family Studies 1-15(Spec)

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript. This course may be offered in an online format. Prerequisites: See Course Search and Registration.

### HDF 600 Professional Seminar I-Introduction to HDFS 1(1-0)

This course introduces students to the foundational concepts and principles involved in theory, research, and practice with individuals and families across the lifespan.

### HDF 601 Human Growth and Development: 0-8 Years 3(3-0)

Growth and development of normal children ages 0-8 years. Major developmental processes and their educational and social implications will be emphasized.

### HDF 602 Professional Seminar II - Diversity in HDFS 1(1-0)

This course introduces students to historical and contemporary diversity and inclusion issues and models used in HDFS theorizing and practice. Prerequisite: HDF 600.

### HDF 603 Human Diversity Within and Between Families 3(3-0)

Diverse backgrounds of families/individuals based on ethnicity, religion, sexual orientation, class, and disabilities will be studied. Models to explore the diverse nature will be applied. Identical to SOC 611. Credit may not be earned in more than one of these courses.

### HDF 604 Professional Seminar III - Grant Writing in HDFS 1(1-0)

The course teaches students how to locate, develop, and write grants applicable to research, non-profit agencies, and programs. Prerequisites: HDF 602, 630.

### HDF 606 Human Growth and Development: Issues in Adolescent Development 3(3-0)

Research and theory relating to the adolescent as a member of family and society. Prerequisite: HDF 306.

### HDF 609 Application of Theory and Research in Human Development 3(3-0)

This course explores contemporary issues and theory to understand and explain human development with an emphasis on the diversity of humans across the lifespan. Pre/Co-requisite: HDF 600.

### HDF 615 Application of Theory and Research in Family Studies 3(3-0)

This course explores core issues in family studies and presents historical and contemporary theoretical frameworks used to understand and explain family life.

### HDF 618 The Family Life Cycle: The Older Adult 3(3-0)

Study of the older adult in terms of the nutritional, social, consumer and familial aspects of development.

### HDF 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### HDF 630 Applied Research Methods 3(3-0)

This course introduces students to the quantitative, qualitative, and mixed methods used when conducting research within an interdisciplinary context in the human services. Prerequisite: Graduate standing. Recommended: An undergraduate course in research methods; an undergraduate course in statistics.

### HDF 631 Gerontology: Theory and Practice 3(3-0)

Course examines multidisciplinary gerontological theory and practice. Spans early disease models, successful aging, postmodern paradigms and implications for practice. Emphasizes relationship between theory and practice. This course may be offered in an online format. Prerequisite: graduate status.

### HDF 632 Public Policy and Aging 3(3-0)

Course addresses the development of social policy in the context of population aging. Emphasizes analysis of current and long-term implications on policy decisions. This course may be offered in an online format. Prerequisite: graduate status.

### HDF 634 Statistical Applications in Human Services 3(3-0)

This course introduces students to the statistical data analyses within an interdisciplinary context in the human services. This course may be offered in an online format. Recommended: An undergraduate course in methods and statistics.

### HDF 635 Skill Mentorship in HDFS: Teaching 1(Spec)

Applied directed study course in which students work closely with a faculty mentor. Mentorship focuses on the development of teaching skills. Prerequisite: Admission to the graduate program in Human Development and Family Studies.

### HDF 636 Skill Mentorship in HDFS: Research 1(Spec)

Applied directed study course in which students work closely with a faculty mentor. Mentorship focuses on development of research skills. Prerequisite: Admission to the graduate program in Human Development and Family Studies.

### HDF 637 Skill Mentorship in HDFS: Practice 1(Spec)

Applied directed study course in which students work closely with a faculty mentor. Mentorship focuses on the development of professional practice skills. Prerequisite: Admission to the graduate program in Human Development and Family Studies.

### HDF 640 Practice in Human Services 3(3-0)

This course presents a review and analysis of historical and contemporary services for children, adults, and families with a particular emphasis on skills and ethics. Prerequisite: Admission to the HDFS graduate program.

### HDF 642 Program Development and Evaluation in Human Services 3(3-0)

This course addresses advanced components of program development and evaluation in the human services field. Prerequisite: Admission to the HDFS graduate program.

### HDF 686 Practicum I in HDFS 3(Spec)

This course is an initial practicum in the HDFS Master's Program and is a human services related occupational experience with supervision by individual faculty. Prerequisites: HDF 600, completion of at least 12 credits in the HDFS graduate program.

### HDF 688 Practicum II in HDFS 3(Spec)

This course is an advanced practicum in the HDFS Master's Program and is a human services related occupational experience with supervision by individual faculty. Prerequisite: HDF 686.

### HDF 697 Special Topics in Human Development & Family Studies 1-15(Spec)

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript.



**HDF 786 Occupational Field Experience 3(Spec)**

Internship in one human development and family related occupation with supervision by individual faculty. CR/NC only. Prerequisite: HDF 600, 9 hours of graduate level course credit and permission of instructor.

**HDF 797 Special Topics in Human Development & Family Studies 1-15(Spec)**

Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student's transcript.

**HDF 798 Thesis in Human Development & Family Studies 1-6(Spec)**

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

**HDF 799 Plan B Project in Human Development and Family Studies 3(3-0)**

Individual research or creative endeavor culminating in a Plan B project. CR/NC only. Prerequisite: Admission to the graduate program in HDF; Permission of Plan B Committee based on approval of Plan B proposal.

**HSA - Hospitality Services Administration**

See the Department of Marketing and Hospitality Services Administration for more information.

**HSA 542 International Tourism 3(3-0)**

This course focuses on the strategic management of international tourism in hospitality organizations, associations, and government agencies. Prerequisites: 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**HSA 546 Management in the Hospitality Service Sector 3(3-0)**

Management and personnel functions as they relate to the hospitality industry; skills necessary to manage hotels, clubs, resorts; role of food service in these operations. Prerequisites: HSA 350, 447; 86 semester hours completed; admission to Professional Business Studies, listed on signed major or minor.

**HSA 597 Special Topics 1-6(Spec)**

Selected problems of interest to students which are not normally included in existing courses. Specific topic will be listed on the student's transcript. Prerequisites: admission to Professional Business Studies and senior standing; 86 hours completed.

**HSA 791 Independent Studies 1-6(Spec)**

Directed reading or research on an approved topic. Prerequisites: permission of instructor and department chairperson and 15 hours of graduate credit in MBA program.

**HSA 797 Special Topics 3-6(Spec)**

Enables students to take various topics under the same number. Specific topic will be listed on the student's transcript. Prerequisites: graduate status and permission of instructor.

**HSA 798 Thesis 1-6(Spec)**

CR/NC only.

**HSC - Health Science**

See the School of Health Sciences for more information.

**HSC 500 Health Informatics 3(3-0)**

Health Informatics field, its major applications and data analysis methods to improve quality, accessibility and cost of healthcare. Prerequisites: STA 282 or PSY 211 or graduate standing

**HSC 503 Health Implications of Obesity 3(3-0)**

Obesity will be studied with special emphasis on prevalence and etiology. Modes of prevention and treatment including diet and exercise will also be discussed. Prerequisites: 56 hours completed or graduate standing.

**HSC 504 International Health Education 3(3-0)**

Examines major issues in international health education, exploring the health education opportunities and challenges of addressing specific health problems of countries throughout the world. This course is approved for offering in a distance learning format. Prerequisites: Admission to the College of Graduate Studies, or junior or senior undergraduate standing.

**HSC 505 Work Injury Prevention 3(3-0)**

The study of the etiology, epidemiology, treatment, assessment, and prevention of work-related neuromuscular and musculoskeletal conditions in the workplace. Prerequisites: HSC 211 or 214 or graduate standing.

**HSC 506 Health and Physical Development in Late Life 3(3-0)**

This course examines in depth the processes of normal aging as well as important issues affecting the health of older adults. Prerequisites: BIO 101.

**HSC 507 Introduction to Health Service Organizations and Systems 3(3-0)**

Macro level study of healthcare systems including delivery, integration, reimbursement mechanisms, multi-organizational and inter-organizational arrangements, health policies, and future solutions. This course may be offered in an online or hybrid format.

**HSC 508 Education on Sexual Aggression for School/Community 3(Spec)**

This course addresses the realities of sexual aggression, and how schools, corporations, and communities can educate their respective populations on these topics. Identical to PES 508. Credit may not be earned in more than one of these courses.

**HSC 510 Independent Reading Experience 1-4(Spec)**

Individual reading—an experience designed for professional enrichment. 4-hour maximum. CR/NC only. Prerequisite: Permission of Instructor.

**HSC 512 Special Topics in Health Education 1-12(Spec)**

In-depth consideration of relevant, pertinent health issues.

**HSC 516 Travel Course in Health Education 1-15(Spec)**

Topics scheduled to study health education, private and voluntary health care programs, museums, hospitals, health clinics, city and school health programs. Prerequisite: Permission of instructor.

**HSC 517 Drugs and the Elderly 2(2-0)**

An introduction to medication practices and problems among the elderly, and study of selected drugs and their effects on the aging individual. Prerequisites: HSC 390.

**HSC 519 Death Education and Suicide Prevention 3(3-0)**

A holistic study of the cultural, spiritual, legal, ethical, psychological and controversial aspects of death. Emphasis will also be placed on suicide prevention. Prerequisites: must have completed a minimum of 60 semester hours of coursework.

**HSC 520 Health Services Administration 3(3-0)**

Analysis of organizational patterns, planning procedures, fiscal management, personnel management, and other administrative concerns. This course may be offered in an online or hybrid format.

**HSC 522 Consumer Health Education 2(2-0)**

Issues of consumer health related to the individual, the community, and society.

**HSC 523 AIDS Education 1(1-0)**

A concentrated study of Acquired Immune Deficiency Syndrome including the origin, prevalence, spread, disease process, psychosocial aspects and implications for society. This course may be offered in an online or hybrid format. Prerequisite: HSC 106 or teaching certificate.

**HSC 524 Workshop on Health Fitness 2(Spec)**

Guidelines for fitness appraisals and exercise prescription for healthy and high risk adults.

**HSC 525 Sexually Transmitted Disease Workshop 1(Spec)**

Concentrated study of sexually transmitted diseases, modes of transmission, and role of public health agencies and schools in coping with the problem.

**HSC 526 Behavioral Health 3(3-0)**

Concentrated study of mental health and illness as related to home, school, and community. This course may be offered in an online or hybrid format.

**HSC 527 Sex Education Workshop 1(Spec)**

Concentrated study of sex education and roles of home, school, and community. Not open to students with credit in HSC 222.

**HSC 528 Smoking and Health Education Workshop 1(Spec)**

Concentrated study of physiological, psychological, sociological, and educational aspects of smoking. Not open to students with credit in HSC 235.

**HSC 529 Alcohol Education Workshop 1(1-0)**

Concentrated study of physiological, psychological, and sociological aspects of alcohol education. Not open to students with credit in HSC 235. This course is approved for offering in a distance learning format.

**HSC 530 Drug Abuse Workshop 1(Spec)**

Concentrated study of the effects of drugs and narcotics. Roles of home, school, and community in drug education. Not open to students with credit in HSC 235. This course is approved for offering in a distance learning format.

**HSC 532 Diversity Issues in the Health Professions 3(3-0)**

This course covers diversity issues in order to help students become effective, multiculturally competent health practitioners. This course may be offered in an online format. Prerequisites: ATR 383 or HSC 317; or graduate standing.

**HSC 534 Workshop in Principles of Cardiovascular Health and Disease 1(Spec)**

Concentrated study of the physiological aspects of the cardiovascular system and its adaptation to stress.

**HSC 536 Health Education Assessment 3(3-0)**

Content, skills and application to develop and use assessment and evaluation strategies for health education. Prerequisites: HSC 222, 223, 224 Co-requisites: HSC 340, 346.

**HSC 537 Stress Reduction Workshop 1(Spec)**

Systematic evaluation of stress and methods used to effectively reduce stress to promote and maintain health and wellness. Prerequisite: 50 credit hours completed or graduate standing.

**HSC 538WI Development of Proposals and Reports in Health Administration 3(3-0)**

Emphasize format, content, and writing skills necessary for administration of health programs to prepare grant applications, proposals, reports, and written communications. Writing Intensive. Prerequisites: 56 credit hours completed or graduate standing. Recommended: Signed major in Health Administration or Public Health Education.

**HSC 544 Biostatistics 3(2-1)**

This class presents applied statistical concepts, principles and methods in the health services industry. Statistical procedures are applied to health, administrative, and medical data. Prerequisites: STA 282 or PSY 211 or graduate standing.



**HSC 545 Health Planning 3(3-0)**

Capstone course that brings together major aspects of managing healthcare organizations and programs into the strategic planning process and methodologies. This course may be offered in an online or hybrid format. Prerequisites: HSC 500, 507, 520, 544. Pre/Co-requisites: HSC 570. Recommended: MKT 300; HSC 333, 538.

**HSC 546 Microcomputer Applications to the Health Sciences 3(3-0)**

Microcomputer applications in school and community health, health services administration, health promotion and exercise science, application of current software utilized by the health fields. Prerequisite: CPS 100 or BIS 104.

**HSC 547 Health Risk Identification and Management 3(3-0)**

Examine cardiovascular and chronic disease risk factors and management of those risk factors with emphasis on current clinical guidelines and lifestyle interventions (e.g., physical activity/exercise). Prerequisites: 56 credit hours completed or graduate standing.

**HSC 550 Stress Test Administration 3(2-2)**

Course in theory and methods of administering exercise stress tests using different modes of exercise and consideration of different populations. Includes classroom and practical experience. Prerequisites: A grade of C or higher in HSC 220 or 420, 308, 310; a signed Exercise Science Major; Clinical Exercise Science Option or a signed Health Fitness in Preventive and Rehabilitative Programs Major; or Exercise Science Graduate Status.

**HSC 551 Stress Testing Interpretation 3(3-1)**

Course in analysis of information gained from exercise testing, studying deviations from normal, and applications of exercise test information in adult fitness and cardiac rehabilitation programs. Prerequisites: HSC 550 with a grade of C or higher.

**HSC 553 Cardiac Medications 2(2-0)**

An examination of classifications, mechanisms of action, indications and names of medications used in treatment of cardiovascular diseases and associated disorders (pulmonary and metabolic diseases). Prerequisites: Admission to the Exercise Science Major; Clinical Exercise Science option or graduate standing.

**HSC 555 Health Education in the Elementary School 3(3-0)**

Various components of the elementary school program: instruction, curriculum, services, and administration.

**HSC 570 Financial Aspects of Health Services Organizations 3(3-0)**

This course addresses the main issues surrounding financial administration of health services organizations, particularly hospitals. Prerequisite: ACC 201.

**HSC 571 Legal Aspects of Health Services Organizations 3(3-0)**

The issues studied are hospital liability, informed consent, medical staff appointments, tort and health services, ethical issues related to health care.

**HSC 572 Quality Improvement in Health Services 3(3-0)**

Basics, implementation and application of quality management and improvements specific to health care. Statistical principles and illustrative cases are presented. Recommended: HSC 520.

**HSC 575 Exercise Science Clinical Internship 8(Spec)**

Application of knowledge and skills in an approved, supervised clinical exercise program internship; minimum of 480 hours required. CR/NC only. Prerequisites: Undergraduate students must have completed all courses in the Exercise Science Major; Clinical Option. Graduate students must have completed HSC 310, 411, 547, 550, 551, 553 with grades of C or higher.

**HSC 576 Exercise Science Fitness Internship 8(Spec)**

Application of knowledge and skills in an approved, supervised fitness internship; minimum of 480 hours required. CR/NC only. Prerequisites: Undergraduate students must have completed all courses in the Exercise Science Major; Health Fitness Option. Graduate students must have completed HSC 219, 420, 421, 423, 425 with grades of C or higher.

**HSC 580 Teaching Sexuality and Reproductive Health in Schools 2(2-0)**

A workshop designed to meet PA 226 guidelines for teacher qualifications in sex education and reproductive health by providing insight into the content of quality K-12 sex education programs. Prerequisites: A teaching certificate or approval of the instructor.

**HSC 581 Managed Care: Origins, Organizations, and Operations 3(3-0)**

Covers managed care programs, including Accountable Care Organizations, structures, and practice models, role of physicians and other clinicians, capitation and forms of reimbursement. This course may be offered in an online or hybrid format. Prerequisite: HSC 507. Recommended: HSC 520.

**HSC 586 Cardiovascular Disease Risk Factors in Children 3(1-4)**

Course reviews the major cardiovascular disease risk factors of children. This service learning course requires 45 hours of screening and education of children. Prerequisite: HSC 220.

**HSC 590 Public Health and Social Justice 3(3-0)**

This course provides a comprehensive understanding of social injustice and its impact on public health to help students synthesize and apply concepts to strengthen communities. This course may be offered in an online format. Prerequisites: HSC 317 or ANT 205/SOC 205; or graduate student status.

**HSC 591 Legal & Regulatory Aspects of Long-Term Care 3(3-0)**

This course covers the legal and regulatory issues inherent to the long-term care industry in the United States. In addition, this course serves as preparation for individuals wishing to sit for the National Association of Board of Examiners Exam ("National Exam"). Prerequisites: undergraduate students must have completed 56 credit hours; HSC 571 recommended.

**HSC 592 Administration Issues in Long-Term Care 3(3-0)**

This course covers the facility management issues of long-term care administration, including aspects of business, regulation and human resources. Prerequisites: undergraduate students must have completed 56 credit hours; HSC 570 recommended.

**HSC 593 Resident Care Issues in Long-Term Care Administration 3(3-0)**

This course covers the residential and clinical aspects of long-term care administration. Prerequisites: undergraduate students must have completed 56 credit hours.

**HSC 595 Health Administration Internship 6(6-0)**

This course is the capstone professional experience conducted at a healthcare organization where the professional skills, knowledge and behaviors learned in the classroom are applied. CR/NC only. Prerequisites: HSC 507, 520, 545, 570, 571, and 572 and permission of internship coordinator; Recommended: HSC 333, 500, 538, 544; or Graduate Status and permission of internship coordinator.

**HSC 596 Substance Abuse Field Experience 3(Spec)**

Application of substance abuse prevention and substance abuse counseling principles in a licensed substance abuse agency. Experience supervised by a qualified substance abuse professional. CR/NC only. Prerequisites: Completion of all the required courses for the substance abuse minor. Permission of the substance abuse advisor.

**HSC 598 Nature and Dynamics of Destructive Health Habits 3(3-0)**

Etiologies and recovery strategies of substance abuse, eating and sexual disorders and the detrimental health habits which undermine healthy lifestyles. Prerequisites: HSC 235 or graduate standing.

**HSC 599 Internship - Public Health 6(Spec)**

Application of health education and health promotion principles in a community health agency. Experience supervised by a qualified health educator. CR/NC only. Prerequisites: Signed Community Health Education or Public Health Education Major; completion of required courses on the major; permission of instructor; or graduate status; permission of instructor.

**HSC 612 Individualized Learning Experiences 1-10(Spec)**

An advisor or an advisory board will assign health-education learning experiences based on needs, background, and projected goals. Students must have the approval of their academic advisors before registering for the course. CR/NC only. Prerequisites: Approval of the academic advisor and permission of the course advisor.

**HSC 617 Community and Public Health 3(3-0)**

Problems of public health, public health services available to the community, and organization of programs of local, state, and national health agencies.

**HSC 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**HSC 620 Adult Health Education Theory and Practice 3(3-0)**

Adult learning theories and educational methods as they apply to health education and promotion, with an emphasis on theory-grounded program design, implementation, and evaluation.

**HSC 630 Regional Human Anatomy 5(3-4)**

A regional approach to the structure of the human body, concentrating on the interrelationships of different anatomical structures and their clinical applications. Prerequisites: HSC 214; admission to physical therapy program, physician assistant program or graduate program in exercise science.

**HSC 631 Physiology of Exercise 4(3-2)**

Physiological basis of human movement and its application to training and performance. Identical with PES 631. Credit may not be earned in more than one of these courses.

**HSC 632 Cardiopulmonary Exercise Physiology 3(3-0)**

Emphasis placed on advanced cardiopulmonary system regulation at rest and during acute exercise. Additional content will include adaptation to chronic exercise and aspects of disease.

**HSC 633 Neuromuscular Physiology of Exercise 3(3-0)**

Graduate course on the control and coordination of human movement with an emphasis on the plasticity and adaptability of the neuromuscular system to exercise.

**HSC 634 Experimental Design in Exercise Science 3(3-0)**

Examine basic fundamentals of research design related to statistical analysis, interpretation and writing essential for conducting and interpreting health, sport and exercise related research.

**HSC 635 Biomechanics of the Musculoskeletal System 3(3-0)**

This course focuses on understanding the morphology, histology, and mechanics of tissue in relation to biomechanics. Common experimental techniques in biomechanics will also be discussed. Pre-requisite: HSC 633.

**HSC 637 Advanced Exercise Physiology 3(2-2)**

Understanding the integration and application of topics in advanced exercise physiology. Prerequisites: HSC 632, 633, 634, 635, 638.

**HSC 638 Endocrine and Metabolic Responses to Exercise 3(3-0)**

Understanding the role of hormones in relation to physiological responses to exercise. Responses of these hormones in both normal and disease states will be discussed.

**HSC 640 Curriculum Design in Health Education 3(3-0)**

Systematic development of learning components for the health profession.

**HSC 646 Methods of Instruction and Allied Health Profession 3(3-0)**

A course designed to familiarize the student with the theory and application of teaching methodologies for the health professional. Not open to students with credit in HSC 346.

**HSC 670 Research Methods for Health, Physical Education and Sport, Health and Recreation 3(3-0)**

Basic research methods and techniques essential in performing and interpreting scientific studies. Identical to PES 670. Credit may not be earned in more than one of these courses. Recommended: 6 hours of graduate course work completed prior to enrollment.

**HSC 700 Program Evaluation in the Health Fields 3(3-0)**

Major concepts, issues, and methodologies concerning the evaluation of health services delivery systems will be presented. Included is design, reporting, and utilization of findings.

**HSC 727 Professional Seminar 3(3-0)**

The study of health education/health promotion which includes history, foundations, literature, ethics and philosophy, professional standards and practice at the state, national and international levels. Prerequisites: 20 completed hours in health education.

**HSC 791 Independent Study 2-3(Spec)**

Taken as 3 credits for Substance Abuse option, Counseling Master's. Taken as 2 credits for Health Education Master's. Not for students taking HSC 798. CR/NC only. Prerequisite: HSC 670 or CED 695.

**HSC 797 Directed Research in Exercise Physiology 1-6(Spec)**

Directed research on advanced topics in Exercise Physiology, which will culminate in individual research or a creative endeavor presented as a Plan B project. CR/NC only. Prerequisites: HSC 632, 633, 634.

**HSC 798 Thesis 1-6(Spec)**

Complete a thesis directed by a committee in conformity with university's thesis guidelines. CR/NC only. Pre-requisite: HSC 634 or 670; permission of thesis supervisor.

## HSL - Health Systems Leadership

See the *School of Health Sciences* for more information.

**HSL 611 Healthcare Administration and Ethical Compliance 3(3-0)**

This course emphasizes administrative, organizational and ethical theory, principles, and concepts as they relate to healthcare leadership decision-making and accountability. This course may be offered in the classroom, online or hybrid.

**HSL 621 Healthcare Operations and Structures 3(3-0)**

Examination of organizational and structural issue in healthcare organizations, concentrating on Managed Care operations and Accountable Care Organizations. This course may be offered in the classroom, online or hybrid.

**HSL 631 Healthcare Law, Compliance and Risk Management 3(3-0)**

This course emphasizes legal, compliance and risk management theory, principles, and concepts as they relate to healthcare organizational decision-making and accountability. This course may be offered in the classroom, online or hybrid.

**HSL 641 Health Economics and Policy Implication 3(3-0)**

This course emphasizes the interrelationship between health economics and the development of health care policy in the United States and globally. This course may be offered in the classroom, online or hybrid. Recommended: A course in Economics such as ECO 201, 202, or 203; or a graduate course in Economics.

**HSL 651 Fundamentals of Healthcare Finance 3(3-0)**

This course focuses on the most important accounting and financial management principles and concepts relevant to department-level management of health services organizations. This course may be offered in the classroom, online or hybrid. Prerequisites: A course in accounting such as ACC 201 or ACC 250; or a graduate course in accounting.

**HSL 661 Healthcare Planning & Marketing 3(3-0)**

This course emphasizes models and methods for effectively planning for the delivery of healthcare services and the marketing of those services. This course may be offered in the classroom, online or hybrid.

## HST - History

See the *Department of History* for more information.

**HST 505 Tudor England 3(3-0)**

The political, religious, socio-economic and cultural life of England under the Tudors, focusing on the reigns of Henry VIII and Elizabeth I. May be offered as Writing Intensive. Prerequisites: One of HST 101, 102, 350, 351; or graduate status.

**HST 511 Colonial British America 3(3-0)**

Explores the social, cultural and political development of British America in the seventeenth and eighteenth centuries. May be offered as Writing Intensive. Prerequisite: One of the following: HST 111, 323, 324, 326, 351; or graduate status.

**HST 513 Era of the Early Republic, 1789-1825 3(3-0)**

An investigation of nation-building, the formation of new institutions, ideologies, decision-making, and personalities during the precarious decades following the American Revolution. May be offered as Writing Intensive. Prerequisites: One of HST 110, 111, 301; or graduate status.

**HST 514 Democracy, Expansion, and Reform in America, 1824-1848 3(3-0)**

America changed dramatically between 1824 and 1848. This course explores relations with Native Americans, political democracy, industrialization, women's roles, reform, westward expansion, and slavery. May be offered as Writing Intensive. Prerequisite: One of HST 111, 320; or graduate status. Recommended: While this course does not require or expect detailed knowledge of the Jacksonian Era, students should be broadly familiar with basic periods and developments in nineteenth century America.

**HST 515 Civil War and Reconstruction 3(3-0)**

Causes and process of secession, the conduct of war, and the reconstruction of the South to 1877. May be offered as Writing Intensive. Prerequisite: One of HST 111, 320; or graduate status. Recommended: While this course does not require or expect detailed knowledge of the Civil War, students should be broadly familiar with basic periods and developments in nineteenth century America.

**HST 516 Emergence of Modern America, 1877-1920 3(3-0)**

Social, political, cultural, and economic developments from the end of Reconstruction through the Progressive era. May be offered as Writing Intensive. Prerequisite: HST 112 or 321; or graduate status.

**HST 517 U.S. Rise in World Leadership, 1917-1945 3(3-0)**

The United States as a world power after World War I, the decade of the 1920s, the depression era, the impact of modern global war.

**HST 518 African Americans and the Law: From Slavery to Civil Rights 3(3-0)**

Course examines the unique relationship between African Americans and the American legal system from Colonial times to the present. May be offered as Writing Intensive. Recommended: one of HST 111, 320, 324; one of 112, 321, 325; or graduate standing.

**HST 522 Indians of the Great Lakes Region 3(3-0)**

This course focuses on the American Indian people in the Great Lakes Region, from early European contact through the nineteenth century. May be offered as Writing Intensive. Prerequisites: One of the following: HST 111, 323, or graduate standing.

**HST 523 American Diplomatic History, 1775-1898 3(3-0)**

The major issues in American diplomacy, beginning with the birth of the Republic and continuing to the Spanish-American War. Prerequisites: HST 110, HST 111.

**HST 524 American Diplomatic History Since 1898 3(3-0)**

The major issues of United States diplomacy, beginning with the Spanish-American War and continuing to the present.

**HST 525 The Industrialization of America 3(3-0)**

This course analyzes how industrialization transformed America and how it altered living standards, culture, lab, business, and politics. This course may be offered in an online format. May be offered as Writing Intensive. Recommended: At least 12 hours of humanities and social science.

**HST 526 Modern American Political Culture, 1865-Present 3(3-0)**

Using cultural texts such as films, novels, monographs and lectures, this course examines American politics and political culture from 1865 to the present. Recommended: HST 112 or PSC 105 and 9 additional hours of history or political science; or graduate standing.

**HST 532 Michigan History Studies 1-3(Spec)**

Individual and group studies in regional and local Michigan history.

**HST 535 The Middle East in the Modern Era 3(3-0)**

An examination of the history of the Middle East and its relations with Europe and the United States from the 17th century to the present. May be offered as Writing Intensive. Prerequisites: HST 237 or graduate standing.

**HST 537 The Age of Cicero 3(3-0)**

Political, economic, social, and cultural history of the late Roman republic (c. 133-27 BC), emphasizing modern historiography and ancient sources in English translation. May be offered as Writing Intensive. Prerequisite: One of HST 101, 238, 338; or graduate status. Recommended: While this course does not require or expect detailed knowledge of Roman history, students should be broadly familiar with basic periods and developments in the ancient Mediterranean world.

**HST 538 Athens: Classical Period 3(3-0)**

Athenian political and social change in the sixth and fifth centuries B.C. relying primarily on contemporary or near contemporary documents in translation. Recommended: HST 238.

**HST 542 The Enlightenment in Europe 3(3-0)**

The social, cultural, political and intellectual history of Europe in the late seventeenth and eighteenth centuries. Recommended: 6 hours of European history before 1815.

**HST 543 Napoleon 3(3-0)**

This course will examine the period dominated by Napoleon Bonaparte (1795-1815) and its political, social, and cultural impact on European and transnational history. May be offered as Writing Intensive. Recommended: 9 hours of history coursework or graduate standing.

**HST 548 Russian Thought 3(3-0)**

Currents of Russian thought. Emphasis on the nineteenth century.

**HST 558 Europe, 1914-1945 3(3-0)**

Political, social, and economic change in Europe from the First World War through the Second; emphasis on fascism and the failure of democracy. May be offered as Writing Intensive. Prerequisite: HST 102 or 106 or graduate status.

**HST 560 Mind Games 3(3-0)**

Students propose, design, and develop role-playing and other face-to-face games for use in the history classroom. Prerequisite: Advanced undergraduate or graduate standing.

**HST 562 The Atlantic World in the Age of Empire 3(3-0)**

Study of the political, social, cultural and economic interactions of Europe, Africa, and the Americas from the fifteenth to the nineteenth century. Recommended: One of: HST 111, HST 163, HST 176, HST 324, HST 341, HST 377, HST 511.

**HST 576 Colonialism in Africa, 1880s-1960s 3(3-0)**

Africa on the eve of European colonization, the colonization of Africa, the struggle for independence, the post-independence period, neo-colonialism, the Cold War and globalization. May be offered as Writing Intensive. Prerequisites: HST 176, 201 or 202, or graduate standing.

**HST 580 Public History 3(3-0)**

Discover why public historians are on the cutting edge, preserving and interpreting our heritage as writers, researchers, curators, media personalities, policy analysts, archivists, and more. May be offered as Writing Intensive. Prerequisites: HST 301 and MST 310; or graduate status.

**HST 583 Archival Administration 3(3-0)**

A practical introduction to archives theory, management, and issues; hands-on learning experience with primary source materials. Prerequisites: HST 301 and MST 310; or graduate standing.

**HST 585 Oral History 3(3-0)**

An introduction to the methodology and use of Oral History in historical research, interpretation, and documentation. May be offered as Writing Intensive. Prerequisites: HST 301 and MST 310; or graduate status.

**HST 590 Readings in History 1-6(Spec)**

Focused readings on a special topic to be arranged with the instructor. Prerequisite: Junior standing with a 3.0 average in 12 hours of history or graduate standing, plus the consent of the instructor and the Director of Graduate Studies.

**HST 595 Internship in Public History 1-6(Spec)**

Enter the growing field of applied history through a supervised hands-on experience chosen to match your interests. Prerequisites: Permission of academic advisor and work supervisor.

**HST 597 Special Studies 1-6(Spec)**

Study of a selected historical topic at a level suitable for advanced undergraduates or graduate students. Recommended: 12 hours of HST.

**HST 600 Historiography 3-6(3-0)**

This course examines various theoretical approaches and methodologies that have shaped historical research and writing. Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the History Department's graduate programs.

**HST 601 Colloquium in Transnational and Comparative History 3-6(3-0)**

An intensive investigation of historiographical issues in transnational and comparative history. Repeatable up to 6 hours when content does not duplicate previous topics. Prerequisite: Admission to one of the graduate history programs.

**HST 602 Colloquium in U.S. History to 1865 3-6(3-0)**

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

**HST 603 Colloquium in U.S. History Since 1865 3-6(3-0)**

An investigation of historians' interpretations and methodologies on the major topics and themes in American history from 1865 to the present. Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the graduate programs in history.

**HST 619 Continuing Registration for Final Research Project 11(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**HST 624 Colloquium in African American History 3-6(3-0)**

A historiographical investigation of major topics, interpretations, and methodologies in African American history. Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the graduate history programs; six hours of African American history.

**HST 636 Colloquium in Ancient History 3-6(3-0)**

An investigation of major historical issues, interpretations, and methods in the history of the ancient Near/Middle Eastern and Mediterranean regions to 600 C.E. Recommended: Admission to the graduate program in history. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

**HST 637 Colloquium in the Modern Middle East 3-6(3-0)**

A historiographical investigation of major topics, interpretations, and methodologies in Modern Middle Eastern history, post-18th century C.E. A student may take this course twice, for 3 hours of credit each time, but must choose a second topic for the second 3 hours. Prerequisite: Admission to the graduate program in history. Recommended: 6 hours of Middle Eastern history.

**HST 650 Colloquium in European History to 1450 3(3-0)**

An investigation of historians, their interpretations and methodologies on the major topics and themes in ancient and medieval history to 1450. Recommended: Admission to the graduate program in history.

**HST 651 Colloquium in Early Modern European History 3-6(3-0)**

A historiographical investigation of major topics, interpretations, and methodologies in early modern European history (c. 1500-1700). Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the History Department's graduate programs.

**HST 652 Colloquium in Modern European History 3-6(3-0)**

An analytical investigation of several historical issues, topics, and themes in modern European history (1789 to the present). Recommended: Admission to the graduate program in history. A student may take this course twice, for 3 credit hours each, but must choose a second instructor for the second 3 hours.

**HST 663 Colloquium in Colonial Latin American History 3-6(3-0)**

A historiographical investigation of major topics, interpretations, and methodologies in Colonial Latin American history. A student may take this course twice, each time for 3 credits, but only if the specific topic and literature change. Prerequisite: Admission to the graduate program in history. Recommended: 6 hours of Latin American history or two years of Spanish or Portuguese.

**HST 676 Comparative History of Slavery 3-6(3-0)**

A historiographic investigation of major themes, methodologies and interpretations of the history of slavery in a comparative perspective through an analysis of secondary literature. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

**HST 681 Historic Preservation 3(3-0)**

Learn why historic preservationists chain themselves to structures, pursue policy-making, and develop long-range plans. This course explores historic preservation theory, methods, and ethics. Prerequisites: 3 hours of History and 3 hours of Museum Studies; or admission to the graduate program in history. Recommended: At least 2 of the following: HST 532, 595, 600, 710, MST 546, 550, 551.

**HST 690 Advanced Readings 1-9(Spec)**

Focused readings on a special topic to be arranged with the instructor. Prerequisites: Admission to the History graduate program; consent of the instructor and the History Department's Director of Graduate Studies.

**HST 695 Special Studies Abroad 3-15(Spec)**

Courses on selected historical issues offered at partner institutions for students in the joint graduate program. Prerequisites: Admission to the joint graduate program in history.

**HST 696 Research Seminar for Accelerated MA 3(3-0)**

Seminar in historical research and writing. This course or an arranged substitute is required for the Accelerated Master's program. Prerequisite: HST 301 and admission to the Accelerated Master's Program in History.

**HST 697 Special Studies Colloquium 3-6(3-0)**

An investigation of historical interpretations and methodologies of a selected historical topic at a level suitable for graduate students. A student may take this course twice, for three hours of credit each time, but must choose a second instructor for the second three hours. Recommended: Admission to the graduate program in History.

**HST 700 Practicum in College Teaching 3(3-0)**

This course explores the scholarship on pedagogy, theories of learning, and course conceptualization to train graduate students how to teach history at the college level. Recommended: Admission to one of the History Department's graduate programs.

**HST 710 Seminar in Intellectual and Cultural History 3-6(3-0)**

Study of a selected topic in intellectual and cultural history. Recommended: Admission to graduate program in history. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

**HST 711 Seminar in Colonial and Revolutionary America 3-6(3-0)**

Study of a selected topic in the history of colonial British and Revolutionary America. Preparation of a research paper based on primary sources. Recommended: HST 111, HST 511, and at least one of the following: HST 323, HST 324, HST 326, HST 330, HST 351, HST 512, HST 562, HST 602. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

**HST 713 Seminar in the History of Nineteenth Century America 3-6(3-0)**

Study of a selected topic in the history of nineteenth century America. Recommended: HST 111 or HST 112 plus at least one more course in this period of American history. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

**HST 715 Seminar in the Civil War and Reconstruction 3(3-0)**

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

**HST 717 Seminar in the History of Twentieth Century America 3-6(3-0)**

Study of a selected topic in the history of the United States in the twentieth century. Recommended: HST 111 plus at least one more course in this field of American history. A student may take this course twice, for 3 credit hours each time, but must choose a second instructor for the second 3 hours.

**HST 723 Seminar in American Diplomatic History 3(3-0)**

Primarily devoted to research training and writing techniques, each seminar will focus on a particular phase of American diplomatic history. Recommended: HST 111 and HST 112 and one course in US history.



**HST 724 Seminar in African American History 3-6(3-0)**

Study of a designated topic in African American history through research in primary sources and the production of a substantial scholarly paper. Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the graduate history programs; six hours of African American history.

**HST 738 Seminar in Ancient History 3-6(3-0)**

Study of a selected topic from the Ancient World. Development of research skills and scholarly writing appropriate to the field. Recommended: 9 hours of pre-modern history or one year of an ancient language. A student may take this course twice, for 3 credit hours each time, but must choose a second instructor for the second 3 hours.

**HST 740 Seminar in Medieval History 3-6(3-0)**

Study of a designated topic in medieval history (c. 500-1500) through research in primary and secondary sources and the production of a substantial scholarly paper. Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the History Department's graduate programs.

**HST 741 Seminar in Early Modern Europe 3-6(3-0)**

Study of a designated topic in European history (c. 1500-1700) through research in primary and secondary sources and the production of a substantial scholarly paper. Repeatable up to 6 hours when content does not duplicate previous topics. Recommended: Admission to one of the History Department's graduate programs.

**HST 742 Seminar in Eighteenth-Century European History 3(3-0)**

Study of a cultural, social, political, or economic issue of the eighteenth century. Recommended: 6 hours of modern European history, including some study of the eighteenth century.

**HST 744 Seminar in Nineteenth-Century European History 3-6(3-0)**

A study of a major aspect of 19th-century Europe with emphasis on historical method. Recommended: HST 102 or HST 351 plus one additional course in this general area of European history. A student may take this course twice, for 3 credit hours each time, but must choose a second instructor for the second 3 hours.

**HST 758 Seminar in Twentieth-Century European History 3-6(3-0)**

Study of a major aspect of 20th-century Europe with emphasis on historical method. Recommended: 6 hours of European history (at least 3 at the 500 level) including one of the following: HST 102, HST 106, HST 558. A student may take this course twice, for 3 credit hours each time, but must choose a second instructor for the second 3 hours.

**HST 763 Seminar in Latin American History 3(3-0)**

Study of a selected topic in Latin American history. Recommended: HST 163 or an advanced course in the field of Latin American history.

**HST 766 Seminar in Asian History 3(3-0)**

Topics such as developments in education, medicine, women, child care, distribution of wealth, and decision-making in China since the Cultural Revolution (1966-1969). Recommended: HST 168.

**HST 776 Seminar on African Diaspora History 3-6(3-0)**

Study of a selected topic in the history of the African diaspora. Preparation of research paper based on primary sources. A student may take this course twice, for 3 hours of credit each time, but must choose a second instructor for the second 3 hours.

**HST 791 Graduate Research 3-6(Spec)**

Prerequisites: 12 hours of junior, senior, or graduate-level history and the permission of the department chairperson and the instructor.

**HST 795 Seminar Abroad 3-15(Spec)**

Seminar at partner institution for students in the joint graduate program. Student produces a substantial scholarly paper of 7,000-10,000 words based on primary sources. Prerequisites: Admission to the joint graduate program in History.

**HST 798 Thesis 1-9(Spec)**

A thorough experience in historical research and the presentation of that research in an acceptable thesis of a master's degree level. CR/NC Only. Prerequisites: Written consent of advisor and department chairperson.

**HST 799 Dissertation/Thesis Writing Workshop 1-10(1-0)**

Writing workshop for students in the writing stages of their thesis or dissertation. Repeatable up to 10 hours. Prerequisite: completed proposal (thesis or dissertation) on file and permission of instructor.

**HST 890 Doctoral Readings 1-9(Spec)**

Focused readings on a special topic to be arranged with the instructor. Prerequisites: Admission to the History doctoral program; consent of the instructor and the History Department's Director of Graduate Studies.

**HST 898 Dissertation 1-36(Spec)**

CR/NC only. Prerequisites: successful completion of comprehensive examination for Ph.D. and written approval of dissertation proposal to take more than 3 credit hours of dissertation credit.

**HUM - Humanities**

Contact the College of Liberal Arts and Social Sciences for more information.

**HUM 510 Words and Music: A Theatrical Partnership 4(4-0)**

The course considers musical theater as a unique art form, combining music, literature, and stagecraft into a whole greater than the sum of its parts. Prerequisites: Junior standing or above; any 300-level course in music, English, foreign language, or theater and interpretation.

**HUM 597 Special Studies in Humanities 1-12(Spec)**

Prerequisite: permission of instructor.

**HUM 610 Seminar in American Individualism 3(3-0)**

Analysis of the varieties and values of American individualism through literary, historical and sociological sources. Prerequisite: Admission to M.A. in Humanities program.

**HUM 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**HUM 697 Independent Study 3-6(Spec)**

Explorations of special problems in subject areas found within the Humanities individually agreed upon by student and instructor. May be repeated a maximum of six hours. Prerequisites: Approval by instructor and program director required before registration.

**HUM 797 Special Topics in Humanities 1-12(Spec)**

Interdisciplinary study of selected topics in the humanities. Prerequisite: Permission of instructor, will vary by topic offered.

**HUM 799 Thesis 1-6(Spec)**

CR/NC only. Prerequisites: 15 hours of graduate work in the humanities and written permission of advisor.

**IET - Industrial and Engineering Technology**

See the School of Engineering and Technology for more information.

**IET 500 Production Concepts 3(3-0)**

Comprehensive review of current factors that influence productivity. Emphasis is placed on the integration of people, methods, machines, materials, and management. This course may be offered in an online or hybrid format. Prerequisites: IET 327; STA 282; permission of E&T advisor; cumulative GPA of 2.5 or higher; or graduate standing.

**IET 501 Application of Industrial Management Principles 3(3-0)**

A study of industrial management as a process of coordination that exhibits different patterns depending on the manager's level in the organization and functional responsibilities. This course may be offered in an online or hybrid format. Prerequisites: STA 282; cumulative GPA of 2.5 or higher; or graduate standing and statistics competency; permission of E&T advisor.

**IET 502 Computer Applications in Industry 3(3-0)**

General/special purpose, digital/analog computer applications in industry and automation with emphasis on input/output devices and process control. Prerequisite: 12 IET credit hours; permission of E&T advisor; cumulative GPA of 2.5 or higher.

**IET 524 Technology and Environment 3(3-0)**

A study of the relationship between technology and environment. A systems approach is utilized to examine the optimization of technology within environmental constraints. This course may be offered in an online or hybrid format. Prerequisite: 12 IET credit hours; cumulative GPA of 2.5 or higher; or graduate standing; permission of E&T advisor.

**IET 526 Industrial Ergonomics 3(2-2)**

The study of human characteristics, capacities and limitations for the design of productive, safe, and comfortable work spaces, tools, equipment, tasks, and facilities. Prerequisites: IET 327; cumulative GPA of 2.5 or higher; or senior/graduate standing and permission of instructor; permission of E&T advisor.

**IET 527 Industrial Safety Management 3(3-0)**

A comprehensive study of safety management systems and their implication related to accident cost analysis and to programs which comply with state and federal standards. Prerequisite: IET 327; permission of E&T advisor; cumulative GPA of 2.5 or higher.

**IET 532 Careers and Technology for Children 3(2-2)**

Developing interdisciplinary instructional units, manipulatives, and pedagogy to provide K-12 students with meaningful career awareness, exploration, and preparation experiences utilizing industrial materials, tools, and processes. Prerequisite: junior, senior or graduate status in teacher education; permission of E&T advisor; cumulative GPA of 2.5 or higher.

**IET 534 Design and Construction of Teaching Aids 2(1-2)**

Workshop for planning and constructing three-dimensional teaching aids and devices in various curriculum areas of the elementary and secondary grades. Prerequisite: senior status; permission of E&T advisor; cumulative GPA of 2.5 or higher.

**IET 550 Product Design and Development 3(3-0)**

Product design principles, structural, aesthetic, and intellectual property considerations, and product function are discussed. Focus on concept development, evaluation, and prototyping. Prerequisites: IET 226; cumulative GPA of 2.5 or higher; or Graduate Standing; permission of E&T advisor.



**IET 561 Light Frame Construction Workshop 3(0-6)**

A workshop on estimating, scheduling, building codes, and construction techniques for frame buildings. Prerequisites: permission of E&T advisor; cumulative GPA of 2.5 or higher. Recommended: IET 361.

**IET 567 Construction Safety 3(3-0)**

A comprehensive study of construction safety standards, practices, and procedures. Prerequisites: permission of E&T advisor; cumulative GPA of 2.5 or higher. Recommended: IET 361.

**IET 576 Industrial Automation 3(2-2)**

A study of electro mechanical devices, industrial robotics, programmable logic controllers (PLCs), and automated work cell designs. Prerequisites: IET 375; MTH 132; CPS 150 or CPS 180; permission of E&T advisor; cumulative GPA of 2.5 or higher.

**IET 590 Green Building and Sustainability 3(3-0)**

Comprehensive study of the principles of Green Building and Sustainability. Topics include sustainability, xeriscaping, high performance building, energy efficiency, indoor air quality and environmental stewardship. This course is approved for offering in a distance learning format. Prerequisites: IET 361, 368; cumulative GPA of 2.5 or higher; or graduate standing; permission of E&T advisor.

**IET 591 Construction Management 3(3-0)**

A comprehensive study of construction management standards, practices, and procedures with emphasis on the legal aspects of the private, federal, and state construction industries. Prerequisites: IET 361, IET 561; permission of E&T advisor; cumulative GPA of 2.5 or higher.

**IET 597 Special Studies 1-6(Spec)**

Prerequisite: Cumulative GPA of 2.5 or higher.

**IET 602 Current Concepts of Industrial Education 2(2-0)**

For teachers and administrators who are interested in the role of industrial education. Problems and controversial issues are discussed.

**IET 610 Advanced Quality Management 3(3-0)**

Applications of quality concepts and the utilization of statistics in manufacturing and industrial settings. Includes quality concepts applied to conceptual design, detailed design, and production. Prerequisite: STA 580.

**IET 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**IET 620 Advanced Materials 3(2-2)**

This course covers advanced topics in industrial materials. Topics include material properties, material selection, material testing and nanotechnology. This course may be offered in an online or hybrid format. Prerequisite: IET 501 or IET 550.

**IET 625 Industrial Internship 2-6(Spec)**

Experience in industry covering its general functions and/or specific experiences in a technical area. CR/NC only. Prerequisite: departmental permission.

**IET 633 Seminar: Industrial Education 3(3-0)**

Review current philosophies, concepts, and trends in industrial education programs related to career awareness, exploration, and preparation opportunities for students, including those with special needs.

**IET 634 Advanced Safety Management 3(3-0)**

This course covers advanced topics in occupational safety and worker's health protection. Prerequisite: IET 527.

**IET 635 Curriculum Development: Industrial Education 3(3-0)**

Develop curriculum and instructional materials designed to maximize teaching effectiveness, enhance cooperative teaching relationships, and individualize instruction for all students including those with special needs.

**IET 636 Leadership Internship 2-6(Spec)**

Supervised professional experiences in association with successful practitioners in a given area or field. CR/NC only. Prerequisite: coordinator's permission.

**IET 650 Project Management 3(3-0)**

Modern project management showing basic phases of a project, conceptual and detailed design, efficient completion within budget and schedule. This course may be offered in an online or hybrid format. Prerequisite: IET 501 or Graduate Status.

**IET 670 Lean Manufacturing & Six Sigma Quality 3(3-0)**

Lean manufacturing and six sigma quality related to product, process, and manufacturing operations. This course may be offered in an online or hybrid format. Prerequisites: IET 500; STA 580.

**IET 680 Sustainability and Green Technology 3(3-0)**

Concepts of engineering and technology utilizing the framework of sustainability related to green energy technology. This course may be offered in an online or hybrid format. Prerequisite: IET 524.

**IET 694 Problems in Management and Technology 1-6(Spec)**

Individual investigation and research in industrial management or technology. Emphasis is placed on acquisition of knowledge and/or skills. CR/NC only.

**IET 695 Independent Study 2-6(Spec)**

Individual investigation and research in an area of industrial education. CR/NC only. Prerequisite: departmental permission.

**IET 697 Special Studies 1-6(Spec)**

Individual investigation and research to increase ones technical competency.

**IET 733 Practicum: Industrial Education/Special Education 3(Spec)**

Cooperative involvement of industrial education and special education teachers in exploring career awareness, exploration, and preparation programs for all students, including those with special needs. Prerequisites: IET 633, IET 635, SPE elective, and permission of the professor.

**IET 791 Independent Research 2-6(Spec)**

CR/NC only. Prerequisites: EDU 581 or EDU 660 and departmental permission.

**IET 798 Thesis 1-6(Spec)**

CR/NC only. Prerequisites: EDU 581 or EDU 660 and approval of advisor.

**IPR - Integrative Public Relations**

Contact the Department of Journalism for more information.

**IPR 555 Public Relations Internship 3-6(Spec)**

Directed full-time work experience in a professional public relations environment. Prerequisites: IPR 101; BCA 210, BCA 311; COM 264, COM 357; JRN 202, JRN 302, JRN 350, JRN 450; completion of 56 credit hours; prior written approval of the designated internship director; open only to signed Integrative Public Relations majors.

**IPS - International Program Studies**

Contact the Office of Global Engagement for more information.

**IPS 597 International Program Studies 1-36(Spec)**

Courses taken abroad under auspices of Central Michigan University. Primarily for seniors and graduate students. Prerequisite: permission of the Director of Study Abroad.

**ITC - Information Technology**

See the Department of Computer Science for more information.

**ITC 510 Software and Data Modeling 3(3-0)**

Fundamentals of systems analysis, including the essential concepts and major paradigms of software and data modeling, and cutting-edge software and data modeling methods, and techniques. Prerequisites: CPS 410, ITC 341, or graduate standing.

**ITC 520 Foundations of Computer Security 3(3-0)**

Computer and network security, cryptography, encryption, threat models, protocols and algorithms, confidentiality, integrity, authentication, authority, access control, operating system and software security, malware, intrusion detection. Prerequisites: ITC 465 or graduate standing.

**ITC 530 Mobile Computing 3(3-0)**

Wireless networks, mobile devices, programming environments. Current contemporary topics on mobile computing. Student projects and literature review. Prerequisite: ITC 510.

**ITC 620 Information Security and Privacy 3(3-0)**

In-depth analysis of security and privacy issues. Secure network design, risks and vulnerabilities, responding to security breaches, host/server and physical security, and encryption technologies. Prerequisites: ITC 520.

**ITC 630 Cloud Computing 3(3-0)**

Study the architecture and algorithms of state-of-art cloud computing and services such as distributed computing, virtualization, storage, IaaS, PaaS, SaaS, MapReduce and cloud software tools. Prerequisites: ITC 510.

**ITC 686 Big Data Analytics 3(3-0)**

Foundation of big data and data analytics lifecycle, structured and unstructured data, analytic methods, MapReduce programming model, big data analytics technologies and tools. Prerequisites: ITC 510.

**ITC 691 Information Technology Project 3(3-0)**

Current topics in information technology. Development, demonstration, and presentation of research and application projects. Prerequisites: 12 hours of graduate courses in ITC.

**ITC 798 Thesis 1-6(Spec)**

Research in information technology. CR/NC only. Prerequisites: Written permission of advisor and department chairperson.

**JRN - Journalism**

See the Department of Journalism for more information.

**JRN 500 Current Issues in Mass Communication 3(3-0)**

Examination of the role of mass communication in society through the exploration of issues, ethics, trends and decision-making processes. Prerequisite: senior standing.

**JRN 516WI Public Affairs Reporting 3(3-0)**

Coverage of government and other public issues. Writing Intensive. Prerequisite: JRN 203, 312.

**JRN 519 Journalism Internship 1-4(Spec)**

Experience at news organizations under professional and faculty supervision. May be applied toward journalism major and minor only with permission of faculty advisor. Prerequisites: junior standing; permission of instructor.

**JRN 520 Independent Study in Photography 3(3-0)**

Advanced experience and individual instruction in photography.  
Prerequisites: JRN 220, JRN 320.

**JRN 521 Seminar in News Photography 3(3-0)**

Field experience of the photograph as a means of communicating information, ideas and opinions.

**JRN 529 Photojournalism Internship 1-4(Spec)**

Photojournalism experience under professional and faculty supervision. May be applied to journalism major or minor only with permission of faculty advisor. Prerequisites: junior standing; permission of instructor.

**JRN 551WI Case Studies in Public Relations 3(3-0)**

Examination of historic and contemporary public relations problems and programs with emphasis on research, planning and problem solving skills in public relations practices. Writing Intensive. Prerequisites: JRN 350 or 353; JRN 450.

**JRN 556 Public Relations Seminar 3(3-0)**

Practical applications of public relations principles in a diverse society.  
Prerequisites: JRN 350 or 353; 450.

**JRN 559 Public Relations Internship 1-4(Spec)**

Experience in public relations under professional and faculty supervision. May be applied toward journalism major and minor only with permission of faculty advisor. Prerequisites: junior standing; permission of instructor.

**JRN 569 Advertising Internship 1-4(Spec)**

Experience in advertising under professional and faculty supervision. May be applied toward journalism major or minor only with permission of faculty advisor. Prerequisites: junior standing and permission of instructor.

**JRN 597 Special Studies 1-6(Spec)**

Appropriate title to be listed when offered.

**JRN 670 Public Relations Management 3(3-0)**

Organization and management of the public relations function in business, industry, various institutions and public relations firms: counseling, planning, budgeting, personnel management. This course is approved for offering in a distance learning format.

**LAR - Liberal Arts**

See the *College of Liberal Arts and Social Sciences* for more information.

**LAR 597 Special Studies in Liberal Arts 1-12(Spec)**

Primarily for graduate students. Prerequisite: permission of instructor.

**MAR - Marine Science**

Contact the *Department of Biology* for more information.

**MAR 590 Special Problems in Marine Science 1-6(Spec)**

Prerequisites: permission of instructor.

**MBA - Master of Business Administration**

See the *College of Business Administration* for more information.

**MBA 500 Spreadsheet Applications in Business 1(1-0)**

Application of spreadsheet software tools to the solution of common business problems including budgeting, forecasting, and optimization for preparing information to support management decision-making. Course may not be included on any graduate degree program. Prerequisites: computer literacy as demonstrated by BIS 104, CPS 100 and prior knowledge of spreadsheet software; admission to the MBA program OR both graduate status and permission of the MBA director.

**MBA 501 Presentation Graphics Applications in Business 1(1-0)**

Application of presentation graphics software tools in preparing and delivering professional management briefings that provide information which supports the solution of common business problems. Course may not be included on any graduate degree program. Prerequisites: computer literacy as demonstrated by BIS 104, CPS 100 and prior knowledge of presentation graphics software; admission to the MBA program OR both graduate status; permission of the MBA director.

**MBA 502 Database Applications in Business 1(1-0)**

Application of a database management program to the solution of common business problems including sales and inventory management for preparing information to support decision making. Course may not be included on any graduate degree program. Prerequisites: computer literacy as demonstrated by BIS 104, CPS 100 and prior knowledge of database management software; admission to the MBA program OR both graduate status and permission of the MBA director.

**MBA 503 Professional Business Communications 2(2-0)**

Developing professional business communications skills within a team environment. Emphasis on both written and oral communications utilizing current technologies. Prerequisites: admission to the MBA program, or permission the MBA director.

**MBA 504 Using Financial Accounting Information 2(2-0)**

Introduces use of financial accounting income statements, balance sheets, and statements of cash flow in managerial planning, control, and evaluation. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 505 The Economic Environment of Business 2(2-0)**

Provides the economic tools necessary for graduate study in business: demand and supply, elasticity, costs and production, competitive and monopolistic markets, macroeconomics, and international trade. Not open to economics graduate students. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 506 Legal Environment of Business 2(2-0)**

Basic concepts concerning the interrelationships of business and its external environments. Managerial participation in and response to public policy issues and their resolutions. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 507 Introduction to Marketing Management 2(2-0)**

An introduction to the marketing management process including the marketing environment, buyer behavior, marketing analysis, segmentation, marketing strategy, the marketing mix, and social/ethical issues. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 508 Management and Organization 2(2-0)**

Introduction to the internal structure, processes, and control of organizations. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 509 Production/Operations Management 2(2-0)**

Concepts and applications of production and operations management in business and industry. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 510 Financial Management and Analysis 2(2-0)**

An introduction to basic finance principles and tools including the time value of money, risk and return, capital budgeting and the interpretation of financial statements. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 511 Statistics for Managerial Decisions 2(2-0)**

An introduction to descriptive and inferential statistics in a business decision context. Applications of various t-tests, ANOVA, multiple regression, and cross-tabulation are emphasized. Prerequisites: admission to the MBA program, or graduate status and permission of the MBA director.

**MBA 609 Information Systems Management 2(2-0)**

Examination of issues involved in managing and deploying information systems in organizations with an emphasis on technologies and human factors that support competitive strategies. This course is approved for offering in a distance learning format. Prerequisites: knowledge of advanced business applications in spreadsheets, database, and presentation graphics software, admission to the MBA program or permission of the MBA director.

**MBA 610 Managing Information Systems in a Global Economy 3(3-0)**

The management and deployment of information systems (IS) in organizations around the world, creating value from IS assets and exploring emerging technologies. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 614 Introduction to Enterprise Systems Using SAP Software 3(3-0)**

Examination of the application and management of business enterprise software using SAP. Issues include software deployment and integration of functional areas that support transaction processing in a business. Prerequisite: Admission to the MBA program.

**MBA 615 Executive Business Communication 3(3-0)**

Developing effective business communication skills for delivering information and ideas through verbal, written, and non-verbal formats. Prerequisite: Admission to the MBA program.

**MBA 616 Quantitative Methods for Managerial Decision Making 3(3-0)**

Understanding and applying quantitative methods of data analysis that facilitate getting information for business decisions from the raw data that business professionals have available. Prerequisite: Admission to MBA program.

**MBA 617 Forecasting for Business and Economics 3(3-0)**

Forecasting techniques for business and economics and evaluation of forecasts. Prerequisites: Admission to the MBA program; MBA 616.

**MBA 618 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**MBA 619 Accounting Information for Managers 2(2-0)**

Investigates the central role accounting systems play in managerial evaluation, control, and planning. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 504, MBA 510, and BUS 600.

**MBA 620 Managerial Accounting: A Management Perspective 3(3-0)**

Investigates the central role accounting systems play in the planning, control, and decision making by managers. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 621 Globalization: Economic and Managerial Perspectives 3(3-0)**

This course explores globalization from the domains of economics, international business, and management. Prerequisite: Admission to the MBA program.

**MBA 622 Managerial Accounting 3(3-0)**

Investigates the central role accounting systems play in the planning, control, and decision making by managers. Prerequisite: Admission to the MBA program.

**MBA 623 Strategic Marketing Management 3(3-0)**

Dynamic nature and managerial aspects of customer-centric marketing. Formulation of analytical decisions concerning marketing strategy. Prerequisite: Admission to the MBA program.

**MBA 624 Organizational Behavior 3(3-0)**

An application of the frameworks used to understand and lead individual and group behavior and the processes used to drive organizational change. Prerequisite: Admission to MBA program.

**MBA 625 Corporate Finance and Investment Analysis 3(3-0)**

This course provides a framework for the analysis of the investment and financing decisions of the firm and understanding of how to apply finance theory to practical solutions. Prerequisites: Admission to the MBA program; MBA 616. Recommended: MBA 617.

**MBA 626 Integrative Strategic Management 3(3-0)**

Focuses on integrative approach in developing competitive business strategies through a process of analyzing business environments, selecting and implementing strategies, and evaluating results. Prerequisites: Admission to the MBA program; MBA 621, 622, 623, 625.

**MBA 627 Business Analytics with SAP 3(3-0)**

A course on theories and application of business analytics. Software tools from SAP will be used. Prerequisites: Admission to the MBA program; MBA 614, 616, 617, 625.

**MBA 628 Integrated MBA Capstone: Simulation and Performance Metrics 3(3-0)**

This course emphasizes integration of skills across all functional areas in business to advance strategic thinking skills necessary for competitive advantage in this global dynamic business environment. Prerequisite: Admission to the MBA Program; MBA 617, 626, 627.

**MBA 629 Managing Behavioral Change 2(2-0)**

A study of organization culture and behavior which emphasizes the importance of and need for influencing individual and small group behavior in contemporary organizational settings. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 508.

**MBA 630 Managing and Leading Individuals and Groups in Organizations 3(3-0)**

A study of the frameworks used to understand and lead individual and group behavior and the processes used to create organization change. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 639 Quantitative Applications for Managers 2(2-0)**

The application of quantitative methods to managerial decisions. Applications include optimization, modeling, and simulation, and focus on using the computer to support decision making. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 504, BUS 600, and knowledge of advanced business applications in spreadsheet software.

**MBA 640 Data Analysis for Managers 3(3-0)**

Understanding and applying quantitative methods of data analysis that facilitate getting information for business decisions from the raw data that business professionals have available. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 649 Marketing Management 2(2-0)**

Dynamic nature and managerial aspects of marketing. Formulation of analytical decisions concerning marketing strategy. This course is approved for offering in a distance learning format. Prerequisites: Admission to the MBA program or permission of the MBA director. Recommended: MBA 503 and MBA 507.

**MBA 650 Marketing-Based Management 3(3-0)**

Dynamic nature and managerial aspects of customer-centric marketing. Formulation of analytical decisions concerning marketing strategy. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 659 Managing in a Global Economy 2(2-0)**

Covers challenges of globalization of product- and factor-markets, managing subsidiaries and influencing affiliates in diverse cultures, in industrialized and emerging economies. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 508.

**MBA 660 Global Business and Sustainability 3(3-0)**

This course is designed to enable students to discuss and apply the major international business and sustainability issues and theories facing global managers. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 669 Financial Decision-Making 2(2-0)**

This course provides a framework for the analysis of the investment and financing decisions of the firm and an understanding of how to apply finance theory to practical situations. This course is approved for offering in a distance learning format. Prerequisites: MBA 504, MBA 510, and BUS 600. Admission to the MBA program or permission of the MBA director.

**MBA 670 Financial Analysis and Risk Management 3(3-0)**

Course provides a framework for analysis of investment and financing decisions of the firm and understanding of how to apply finance theory to practical solutions. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 679 Economic Analysis for Managers 2(2-0)**

Application of economics and statistics to business decisions. Integration of theory with issues from Business Week and The Wall Street Journal. Development of business regression models. This course is approved for offering in a distance learning format. Recommended: ECO 600 and BUS 600. Prerequisite: Admission to the MBA program or permission of the MBA director.

**MBA 680 Global Economic Environment 3(3-0)**

The global economy and its impact on managerial decision making. Economic growth, fiscal and monetary policy, trade, exchange rate determination, capital and financial flows. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MBA program.

**MBA 688 Directed Work/Observation/Internship 1(1-0)**

Work or internship experience relevant to the MBA program. Prerequisites: Admission to the MBA program.

**MBA 689 Strategic Management 2(2-0)**

Focuses on developing competitive business strategies through a process of analyzing environments, establishing and implementing strategies, and evaluating results. This course is approved for offering in a distance learning format. Prerequisites: completion of 14 hours of MBA program including the following courses: MBA 619, MBA 649, MBA 659, and MBA 669. Admission to the MBA program or permission of the MBA director.

**MBA 690 Strategic Management: Integrative Experience 3(3-0)**

Focuses on integrative approach in developing competitive business strategies through a process of analyzing business environments, selecting and implementing strategies, and evaluating results. This course may be offered in an online or hybrid format. Prerequisites: Admission to the MBA program. Completion of MBA 620, 650, 660, and 670.

**MBA 697 Special Topics 1-6(Spec)**

Special topics of interest not included in courses currently listed in the Bulletin. Prerequisites: regular admission to the MBA program or permission of the MBA director.

**MBA 699 The MBA Project 4(4-0)**

The capstone experience where skills and competencies are applied to actual business problems. Students develop cross-functional business solutions with the guidance of a faculty committee. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: completion of 20 hours of the MBA program, including at least seven MBA-designated core courses at the 600-level. Admission to the MBA program or permission of the MBA director.

## MED - Medicine

Contact the College of Medicine for more information.

**MED 600 Society and Community Medicine 9(Spec)**

Integrates population and public health concepts with individual and community needs, health, and healthcare access, providing essential context for ethical, cultural, legal and organizational concepts. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 610 Essentials of Clinical Skills 17(Spec)**

An integrated clinical, diagnostic, and therapeutic skill development course. Emphasis is placed on history-taking, physical examination, and diagnostic skills presented by body system. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 620 The Art of Medicine 9(Spec)**

Explores foundational elements of professionalism, ethics, humanities and self-care in the medical profession. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 630 Foundational Sciences of Medicine: Wellness and Disease 9-18(Spec)**

Builds a knowledge base of the basic science mechanisms underlying wellness and disease that are presented in subsequent courses. CR/NC only. May be taken no more than two times. Prerequisite: Admission to the College of Medicine.

**MED 640 Reproductive/Human Development: Wellness and Disease 8(Spec)**

Provides the basic and clinical sciences knowledge and learning experiences required to understand wellness and disease mechanisms for the human development and reproductive system. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 650 Cardiopulmonary: Wellness and Disease 10(Spec)**

Develops the basic and clinical sciences knowledge base required for understanding mechanisms underlying wellness and diseases of the cardiopulmonary system. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 660 Renal/Endocrine: Wellness and Disease 10(Spec)**

Develops the basic and clinical sciences knowledge base required for understanding mechanisms underlying wellness and diseases of renal and endocrine systems. CR/NC only. Prerequisite: Admission to the College of Medicine.



**MED 740 Neurosciences and Behavior: Wellness and Disease 10(Spec)**

Provides instruction on the basic structure and function of the nervous system and a clinical foundation required for examination and treatment of its disorders. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 750 Musculoskeletal/Dermal: Wellness and Disease 8(Spec)**

Develops the basic and clinical sciences knowledge base required for understanding mechanisms underlying wellness and diseases of the musculoskeletal and dermal systems. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 760 Gastrointestinal: Wellness and Disease 8(Spec)**

Provides the basic and clinical sciences knowledge and learning experiences required to understand wellness and disease mechanisms for the gastrointestinal system. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 770 Hematology/Oncology: Wellness and Disease 8(Spec)**

Develops the basic and clinical sciences knowledge base required for understanding mechanisms underlying wellness and diseases of the hematology system. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 780 SYNAPSE 6(Spec)**

A course providing a review of curriculum to date and a transition to the clinical experiences in the third and fourth years. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 797 Special Topics: Medical Clerkship Elective 1-30(Spec)**

Topics of special interest to second-year medical students, in good standing, that extends their knowledge and their skills in patient care or research. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum.

**MED 800 Comprehensive Community Clerkship 36(Spec)**

Based in primary care practices in central and northern Michigan. Teaches basic competencies of family medicine, pediatrics, internal medicine, psychiatry, obstetrics/gynecology, and surgery. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum.

**MED 810 Clerkship: Surgery 6(Spec)**

Teaches basic competencies of Surgery pertinent to the care of patients, in a clinical setting. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800.

**MED 820 Clerkship: Hospitalist - Internal Medicine 6(Spec)**

Teaches basic competencies of hospitalist medicine pertinent to hospital care of patients. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800.

**MED 830 Clerkship: Psychiatry 6(Spec)**

Teaches basic competencies of Psychiatry pertinent to the care of patients, in a clinical setting. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800.

**MED 840 Clerkship: Obstetrics and Gynecology 6(Spec)**

An introductory experience in the provision of comprehensive medical care and counseling services of female patients, focusing on commonly encountered obstetrical conditions and gynecological problems. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800.

**MED 850 Clerkship: Pediatrics 6(Spec)**

The clerkship will teach the basic competencies of pediatric medicine pertinent to the care of patients in a clinical setting. CR/NC only. Prerequisite: Permission from the CMED Office of Medical Education. Recommended: MED 800.

**MED 910 Surgery Sub-Internship 8(Spec)**

Surgical immersion experience with adult or pediatric patients, designed to prepare the student for the responsibilities of an internship. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800, 810.

**MED 920 Internal Medicine Sub-Internship 8(Spec)**

Internal medicine immersion experience with adult or pediatric patients, designed to prepare the student for the responsibilities of an internship. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800, 820.

**MED 930 Clerkship: Emergency Medicine 6(Spec)**

Teaches basic competencies of Emergency Medicine pertinent to the care of patients, in emergency department/urgent care clinical setting. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum. Recommended: MED 800, 810, 820.

**MED 997 Special Topics: Medical Clerkship Elective 1-42(Spec)**

Topics of special interest to third/fourth-year students that extend their knowledge of a specialty area, develop skills in patient care/research, or prepare them for residency. CR/NC only. Prerequisites: Permission from CMED Office of Curriculum.

**MED 999 Capstone 6(Spec)**

Reviews, reinforces, and expands knowledge and skills necessary to begin the first year of residency training. CR/NC only. Prerequisites: Completion of all required CMED courses and clerkships.

**MET - Meteorology**

See the Department of Earth and Atmospheric Sciences for more information.

**MET 750 Scientific Communication 1-4(Spec)**

Development of effective methods in professional scientific communication. May be repeated for up to 4 credits. Identical to ENS 750 and GEL 750. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: Graduate standing in the Earth and Ecosystem Science Ph.D. program concentrating in one of GEL/MET/ENS programs; permission of instructor.

**MGT - Management**

See the Department of Management for more information.

**MGT 500 Comparative Labor Relations Systems 3(3-0)**

Comparative analysis of the history, structure, institutional arrangements, and philosophy of the labor relations systems of several countries in advanced stages of industrialization. Prerequisites: MGT 320; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**MGT 516 Management and Women 3(3-0)**

Enables both male and female students to understand the opportunities, challenges, and problems confronting women in their pursuit of careers in management, and to manage more effectively. Prerequisites: MGT 312; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**MGT 520 Management in Health Care Facilities 3(3-0)**

Management problems and practices in health care facilities. Prerequisites: MGT 312; MSA 650; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**MGT 533 Purchasing Strategy 3(3-0)**

Provides a managerial perspective, and understanding of the impact that purchasing and supply chain management strategies have on the success of organizations. This course may be offered in an online format. Prerequisites: MGT 333 and admission to Professional Business Studies or listed on signed major or minor, or graduate standing.

**MGT 542 Inventory and Materials Management 3(3-0)**

The study of the concepts, models and systems for material management and production planning. Prerequisites: MGT 303/MKT 303 or MGT 340; STA 282; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor or graduate standing.

**MGT 543 Management and Control of Quality 3(3-0)**

In-depth study of management and statistical techniques employed in the analysis, design and implementation of quality assurance and control systems in manufacturing and service organizations. Prerequisites: MGT 303/MKT 303 or MGT 340; STA 282 or STA 382; 86 semester hours completed; admission to Professional Business Studies or listed on major or minor or graduate standing.

**MGT 545 Operations Strategy 3(3-0)**

The treatment of strategic planning and competitive issues in operations management in a domestic and global environment. Prerequisites: MGT 303/MKT 303 or MGT 340; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor or graduate standing.

**MGT 597 Special Topics 1-6(Spec)**

Selected problems of interest to students which are not normally included in existing courses. Specific topic will be listed on the student's transcripts. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**MGT 600 Principles of Management Science/Management Information Systems 3(3-0)**

Quantitative techniques in production and operations management and resource planning. Basic concepts of management information systems and decision support systems. Prerequisites: admission to MBA or permission of MBA director and STA 282.

**MGT 643 Human Resource Management 3(3-0)**

Theories, systems, practices, problems, and solutions of human resource management in organizations. Credit cannot be earned in both MGT 633 and 643. This course is approved for offering in a distance learning format. Prerequisites: Admission to graduate program or permission of the Department Chairperson.

**MGT 645 Personnel Compensation Practice and Process 3(3-0)**

Procedures and methods for developing and delivering employee compensation programs. Credit cannot be earned in both MGT 635 and MGT 645. This course is approved for offering in a distance learning format. Prerequisites: MGT 643, or 633; STA 282 or 382 or statistics competency; admission to graduate program.

**MGT 646 Labor Relations Issues 3(3-0)**

Exploration of the public sector, private sector, and international issues in labor relations. Credit cannot be earned in both MGT 636 and MGT 646. Prerequisite: MGT 320, admission to graduate program.



**MGT 647 Employee Selection and Evaluation 3(3-0)**

In-depth analysis of the functions of employee selection and performance appraisal in organizational settings, with emphasis on quantitative techniques. This course is approved for offering in a distance learning format. Credit cannot be earned in both MGT 647 and MGT 637. Prerequisites: STA 282 or 382 or statistics competency; MGT 320 or 633 or 643; admission to graduate program.

**MGT 649 Seminar in Organizational Development 3(3-0)**

The processes, tools and techniques of organization change. Organization Development (OD) is the study of planned change in order to improve firms' effectiveness and efficiency. This course is approved for offering in a distance learning format. Prerequisites: admission to MBA or permission of MBA director.

**MGT 657 International Management 2(2-0)**

From a contemporary perspective, the course deals with managing subsidiaries and affiliates in different country-and cultural-context. Credit cannot be earned in both MGT 657 and MGT 667. Prerequisites: admission to the MBA Program or permission of the MBA director.

**MGT 667 International Business 3(3-0)**

This course deals with operating subsidiaries and affiliates in different country-and cultural-contexts. Credit cannot be earned in both MGT 667 and MGT 657. Prerequisites: admission to graduate program.

**MGT 791 Independent Studies 1-6(Spec)**

Directed reading or research on an approved topic. Prerequisites: permission of instructor and department chairperson and 15 hours of graduate credit in MBA program.

**MGT 797 Special Topics 3-6(Spec)**

Enables students to take various topics under the same number. Specific topic will be listed on the student's transcript. Prerequisite: graduate status and permission of instructor.

**MGT 798 Thesis 1-6(Spec)**

An acceptable thesis in business administration. The thesis is directed by a committee in conformity with the "Thesis, Field Study, or Dissertation Preparation Guide." CR/NC only.

**MHA - Master of Health Administration**

See the School of Health Sciences for more information.

**MHA 601 Statistics for Health Professionals 3(3-0)**

Statistical concepts for evidence-based management in health organizations. Application of concepts to the analysis of administrative data. Introduction to SPSS. This course may be offered in an online or hybrid format. Recommended: Undergraduate statistics course.

**MHA 602 Managerial Epidemiology 3(3-0)**

Application of managerial epidemiological principles to the practice of healthcare organization and community health. This course may be offered in an online or hybrid format.

**MHA 603 Health Informatics and Quality Improvement 3(3-0)**

Management of information and knowledge as a healthcare asset with focus on leveraging information for quality improvement. This course may be offered in an online or hybrid format.

**MHA 604 Quantitative Decision-Making for Health Administration 3(3-0)**

Application of advanced parametric and non-parametric statistical techniques to health administration cases, managerial decision-making and problem-solving. This course may be offered in an online or hybrid format. Prerequisite: MHA 601.

**MHA 605 International Health Systems, Policy and Administration 3(3-0)**

The study of a range of health systems around the world with a focus on administration and policy, health system effectiveness, sustainability, and innovation. This course may be offered in an online or hybrid format.

**MHA 697 Health Administration Field Experience 1-6(Spec)**

Organization project based experience. This course assumes the student has experience in the field and will be conducting a field project. CR/NC only. This course may be offered in an online or hybrid format. Prerequisite: Successful completion of all required courses in the Master of Health Administration Program.

**MHA 698 Applied Research Project in Health Administration 1-6(Spec)**

This course is a culminating experience for the MHA candidate requiring synthesis of coursework knowledge and experiential learning in addressing healthcare management challenges. CR/NC only. This course may be offered in an online format. Prerequisite: Successful completion of all required courses in the Master of Health Administration Program.

**MHA 699 Health Administration Internship 1-6(Spec)**

Offers an academic opportunity for students to learn healthcare administration through a structured administrative experience in a healthcare organization. CR/NC only. This course may be offered in an online or hybrid format. Prerequisite: Successful completion of all required courses in the Master of Health Administration program.

**MKT - Marketing**

See the Department of Marketing and Hospitality Services Administration for more information.

**MKT 555 Market and Sales Forecasting 3(3-0)**

Develops familiarity with methods most commonly used in market and sales forecasting. Both qualitative and quantitative methods are included with emphasis on the latter. This course is approved for offering in a distance learning format. Prerequisites: one course in MKT; one course in statistics or MKT 450; admission to Professional Business Studies; 86 semester hours completed.

**MKT 560 International Marketing 3(3-0)**

Policies and practices employed in international business. Considers problems of international payments, trade and investment with special emphasis on integrating managerial dimensions with related economic principles. This course is approved for offering in a distance learning format. Prerequisites: MKT 300 or MKT 304; admission to Professional Business Studies; senior standing; 86 semester hours completed.

**MKT 597 Special Topics 1-6(Spec)**

Selected problems of interest to students which are not normally included in existing courses. Specific topic will be listed on the student's transcripts. Prerequisites: MKT 300 or MKT 304; admission to Professional Business Studies; senior standing; 86 semester hours completed.

**MKT 599 Humanitarian Logistics Project 3(Spec)**

Provide students the opportunity to work on a large-scale service- learning humanitarian logistics project supervised by a faculty member. Prerequisites: Completion of 86 credit hours. Recommended: MKT 300 or 304.

**MKT 631 Lean Logistics Operations 3(3-0)**

Understanding and applying lean principles to logistics operations by examining and improving the order fulfillment process including; order, inventory, warehousing and transport operations. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of MBA director.

**MKT 632 Integrated Logistics Strategy 3(3-0)**

Current best practices and strategies for designing and managing integrated logistics systems. This course is approved for offering in a distance learning format. Prerequisites: Admission to the MBA program or permission of the MBA director.

**MKT 633 Risk-based Logistics Networks 3(3-0)**

Current best practices and strategies for assessing and designing risk-based logistics networks with emphasis on risk management including logistics network security and green initiatives. This course is approved for offering in a distance learning format.

**MKT 650 Marketing Research: Managerial Applications 2(2-0)**

Survey of what managers need to know about marketing research. Includes questionnaire design, evaluation; sampling and sample size issues, and basic methods of data analysis. Prerequisites: MKT 300 and admission to the MBA program or graduate status and permission of the MBA director.

**MKT 663 Product Management 2(2-0)**

Development and introduction of new products and services in a dynamic environment. Prerequisites: regular admission to the MBA program or permission of the MBA Director.

**MKT 664 Promotional Strategy 2(2-0)**

Promotional strategy is designed to present the relevant concepts of the marketing communication process and their applications within a managerial framework. Prerequisite: regular admission to the MBA program or permission of the MBA director.

**MKT 698 The Logistics Project 4(4-0)**

The capstone experience where skills and competencies are applied to actual logistics management problems. Students develop logistics solutions with the guidance of a faculty advisor. This course may be offered in an online or hybrid format. Prerequisites: Completion of two of the following: MKT 555, 631, 632, 633. Admission to the MBA program or permission of the MBA director.

**MKT 791 Independent Studies 1-6(Spec)**

Directed reading or research on an approved topic. Prerequisites: permission of instructor and department chairperson and 15 hours of graduate credit in M.B.A. program.

**MKT 797 Special Topics 3-6(Spec)**

Enables students to take various topics under the same number. Specific topic will be listed on the student's transcript. Prerequisites: graduate status and permission of instructor.

**MKT 798 Thesis 1-6(Spec)**

An acceptable thesis in business administration. The thesis is directed by a committee in conformity with the "Regulations and Directions for the Writing of the Master's Thesis." CR/NC only.

## MLE - Middle Level Education

See the Department of Teacher Education and Professional Development for more information.

### MLE 570 Issues in Middle Level Education 1-3(Spec)

A focus on current issues in middle level education. Students will help select specific topics for in-depth study. Prerequisites: MLE 383 or 643.

### MLE 613 Current Educational Issues 3(3-0)

Critical analysis, synthesis and evaluation of solutions to significant and persistent issues/problems in education in the United States. Identical to EDU 613. Credit may not be earned in more than one of these courses. This course may be offered in an online format.

### MLE 641 Young Adolescent Needs and Characteristics 3(3-0)

An orientation to the unique developmental needs and characteristics of young adolescents.

### MLE 642 Concepts, Structures, and Programs for Middle Level Schools 3(3-0)

An orientation to middle level education which focuses on the middle level school concept, structures, and programs. Prerequisite or Co- requisite: MLE 641.

### MLE 643 Student Diversity Issues in the Middle Level Classroom 3(3-0)

An orientation to the multiple aspects of human diversity in the middle level classroom. Prerequisite or Co-requisite: MLE 641.

### MLE 644 Issues in Meeting the Diverse Needs of Middle Level Learners 3(3-0)

Instructional strategies and assessment/evaluation methods and materials for middle level classroom teachers appropriate for the unique developmental needs and characteristics of young adolescents. Prerequisites: MLE 641, 642, 643.

### MLE 645 Middle Level School Curriculum 3(3-0)

Curriculum for middle level classroom teachers to meet the unique developmental; needs and characteristics of young adolescents. Prerequisites: MLE 641, MLE 642, and MLE 643.

### MLE 646 Middle Level Field Experience 3(3-0)

Students develop and implement action plans for their classrooms in the field-based culminating activity of their Michigan Middle Level Endorsement. Prerequisites: MLE 644, 645.

### MLE 687 Independent Study in Middle Level Education 1-6(Spec)

An opportunity for students to undertake specialized study in middle level education. Prerequisites: approval of Program Advisor and Department Chairperson.

### MLE 780 Master of Arts Capstone Experience 3(3-0)

Students complete research projects appropriate to their degree programs that produce results applicable to their current practice. Should be last course taken in student's program. Identical to EDU 780. Credit may not be earned in more than one of these courses.

## MPH - Master of Public Health

Contact the School of Health Sciences for more information.

### MPH 640 Biostatistics in Public Health 4(3-1)

This course provides advanced knowledge and skills in probability and statistics, enabling students to use statistical software to analyze datasets related to public health problems. This course may be offered in an online format.

### MPH 642 Health Education Theories 3(3-0)

The course evaluates theories in health promotion and health education and illustrates how divergent theoretical perspectives are integrated into practice models. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program.

### MPH 644 Rural Health 3(3-0)

This class analyzes the unique healthcare needs of rural, underserved and marginalized populations across the State of Michigan and the United States. This course may be offered in an online format.

### MPH 646 Epidemiology for Public Health 3(3-0)

Epidemiology is the study of distribution and determinants of health or diseases in human populations and application of this knowledge to improve population health outcomes. This course may be offered in an online format.

### MPH 648 Health Policy and Management 3(3-0)

This course is concerned with the structure and administration of public health organizations and policies that impact health programs delivery, quality and costs of healthcare. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program.

### MPH 650 Biological Basis of Public Health 3(3-0)

Examines modern understanding of how psychosocial factors and pathogens from the environment 'get under the skin' to cause diseases and illnesses in human populations. This course may be offered in an online or hybrid format. Prerequisite: Admitted to the MPH Program.

### MPH 652 Public Health Environmental Science 3(3-0)

This course is designed to interpret environmental factors and conditions affecting health, and assess the role of communities in mitigating risks associated with environmental exposures. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program; MPH 640.

### MPH 654 Public Health Leadership 3(3-0)

This course introduces students to practical principles of leadership and systems thinking necessary for improving the health of underserved communities or populations. This course may be offered in an online or hybrid format. Prerequisites: MPH 646, 648, 652; admission to the MPH Program.

### MPH 655 Program Planning and Evaluation 3(3-0)

Prepares students to conduct community needs assessment, design and implement health interventions to address these needs and evaluate the effectiveness of these interventions. This course may be offered in an online format. Prerequisites: MPH 640, 646.

### MPH 658 Health Planning and Assessment 3(3-0)

This course prepares graduate students with skills to assess and plan health education/public health programs and policies within the context of various health settings. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program.

### MPH 660 Program Evaluation 3(3-0)

This course prepares graduate students with skills necessary to evaluate health education/public health programs and policies within the context of various health settings. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program.

### MPH 664 Public Health Communication and Informatics 3(3-0)

The class explores effectiveness of communication tools in changing health behaviors and application of technology infrastructure for data gathering and analysis for improving health outcomes. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program.

### MPH 666 Substance Abuse Services 3(3-0)

The course examines substance abuse agency service integration for clients, family and community interventions. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH program.

### MPH 667 Maternal and Child Health 3(3-0)

Describes the major issues affecting the health and well-being of children and families over the life span. This course may be offered in an online format. Prerequisite: MPH 644.

### MPH 668 Ethics in Public Health 3(3-0)

This course applies skills to ethical choices, values and public health professionalism in decisions regarding health equity, social justice, accountability and a commitment to personal integrity and institutional development. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH program.

### MPH 670 Methods in Public Health Research 3(3-0)

This course builds competencies necessary to apply systematic methods of investigating population-based health problems and challenges in a manner that translates findings to benefit the community. This course may be offered in an online format. Prerequisite: MPH 640.

### MPH 790 Applied Practice Experience 2(Spec)

Provides students with a work-related experience designed to integrate public health theory and practice in an applied setting under supervision. CR/NC. This course may be offered in an online format. Prerequisites: MPH 640, 642, 644, 646, 648, 650, 652, 655, 670.

### MPH 796 Integrative Learning Experience 1-6(Spec)

This course is a culminating experience for the MPH candidate to synthesize knowledge and skills from different coursework and other experiential learning related to public health challenges at the community level. Not open to students completing a thesis. CR/NC Only. This course may be offered in an online format. Prerequisites: MPH 642, 644, 648, 650, 652, 654, 655, 670.

### MPH 798 Thesis 1-6(Spec)

Write a thesis directed by a committee in conformity with the university's thesis guidelines. CR/NC only. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MPH Program; MPH 640, 644, 646, 648, 650, 652, 654, 658, 660, 668, 670.

## MSA - Master of Science in Administration

See the MSA degree for more information.

### MSA 501 The Emotionally Intelligent Organization 3(3-0)

An examination of emotional intelligence integrating leadership as a foundation for managing organization change. This course may be offered in an online format. Prerequisites: 86 semester hours completed; or graduate standing.

### MSA 502 Workforce Improvement Strategies in Corporate/Non-profit Organizations 3(3-0)

Examines the process of preparing objectives, defining content, and selecting learning activities used by administrators to train, develop, and evaluate employees throughout the career continuum. This course may be offered in an online or hybrid format. Prerequisites: 86 semester hours completed or admission into a graduate program.

### MSA 503 Gender and Generational Supervision 3(3-0)

The course analyzes how gender and generational differences manifest themselves in the workplace, and how to effectively work within and manage those differences. This course may be offered in an online or hybrid format. Prerequisites: 86 semester hours completed or admission into a graduate program.

**MSA 504 Strategies and Proposals in Government Acquisitions 3(3-0)**

Provides a framework for formulating strategies used in federal acquisitions. Examines the request for proposal (RFP) process, and the preparation of proposals, reviews, and follow-up. This course may be offered in an online or hybrid format. Prerequisite: 86 semester hours completed or graduate standing.

**MSA 506 Evaluation, Coaching and Mentoring 3(3-0)**

Post-hire evaluation, coaching, and mentoring: Course examines the alignment of individual and group performance with an organization's strategic vision by developing effective performance management processes. This course may be offered in an online format.

**MSA 510 The Culturally Intelligent Organization 3(3-0)**

Provides strategies for effective cross-cultural administration while focusing on developing personal cultural intelligence. Investigates the geo-leadership models that impact administration across borders and cultures. This course may be offered online. Prerequisites: 86 semester hours completed; or graduate standing

**MSA 540 Legal Considerations of Contract Administration 3(3-0)**

Examines legal and regulatory aspects associated with federal acquisition and contracts including: standards of conduct, governmental liability, dispute processes, and administrative and judicial resolution methods. This course may be offered in an online or hybrid format. Prerequisite: 86 hours completed or graduate standing.

**MSA 600 Foundations of Research Methods in Administration 3(3-0)**

Research methods and writing designed to build the skills and knowledge necessary to interpret, apply and report research in the field of administration. This course may be offered in an online format. Prerequisite: Statistics competency.

**MSA 601 Organizational Dynamics and Human Behavior 3(3-0)**

Students examine and apply organizational theories aimed at understanding and analyzing human behavior in complex organizations. This course may be offered in an online format.

**MSA 602 Financial Analysis, Planning and Control 3(3-0)**

Study of financial analysis, planning, and control techniques/methods emphasizing mechanisms used to determine the overall financial health of private, public and non-profit organizations. This course may be offered in an online format. Prerequisites: Accounting competency.

**MSA 603 Strategic Planning for the Administrator 3(3-0)**

An examination of processes and approaches used by administrators to analyze internal and external environments to establish and accomplish long-term strategic organizational goals. This course may be offered in an online format.

**MSA 604 Administration, Globalization and Multiculturalism 3(3-0)**

Focuses on theoretical and applied concepts and skills essential to successfully managing an environment of workplace diversity and multiculturalism within domestic and global organizations. This course may be offered in an online format.

**MSA 607 Program Management in Complex Organizations 3(3-0)**

Examines oversight and coordination of complex project management processes involving multiple activities and teams. Discusses effective techniques for structuring deliverables, workflow and staffing. This course may be offered in an online format.

**MSA 608 Succession Planning 3(3-0)**

Examines processes and practices required to effectively use succession planning as a part of a talent management strategy and links these approaches to organizational objectives. This course may be offered in an online format.

**MSA 609 Ethical and Legal Dimensions of Private Sector Organizations 3(3-0)**

Examines private sector legal environment including, ethical, regulatory and legal issues, and critical considerations required in dealing with frequently encountered issues in decision making. This course may be offered in an online or hybrid format.

**MSA 610 Environments in Administration 3(3-0)**

Studies the impact of the economic, legal, political, technical, international, and social environments on administration. Presents the relevant concepts from these areas and analyzes their interrelationships. This course is approved for offering in a distance learning format.

**MSA 611 Contract Administration 3(3-0)**

Analysis of theories and applied concepts of federal and commercial contracts, planning contracts, budgeting and negotiating contracts and best practices in contracts. This course may be offered in an online or hybrid format.

**MSA 612 Grants Fiscal Administration 3(3-0)**

Study of and practical applications of grants accounting/financial-related tasks on federal, foundation, institutional and private awards. This course may be offered in an online or hybrid format. Prerequisites: MSA 602 or the permission of MSA Director.

**MSA 613 Project Administration 3(3-0)**

Intensive coverage of project administration and applications from concept through operations. Course focuses on planning, scheduling, controlling, economic analysis, evaluation/control and customer satisfaction. This course may be offered in an online or hybrid format.

**MSA 614 Ethics in Research Administration 3(3-0)**

Covers the ethical, legal, social issues and best practices involved in the administration and conduct of research and the application of products from research. This course may be offered in an online or hybrid format.

**MSA 615 Sponsored Project Administration 3(3-0)**

Examination of core aspects of sponsored project administration: institutional compliance, proposal creation, review and submission, contract negotiations, sub-award review, and post award financial administration. This course may be offered in an online or hybrid format.

**MSA 616 The Practice of Research Administration 3(3-0)**

Examines the theory and foundations of research administration in the context of departmental administration, tools for successful department administration, and the role of Research Administrator. This course may be offered in an online or hybrid format.

**MSA 617 Clinical Research Administration 3(3-0)**

This course examines clinical research as science as well as the administration of clinical research processes and programs. Covers protocol, budgets, ethics and funding. This course may be offered in an online or hybrid format.

**MSA 618 International and Comparative Employment Relations 3(3-0)**

Compares market, economic, labor, and legal considerations throughout the world. Includes distribution and development models, issues and policies that influence the global work environment. This course may be offered in an online format.

**MSA 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**MSA 620 Effective Administration and Organizational Behavior 3(3-0)**

To develop an understanding of human problems and processes which help or hinder successful task completion. To improve interpersonal and diagnostic skills as well as theoretical knowledge. This course is approved for offering in a distance learning format.

**MSA 622 Research Facilities Administration and Cost 3(3-0)**

Study of the planning, operation, and costs associated with managing physical plants specific to research facilities. This course may be offered in an online or hybrid format.

**MSA 623 Interagency Collaboration, Teambuilding and Leadership 3(3-0)**

Explores cross-jurisdictional approaches to interaction, coordination, and facilitation of emergency planning and response. Emphasizes leadership, team building, and collaboration to minimize risk and conserve resources. This course may be offered in an online format.

**MSA 627 Concepts in Homeland Security Crisis and Response 3(3-0)**

Examines key leadership issues, contemporary trends, and common challenges facing crisis management professionals including preparation, mitigation, response, and recovery from natural and man-made disasters. This course may be offered in an online format.

**MSA 634 Managerial Accounting Concepts 3(3-0)**

Study of how accounting information can be used in planning, coordinating, and controlling the activities of an organization. This course is approved for offering in a distance learning format. Prerequisite: Accounting competency.

**MSA 635 Financial Management 3(3-0)**

Study of financial management and financial management techniques for administrators of private and public organizations. Emphasis is on financial planning and control. This course is approved for offering in a distance learning format. Prerequisite: Accounting competency.

**MSA 640 Quantitative Applications in Decision Making 3(3-0)**

This course studies stochastic and quantitative analytical tools and concepts which can be used to make optimal decisions in the pursuit of such organizational goals as cost efficiency, service delivery, and profit. Concepts include probability theory, statistics, decision theory, inventory control, linear models, linear programming, network analysis, and simulation. This course is approved for offering in a distance learning format. Prerequisite: Statistics competency.

**MSA 641 Historical and Cultural Perspectives on Philanthropy 3(3-0)**

Explores the historical issues and values surrounding philanthropy and nonprofit organizations that shape contemporary formal study of philanthropy. Examines philanthropy across geographic and cultural perspectives. This course may be offered in an online or hybrid format.

**MSA 642 Principles, Theory and Ethical Practices in Fundraising and Grant Making 3(3-0)**

Focuses on principles, theory, and ethics in fundraising. Examines values, ethical issues raised in philanthropy and the role of boards of trustees. This course may be offered in an online or hybrid format.

**MSA 643 Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)**

Focuses on the development of fundraising skills and techniques to build annual giving and major gift programs, assess capital campaign readiness, and implement capital campaigns. This course may be offered in an online or hybrid format.

**MSA 644 Philanthropy: The Role of Foundations, Non Profit Organizations in Society 3(3-0)**

This course covers theories of philanthropy and the role of nonprofit organizations in society to clarify the meaning of philanthropy. This course may be offered in an online or hybrid format.



**MSA 645 Strategic Philanthropy: Corporations, Foundations, Individuals and Bequests 3(3-0)**

Introduces the philanthropic road map, allowing donors to identify motivations, goals, strategies, grantees, and benchmarks to solve problems. Provides tools to effectively manage philanthropic programs. This course may be offered in an online or hybrid format.

**MSA 646 Foundations of Philanthropic Organizations 3(3-0)**

Central theories, principles, and practices of nonprofits including sector history, culture, and scope. Covers financial, ethical, strategic, governance, and collaborative aspects of philanthropic organizations. This course may be offered in an online or hybrid format.

**MSA 647 People and Project Administration 3(3-0)**

Course addresses the people side of project management and defines key mechanisms, process flows, tools, and measurement criteria for improving stakeholder performance. This course may be offered in an online format.

**MSA 650 Organization Theory: Strategy and Structure 3(3-0)**

A systems approach to studying the design and administration of complex organizations. Diverse organizational settings require the capacity to develop appropriate decision making and planning strategies to produce the desired organizational goals, given the organization's environment. This course is approved for offering in a distance learning format.

**MSA 660 Marketing Administration 3(3-0)**

This course is concerned with the application of appropriate marketing concepts and techniques to the private sector business and nonprofit organizations' marketing and communication activities. The course may be offered in an online format.

**MSA 661 Diversity and Multiculturalism in the Workplace 3(3-0)**

An examination of the skills needed to successfully administer an environment that facilitates workplace diversity and multiculturalism within the contexts of domestic and global organizations.

**MSA 675 Strategic Policy Administration 3(3-0)**

Applies decision-making models for policy analysis and implementation in the private and public sector environments. A case study course covering organizational analysis and operational programming. This course is approved for offering in a distance learning format. Prerequisite: Minimum of 9 semester credit hours of MSA core courses, including MSA 634 or MSA 635.

**MSA 677 Disruption, Innovation, Transformation and Change 3(3-0)**

A framework for leading creativity and change in complex organizations by diagnosing potential innovation failures and developing strategies that foster a culture of organizational innovation. This course may be offered in an online format.

**MSA 681 Administrative Practicum 1-3(Spec)**

Provide students with an introductory professional experience of an administrative/supervisory nature in an administrative setting. For students with limited or no administrative experience. Prerequisite: Permission of MSA Director.

**MSA 685 Integrative Analysis of Administration 3(Spec)**

MSA 685 builds upon the information and skills learned in the core and concentration course work, and the student's employment experiences. The course trains the student in application of administrative theory and research to practical issues and problems found in occupational situations. In these senses of joining theory, research and practice with the practical workday world, the course is truly integrative of the student's knowledge, skills, and professional life. This course is approved for offering in a distance learning format. Prerequisites: MSA 600, MSA 602 or MSA 634 or MSA 635, MSA 640 all with a grade of C or better; 21 hours of graduate credit.

**MSA 690 Internship 1-3(Spec)**

Provides a supervised, practical, in-depth administrative experience in an organization related to the MSA student's concentration area. Prerequisites: MSA 601, 603, 604, 18 hours completed in the MSA program and permission of the MSA Director.

**MSA 691 Independent Study 1-2(Spec)**

Directed reading or research on an approved topic in administration. Prerequisite: permission of instructor and director of MSA program.

**MSA 696 Special Topics 3(3-0)**

Selected topics of interest to students which are not included in existing courses. Specific topic will be listed on the student's transcript. This course may be offered in an online or hybrid format.

**MSA 698 Directed Administrative Portfolio 3(3-0)**

Intensive writing course integrating MSA core and concentration courses by developing a series of applied research projects or significant papers germane to current administrative issues. This course may be offered in an online format. Prerequisites: MSA 600; 601; 602; 603; 604 all with a grade of C or better; 27 hours of graduate credit.

**MSA 699 Applied Research Project in Administration 3(Spec)**

Research project on a practical organizational administrative issue and/or problem integrating theoretical, methodological, and applied knowledge from core and concentration coursework with student's professional experience. This course is approved for offering in an online format. Prerequisites: MSA 600, MSA 602 or 634 or 635, MSA 603 or 640 all with a grade of C or better; 24 hours of graduate credit.

**MST - Museum Studies**

Contact the College of Liberal Arts and Social Sciences for more information.

**MST 546 Introduction to Museum Work 3(3-0)**

Exploration of the duties and responsibilities encountered in museum work. Collection care and development, exhibit preparation, and educational program development. Prerequisite: 56 hours of course credit.

**MST 547 Museum Science Laboratory 3(0-6)**

Experimentation with materials and techniques utilized within the museum profession. Primary emphasis is on exhibit preparation, model-building, and replica-making for educational usage. Prerequisites: MST 546; 56 semester hours of credit.

**MST 550 Museum Collections Management and Care 3(3-0)**

Curatorial techniques in museums including acquisition, cataloging, legal requirements, preservation, computerization and proper handling. Prerequisites: MST 546; 56 hours of course credit.

**MST 551 Museum Education and Interpretation Techniques 3(3-0)**

Interpretive methods used by museums including development and implementation of programs and enhancement of interpretive skills. Prerequisites: MST 546; 56 hours of course credit.

**MST 575 Independent Study in Museum Studies 3(3-0)**

Study of specific selected topics in museum theory or practice at a level suitable for advanced undergraduates or graduate students. Prerequisites: MST 310.

**MST 598 Museum Internship 6(Spec)**

Supervised work experience applying classroom concepts and skills in the operation and programming of a museum, historic site or other informal learning center. Prerequisites: Obtain permission of Director of the Museum Studies Program.

**MST 610 International Cultural Laws and Ethics 3(3-0)**

Explore the laws that protect our cultural heritage using case studies that investigate current trends at the state, national, and international level. Prerequisites: ANT 645, HST 580, MST 550.

**MST 620 Museum Management 3(3-0)**

Discover the dynamic world of museum management where leadership and creativity in a fast-paced environment is the norm.

**MST 740 Seminar in Emergency Preparedness 3(3-0)**

Cultural institutions frequently face recovery from natural and civil disasters. Prepare a recovery action plan under experienced leadership. Prerequisites: MST 550.

**MST 750 Seminar in Advanced Exhibit Design and Construction 3(3-0)**

Museums primarily communicate their message through exhibits. Learning the theory and method of exhibit design and fabrication.

**MST 775 Seminar in Funding and Fundraising 3(3-0)**

Achieving adequate financial support is an ongoing challenge facing museums. Explore the various methods that museums use to fund their educational programs.

**MST 798 Creative Endeavors in Museum Studies 3(3-0)**

Museum professionals use creative tools to educate and entertain. This supervised hands-on experience allows students to explore their own creativity in the museum context. Prerequisites: MST 610, MST 620.

**MTH - Mathematics**

See the Department of Mathematics for more information.

**MTH 520 Optimization Theory 3(3-0)**

An introduction to the theory, practical applications and algorithms of nonlinear programming. Prerequisites: MTH 233.

**MTH 521 Theory of Numbers 3(3-0)**

Properties of integers, congruences, greatest common divisors and prime factorization, applications of number theory to computer science and/or cryptography. Prerequisite: MTH 332.

**MTH 522 Math of Cryptology 3(3-0)**

The mathematics and algorithms of classical and computer-age cryptology. Substitution, transposition, stream and block ciphers; DES, Rijndael and public key cryptology; cryptanalysis of cipher systems. Prerequisites: CPS 340 or MTH 332.

**MTH 523 Modern Algebra I 3(3-0)**

Groups, rings, integral domains, fields, and fundamental homomorphism theorems. Prerequisite: MTH 332 or graduate status.

**MTH 525 Modern Algebra II 3(3-0)**

Vector spaces, subspaces, bases and dimensions; linear transformations, their algebra, their representation by matrices, and linear functionals; eigenvalues, triangularizable and diagonalizable transformations; inner product spaces. Prerequisite: MTH 523.

**MTH 527 Representation Theory of the Symmetric Group 3(3-0)**

Representation theory of finite groups, Specht modules, combinatorics of Young tableaux, and symmetric functions. Prerequisite: MTH 525.

**MTH 532 Advanced Calculus I 3(3-0)**

Rigorous development of calculus for functions of one variable. Sequences, limits, continuity, differentiation, integration, exponential and logarithmic functions, arc length, series. Credits will not count towards M.A. or Ph.D. degree requirements in mathematics. Prerequisites: MTH 233 and MTH 332, or graduate status.



**MTH 533 Advanced Calculus II 3(3-0)**

Continuation of MTH 532. Rigorous development of calculus of several variables. Limits, continuity, differentiation, integration, implicit and inverse function theorems, differential forms. Prerequisite: MTH 532.

**MTH 534 Applied Mathematics and Differential Equations 3(3-0)**

Initial-boundary value (linear, nonlinear) problems, orthogonal functions, differential operators, numerical techniques, introduction to partial differential equations, applications to biology, chemistry, engineering, medicine, and physics. Prerequisites: MTH 233, 334.

**MTH 545 Introduction to Point-Set Topology 3(3-0)**

Development of elementary point-set topology. Sets, functions, metric spaces, topological spaces, quotient surfaces, compactness, and connectedness. Prerequisite: MTH 332 or graduate status.

**MTH 551 Mathematical Structures for K-8 Mathematics Teachers 3(3-0)**

Problem-solving, set theory, logic, number theory, algebra, consumer mathematics and mathematical systems. Credit will not apply toward a master's degree in mathematics. Prerequisites: MTH 254 and 351.

**MTH 553 History of Elementary Mathematics for K-8 Teachers 3(3-0)**

History of mathematical developments of western and non-western cultures for use in grades K-8. Credit will not apply toward a master's degree in mathematics. Prerequisites: MTH 254, 351.

**MTH 558 Mathematics in Popular Culture 3(3-0)**

This course explores how popular culture (such as television, comics, movies, music and books) portrays mathematicians and mathematics as a discipline. This course is intended for elementary education mathematics majors and minors or in-service teachers. Prerequisite: MTH 256.

**MTH 573 History of Mathematics 3(3-0)**

History of arithmetic, algebra, geometry, calculus. Prerequisites: MTH 332 or MTH 341, or graduate status.

**MTH 578 Combinatorics I 3(3-0)**

Introduction to the basic principles of combinatorics and graph theory with applications to problems of nonmathematical origin. Prerequisites: MTH 523.

**MTH 586 Operations Research I 3(3-0)**

Mathematical theory and applications of mathematical programming. Linear programming duality, integer programming, mixed integer programming, and dynamic programming. Prerequisites: MTH 133.

**MTH 587 Operations Research II 3(3-0)**

Continuation of MTH 586. Theory and application of stochastic models in operations research. Inventory models, queueing theory. Markov chains, stochastic programming. Prerequisites: STA 382, MTH 586.

**MTH 591 Seminar in the Solution of Putnam Problems 1-3(Spec)**

Problem-solving techniques demonstrated through solutions of the Putnam Examination problems. Designed particularly for those students interested in participating in the Putnam Examination. Prerequisite: MTH 233; permission of instructor.

**MTH 594 Seminar in Higher Mathematics 3(3-0)**

Class presentation of results of independent study, and final comprehensive written report in an approved subject. Prerequisite: one year of calculus; permission of instructor.

**MTH 595 Special Topics in Mathematics Education 1-6(Spec)**

Subject matter not included in regular mathematics education course. May be taken for credit more than once, total credit not to exceed 6 hours. Specific topics and pre/co-requisites will be announced in Course Search and Registration. May not be counted toward a major or minor in mathematics except for students pursuing a B.S. in Ed. degree. Pre/Co-requisites: See Course Search and Registration.

**MTH 596 Special Topics in Mathematics 1-6(Spec)**

Subject matter not included in regular course. May be taken for credit more than once, total credit not to exceed 6 hours. Pre/Co-requisite: See Course Search and Registration.

**MTH 597 Independent Study 1-6(Spec)**

The in-depth study of a topic in mathematics under the direction of a faculty member. Prerequisite: Permission of instructor.

**MTH 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**MTH 623 Theory of Groups and Rings 3(3-0)**

Isomorphism theorems for groups, group actions, Sylow theorems, product of groups, structure theory of rings, ideals, Euclidean domains, principal ideal domains, and unique factorization domains. Prerequisite: MTH 523, Recommended: MTH 525.

**MTH 625 Theory of Modules and Fields 3(3-0)**

Modules, free modules, tensor products of modules, exact sequences of modules, modules over a principal ideal domain, field theory, and Galois theory. Prerequisites: MTH 525, 623.

**MTH 627 Representation Theory of Lie Algebras 3(3-0)**

Lie algebras, semisimplicity, representation of Lie algebras, weights and roots, universal enveloping algebras, character and dimension formulas. Prerequisite: MTH 625. Recommended: MTH 527.

**MTH 632 Introduction to Real Analysis and Its Applications 3(3-0)**

Development of integration theory with introduction to Lebesgue measure and integral on the real line. Elementary theory of normed spaces, bounded linear operators and linear functionals with applications. Prerequisite: MTH 532.

**MTH 633 Real Variables 3(3-0)**

A study of functional analysis. Consideration of Banach spaces, metric spaces, and compact spaces. General measure and integration theory. Prerequisite: MTH 632.

**MTH 634 Fourier Analysis 3(3-0)**

Study of Fourier Series, convergence, summability, Fourier Transforms, distributions. Applications of fast Fourier Transform to Heat and Wave Equation. Signal Processing, Fourier Optics. Prerequisites: MTH 532.

**MTH 636 Introduction to Complex Variables 3(3-0)**

Complex numbers, holomorphic functions, elementary functions, Cauchy's theorem and Integral formula, Taylor and Laurent series, residue theorem and its applications, Rouché's theorem. Prerequisite: MTH 532.

**MTH 637 Complex Variable Theory 3(3-0)**

Conformal mapping, Möbius transformations, harmonic functions, Dirichlet problem, entire and meromorphic functions, analytic continuation, Riemann surfaces, applications of complex analysis. Prerequisite: MTH 636.

**MTH 638 Theoretical Numerical Analysis 3(3-0)**

Numerical linear algebra with applications in linear and nonlinear systems. Interpolation and approximation and their applications to numerical differentiation, numerical integration, and differential equations. Prerequisite: MTH 532. Co-requisite: MTH 533.

**MTH 644 Differential Geometry 3(3-0)**

Differential geometry of curves and surfaces. Curvature, maps between surfaces, vector fields and differential forms, Stokes' Theorem, Euler Characteristic, Gauss-Bonnet Theorem, manifolds, Riemannian metrics. Prerequisites: MTH 532 or 545.

**MTH 645 Algebraic Topology 3(3-0)**

Homotopy and the fundamental group. Free products, van Kampen's theorem, covering spaces, universal covers, and deck transformations. Homology, cohomology, exact sequences, and higher homotopy groups. Prerequisites: MTH 545, 623.

**MTH 652 The Teaching of Measurement 3(3-0)**

The history, concepts, and learning of measurement systems. The metric system and laboratory activities are emphasized. Prerequisite: teaching experience.

**MTH 656 Teaching & Learning Mathematics with Technology 3(3-0)**

Use of instructional technology for teaching and learning mathematics and an introduction to related research literature in mathematics and mathematics education. Prerequisite: MTH 566.

**MTH 673 History of Advanced Mathematics 3(3-0)**

History of the development of modern mathematics from 1700 into the 20th century. Prerequisites: MTH 525, 532.

**MTH 678 Combinatorics II 3(3-0)**

Rigorous study of graph theory, connectivity, coloring, flows, and Ramsey theory. Prerequisite: MTH 578. Pre/Co-requisite: MTH 525.

**MTH 692 Graduate Seminar in Mathematics Education 1-4(Spec)**

Seminars focused on current issues in mathematics education. May be taken for credit more than once, total credit not to exceed four hours. Three credits needed before it counts as an elective on any graduate degree in mathematics. Prerequisite: Permission of an instructor.

**MTH 693 Graduate Seminar in Mathematics and Its Applications 1-4(Spec)**

One hour seminars in subfields of mathematics and its applications; 3 credits needed before it counts as elective on graduate degrees in mathematics. Prerequisites: Graduate standing in mathematics and permission of instructor.

**MTH 694 Practicum in Mathematics 3(3-0)**

Taken during last semester in the M.A. program. Introduces concepts of mathematical modeling using deterministic and probabilistic methods. When possible, supervised consulting work in industry. Prerequisites: MTH 623 and permission of instructor.

**MTH 695 Special Topics in Mathematics Education 1-6(Spec)**

Consideration of subject matter not included in regular course. May be taken for credit more than once, total credit not to exceed 6 hours. Prerequisite: permission of instructor.

**MTH 696 Special Topics in Mathematics 1-6(Spec)**

Consideration of subject matter not included in regular courses. May be taken for credit more than once; total credit not to exceed six hours. Pre/Co-requisites: See Course Search and Registration.

**MTH 697 Independent Study 1-9(Spec)**

Open to graduate students in mathematics. May be taken for credit more than once; total credit not to exceed 9 hours. Prerequisite: permission of the instructor.

**MTH 698 Plan B Project 1-2(Spec)**

Plan B paper is normally an expository paper or research project on an area or problem related to but in addition to material covered in a course, written under the direction of graduate faculty. Each Plan B project is 1 credit hour. May be taken for credit more than once. Total credit not to exceed 2 hours. CR/NC only. Prerequisites: permission of advisor.

**MTH 725 Topics in Algebra 3-9(Spec)**

Advanced topics in the area of algebra that are not covered in the regularly offered courses. To be taken as a three credit course and may be repeated for a maximum of nine credit hours. Prerequisite: MTH 623; permission of instructor. Recommended: MTH 525, 625.

**MTH 730 Topics in Applied Mathematics 3-9(Spec)**

Advanced topics in the area of applied mathematics that are not covered in the regularly offered courses. Specific topics are determined by the instructor. To be taken as a three credit course and may be repeated for a maximum of nine credit hours. Prerequisites: MTH 534 or 632 or 634; permission of instructor. Recommended: MTH 534, 632, 634, 638.

**MTH 732 Functional Analysis 3(3-0)**

Fundamentals of topological vector spaces, normed spaces, Banach and Hilbert spaces, functionals on such spaces, operators on Banach and Hilbert spaces, spectral theorems, Banach algebras. Prerequisites: MTH 632, 636.

**MTH 734 Partial Differential Equations and Applications 3(3-0)**

Solutions of partial differential equations by analytic and numerical techniques using standard methods, including Fourier series and Laplace transforms, perturbation, finite elements and finite differences. Prerequisites: MTH 334 and MTH 636.

**MTH 737 Topics in Analysis 3-9(Spec)**

Topics in the area of analysis that are not covered in the regularly offered courses. To be taken as a three credit course and may be repeated for a maximum of nine credit hours. Prerequisites: MTH 632 or 636; permission of instructor. Recommended: MTH 533, 632, 636, 732.

**MTH 744 Topics in Geometry 3-9(Spec)**

Advanced topics in the area of geometry that are not covered in the regularly offered courses. To be taken as a three-credit course and may be repeated for a maximum of nine credit hours. Prerequisites: MTH 644; permission of instructor. Recommended: MTH 533, 645.

**MTH 761 Methods for Teaching College Mathematics 3(3-0)**

Methods in teaching undergraduate mathematics including technology use, cooperative learning, inquiry, and guided discovery. Students will create activities and discuss issues surrounding undergraduate instruction. Prerequisite: Completion of 12 hours of graduate level mathematics at CMU and admission to one of the graduate programs in the Department of Mathematics.

**MTH 762 A Survey of Research in Collegiate Mathematics Education 3(3-0)**

Introduction to understanding and interpreting mathematics education research, trends, and evaluation at the undergraduate level. Prerequisites: MTH 761.

**MTH 763 Advanced Perspectives in Collegiate Mathematics Education 3(3-0)**

Advanced perspectives in collegiate mathematics education as it relates to the areas of teaching, learning, and curriculum. Prerequisites: MTH 762 and EDU 614.

**MTH 764 Qualitative Research Methods in Mathematics Education 3(3-0)**

Introduction to the methods of qualitative research in mathematics education including research design, development of protocols, fieldwork, collecting and analyzing data, and techniques of interviewing. Prerequisite: MTH 763.

**MTH 766 Internship: College Teaching 3-6(Spec)**

Teaching of approved undergraduate mathematics or statistics courses. Students will conduct their teaching internship under the supervision of a graduate faculty member. CR/NC only. Prerequisites: MTH 761; successful completion of all qualifying examinations.

**MTH 767 Seminar in Collegiate Mathematics Education I 3(3-0)**

Use of a review of literature to focus research questions and to develop a research proposal. Each student develops a proposal for his/her dissertation research. Prerequisites: MTH 764.

**MTH 768 Seminar in Collegiate Mathematics Education II 3(3-0)**

Conduct a pilot study to collect and analyze data. The students will then develop conclusions and implications of the study. Prerequisites: MTH 767. Pre/Co-requisite: PSY 611.

**MTH 778 Topics in Combinatorics 3-9(Spec)**

Advanced topics in the area of combinatorics that are not covered in the regularly offered courses. To be taken as a three credit course and may be repeated for a maximum of nine credit hours. Prerequisite: MTH 578; permission of instructor. Recommended: MTH 525, 623, 678.

**MTH 795 Advanced Practicum/Internship 3-6(Spec)**

In-depth doctoral practicum project supervised by a faculty member or internship experience in an external agency supervised by a faculty member and a professional supervisor. CR/NR only. Prerequisites: Successful completion of all required Ph.D. qualifying examinations; permission of the faculty supervisor.

**MTH 796 Special Topics in Mathematics 1-6(Spec)**

Consideration of subject matter not included in regular courses. May be taken for credit more than once; total credit not to exceed 6 hours. Prerequisite: completion of 30 hours of coursework required for the Doctoral program.

**MTH 797 Independent Study 1-9(Spec)**

Open to doctoral students in mathematics. May be taken for credit more than once; total credit not to exceed 9 hours. Prerequisites: 30 hours of coursework toward the doctoral program; permission of the instructor.

**MTH 798 Thesis 1-6(Spec)**

Master's thesis research. CR/NC only. Prerequisites: Graduate status and permission of thesis advisor.

**MTH 898 Dissertation 1-30(Spec)**

Doctoral dissertation research. CR/NC only. Prerequisites: Completion of all Ph.D. qualifying exam requirements; permission of dissertation advisor.

**MUS - Music**

See the School of Music for more information.

**School of Music Course Numbering**

Course numbers are coded according to content. The middle digit of the number indicates content as follows:

Course Content	Middle Digit
Theory and Composition	0
Music History and Literature	1
Pedagogy	3
Class Applied Instruction	4
Private Applied Instruction	5, 6, 7
Ensembles	8
Research and Special Studies	9

**MUS 503 Advanced Counterpoint 2(2-0)**

Advanced contrapuntal techniques and writing assignments in 18th century style. Prerequisites: MUS 302; Music candidacy; or admission to the graduate music program.

**MUS 504 Seminar in Compositional Techniques 3-9(Spec)**

Exploration and application of significant compositional trends and techniques. Repeatable up to nine hours when content previously studied is not duplicated. Prerequisites: MUS 202 and Music candidacy; or admission to the graduate music program.

**MUS 505 Seminar in Contemporary Music Analysis 3(3-0)**

Analysis of selected contemporary compositions. Prerequisites: Music Candidacy, MUS 202; or admission to the graduate music program.

**MUS 506 Advanced Scoring 2(2-0)**

Scoring for large ensembles. Prerequisite: MUS 304 and admission to Music candidacy; or graduate standing in Music program.

**MUS 507 Music Theory Pedagogy 3(3-0)**

Pedagogical methods and materials for teaching music theory and aural skills. Prerequisites: MUS 202, 204, music candidacy; or admission to the graduate music program.

**MUS 511 Choral Literature I 2(2-0)**

Detailed study of choral forms of the Renaissance and Baroque eras. Prerequisites: Admission to Music Candidacy or Admission to the Graduate Music Program.

**MUS 512 Choral Literature II (Since 1750) 2(2-0)**

Representative small choral forms suitable for secondary school. Special attention to style characteristics which contribute to interpretive techniques. Prerequisites: Admission to Music Candidacy or Admission to the Graduate Music Program.

**MUS 514 Survey of Piano Literature 3(3-0)**

Survey of piano literature from the Baroque period to modern times. Prerequisites: Music Candidacy or admission to the graduate music program.

**MUS 515 History of Opera 3(3-0)**

A survey of operatic literature from the Baroque to modern eras. Prerequisite: Admission to Music Candidacy or admission to the graduate music program.

**MUS 516 Seminar in Piano Music 3-9(Spec)**

Critical examination of the piano works of a selected composer, focusing on stylistic contributions to musical forms and genres. Repeatable up to nine hours when content previously studied is not duplicated. Prerequisites: Music Candidacy or admission to the graduate music program; MUS 514.

**MUS 518 Song Repertoire 2(1-2)**

A survey of art song repertoire. Prerequisites: Music Candidacy or admission to the graduate music program.

**MUS 520 Jazz Arranging 3(3-0)**

The study of basic arranging techniques used in writing music for small and large jazz ensembles. Prerequisite: Admission to Music candidacy or admission to the graduate music program.

**MUS 521 Advanced Jazz Arranging 3(3-0)**

The study of modern advanced arranging techniques used in writing music for large jazz ensembles. Prerequisite: Admission to Music candidacy or admission to the graduate music program; MUS 520.

**MUS 531 Orff Techniques 2(1-2)**

Philosophy, techniques, and pedagogy of the Orff-Schulwerk approach to music education. Prerequisite: Admission to Music Candidacy or admission to the graduate music program.

**MUS 532 Dalcroze Eurhythmics 2(1-2)**

Introduction to the music education philosophy and approach of Emile Jacques-Dalcroze. Prerequisite: Admission to Music Candidacy or admission to the graduate music program.

**MUS 533 Kodály Pedagogy 2(1-2)**

Philosophy, materials, and pedagogy of the Kodály method of music education. Prerequisite: Admission to Music Candidacy or admission to the graduate music program.

**MUS 534 Music for Pre-School Children 2(2-0)**

Musical activities for the preschool child designed to nurture musical potential and promote musical awareness. Prerequisite: Junior status or above; or graduate status.

**MUS 535 Workshop in Music Education 1-4(Spec)**

Practical applications of selected music education trends, techniques, or methodologies. Repeatable up to four hours when content previously studied is not duplicated. Prerequisites: Music Candidacy or admission to the graduate music program.

**MUS 540 Organ Pedagogy Practicum 2(Spec)**

Supervised experience in teaching the organ. Prerequisites: Admission to Music Candidacy, MUS 351; or admission to the graduate music program.

**MUS 552 Jazz Piano 1-8(Spec)**

Individual instruction in jazz piano performance. May be taken more than once, for 1-2 credits per enrollment, not to exceed eight credits. Prerequisites: Music Candidacy or admission to the graduate music program.

**MUS 581 Jazz Improvisation Laboratory 2(1-2)**

Advanced improvisation and ensemble leadership skills in a laboratory setting. This course is repeatable up to 4 credits. Prerequisites: Music Candidacy; or admission to the Graduate Music Program.

**MUS 597 Special Topics 1-6(Spec)**

This course is repeatable. Prerequisite: Admission to Music Candidacy or admission to the graduate music program.

**MUS 607 Music Technology Seminar 3(3-0)**

Practical application of music-related technology equipment and software as they relate to the needs of music educators and professional musicians. Prerequisite: Admission to the graduate music program.

**MUS 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements. Prerequisite: Admission to the graduate music program.

**MUS 620 Jazz Harmony and Analysis 3(3-0)**

Advanced study of jazz harmony focusing on tonal and modal music. Prerequisite: Admission to the graduate music program.

**MUS 621 Jazz Improvisation Pedagogy and Practicum 2(1-2)**

Develop the skills, methods, and materials necessary to teach jazz improvisation through observation, research and teaching. Prerequisite: Admission to the graduate music program; MUS 620.

**MUS 622 Modern Jazz History 3(3-0)**

A course in modern jazz history designed for graduate music students that covers important styles and figures in the jazz genre since 1940. Prerequisite: Admission to the graduate music program.

**MUS 624 Jazz Pedagogy 3(2-2)**

A course designed to enhance skills in the teaching of jazz as a performing art and as a historically significant cultural event. Prerequisite: admission to the graduate music program.

**MUS 631 Advanced Piano Pedagogy I 3(3-0)**

Elementary through early intermediate teaching materials, methods, and technology for the independent teacher. Prerequisite: Admission to the graduate music program.

**MUS 632 Advanced Piano Pedagogy II 3(3-0)**

Intermediate to advanced piano teaching methods and materials. Prerequisite: Admission to the graduate music program, MUS 631.

**MUS 633 Class Piano Pedagogy 3(3-0)**

Materials and teaching techniques for group piano teaching at the pre-college and college levels. Prerequisite: Admission to the graduate music program.

**MUS 634 Piano Pedagogy Practicum 3(2-2)**

Supervised experience in teaching piano at the pre-college and college levels. Prerequisites: Admission to the graduate music program; MUS 631 or 632 or 633.

**MUS 670 Elective Applied Instruction 1-8(Spec)**

Individualized program of applied study on an instrument or voice. This course is repeatable. Prerequisite: Admission to the graduate music program.

**MUS 701 Composition 2-8(Spec)**

Graduate applied study of music composition. Prerequisite: Admission to the graduate music program.

**MUS 707 Analytical Styles I: Medieval-Classical 3(3-0)**

Detailed analysis of selected representative works from the Medieval era through the Classical period. Prerequisite: admission to the graduate music program.

**MUS 708 Analytical Styles II: 19-21st Century 3(3-0)**

Detailed analysis of selected representative works from the 19th century through the modern day. Prerequisites: admission to the graduate music program.

**MUS 711 Choral Masterworks 3(3-0)**

A survey of masterworks of the choral/orchestral repertoire. In-depth examination of major works and exploration of minor choral works written by the masters. Prerequisites: Admission to the graduate music program.

**MUS 713 Early Jazz and American Culture through 1945 3(3-0)**

A jazz course taught with emphasis on early jazz chronology as it relates to American culture. Prerequisite: admission to graduate program.

**MUS 714 Wind Band Literature 3(3-0)**

A survey of wind band literature and its evolution from 1500 to present. Prerequisite: admission to the graduate music program.

**MUS 715 Rock 'n' Roll Seminar 3(3-0)**

Traces the roots of rock, surveys the various types of rock, and provides in-depth analysis of the music. This course may be offered in an online or hybrid format. Prerequisite: admission to graduate music program (music major status not required).

**MUS 717 Historical Topics I: Medieval - Classical 3(3-0)**

Examination of selected topics in the history of music from the Medieval era through the Classical period. Prerequisite: admission to the graduate music program.

**MUS 718 Historical Topics II: 19-20th Century 3(3-0)**

Examination of selected topics in the history of music from the Romantic period through the twentieth century. Prerequisite: admission to the graduate music program.

**MUS 719 Seminar in World Music 3(3-0)**

A survey of selected musical cultures from around the world, with an emphasis on the study of music in its broader cultural context. Music major status not required.

**MUS 720 Seminar in the Music of a Selected Composer 3-9(Spec)**

Critical examination of the works of a selected composer, focusing on stylistic contributions to musical forms and genres. Repeatable up to nine hours when content previously studied is not duplicated. Prerequisite: MUS 717 or 718.

**MUS 731 Curriculum Design in Music Education 3(3-0)**

Examination of contemporary practices, methods, and resources for developing standards-based curricula for K-12 music programs. Prerequisite: admission to the graduate music program.

**MUS 732 History and Philosophy of Music Education 3(3-0)**

Examines the history of music education in the United States and philosophical bases for teaching music. Provides a rationale for a comprehensive music education program. Prerequisite: admission to the graduate music program.

**MUS 733 Woodwind Pedagogy 3(3-0)**

Advanced study of pedagogical methodologies and materials for woodwind instruments. Prerequisite: Admission to the graduate music program.

**MUS 734 Brass Pedagogy 3(3-0)**

Advanced study of pedagogical methodologies and materials for brass instruments. Prerequisite: admission to the graduate music program.

**MUS 735 Percussion Pedagogy 3(3-0)**

Advanced study of pedagogical methodologies and materials for percussion instruments. Prerequisite: admission to the graduate music program.

**MUS 736 String Pedagogy 3(3-0)**

Advanced study of pedagogical methodologies and materials for string instruments. Prerequisite: admission to the graduate music program.

**MUS 750 Voice 1-8(Spec)**

Individualized program of applied studio instruction in voice performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisites: Admission to the Graduate Music Program; Successful completion of a music audition.

**MUS 751 Organ 1-8(Spec)**

Individualized program of applied studio instruction in organ performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 752 Piano 1-8(Spec)**

Individualized program of applied studio instruction in piano performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisites: Admission to the graduate music program; successful completion of music audition.

**MUS 753 Violin and Viola 1-8(Spec)**

Individualized program of applied studio instruction in violin performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisites: Admission to the graduate music program; successful completion of music audition.

**MUS 754 Viola 1-8(Spec)**

Individualized program of applied studio instruction in viola performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisites: Admission to the Graduate Music Program; Successful completion of music audition.

**MUS 755 Violoncello 1-8(Spec)**

Individualized program of applied studio instruction in violoncello performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisite: Admission to the Graduate Music Program; successful completion of music audition.



**MUS 757 String Bass 1-8(Spec)**

Individualized program of applied studio instruction in string bass performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisites: Admission to the Graduate music program; successful completion of music audition.

**MUS 760 Harpsichord 1-8(Spec)**

Individualized program of applied studio instruction in harpsichord performance focusing on advanced technique, musicianship, literature, and performance practice. This course is repeatable. Prerequisite: Admission to the graduate music program.

**MUS 761 Flute 1-8(Spec)**

Individualized program of applied studio instruction in flute performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 763 Oboe 1-8(Spec)**

Individualized program of applied studio instruction in oboe performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisite: Admission to the graduate music program; successful completion of music audition.

**MUS 765 Clarinet 1-8(Spec)**

Individualized program of applied studio instruction in clarinet performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 767 Bassoon 1-8(Spec)**

Individualized program of applied studio instruction in bassoon performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 769 Saxophone 1-8(Spec)**

Individualized program of applied studio instruction in saxophone performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 771 Trumpet 1-8(Spec)**

Individualized program of applied studio instruction in trumpet performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 773 Horn 1-8(Spec)**

Individualized program of applied studio instruction in horn performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. This course is repeatable. Prerequisites: Admission to the graduate music program; successful completion of music audition.

**MUS 775 Trombone 1-8(Spec)**

Individualized program of applied studio instruction in trombone performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 777 Euphonium 1-8(Spec)**

Individualized program of applied studio instruction in euphonium performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; Successful completion of music audition.

**MUS 778 Tuba 1-8(Spec)**

Individualized program of applied studio instruction in tuba performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 779 Percussion 1-8(Spec)**

Individualized program of applied studio instruction in percussion performance focusing on technique, musicianship, literature, and performance practice at the professional artist level. The course is repeatable. Prerequisites: Admission to the Graduate Music Program; successful completion of music audition.

**MUS 780 Performance Ensembles 1-8(Spec)**

Preparation and performance of music repertoire in an ensemble setting. Open by audition to any graduate student in the university. CR/NC only.

**MUS 781 Advanced Choral Conducting 3-6(Spec)**

Advanced score preparation, rehearsal and conducting techniques for the choral music educator/conductor. Prerequisite: Admission to the graduate music program.

**MUS 782 Advanced Instrumental Conducting 3-6(Spec)**

Advanced score preparation and conducting techniques for instrumental music educators and conductors. Prerequisites: Admission to the Graduate Music Program; Successful completion of music audition.

**MUS 784 Instrumental Rehearsal Techniques 3(3-0)**

Pedagogical techniques for the musical preparation of instrumental ensembles. Prerequisite: admission to the graduate music program.

**MUS 790 Independent Study 1-9(Spec)**

Student-initiated study guided by faculty member or faculty committee. Repeatable up to nine hours when content does not duplicate previous independent studies. Prerequisite: Admission to the graduate music program.

**MUS 791 Introduction to Music Research 3(3-0)**

An overview of scholarly research techniques in music. Prerequisite: admission to the graduate music program.

**MUS 793 Research Project in Music Education 2(Spec)**

Qualitative, quantitative, or action research coordinated with a music education faculty member. Prerequisites: Admission to the graduate music program.

**MUS 795 Psychology of Music Teaching and Learning 3(3-0)**

Psychological foundations of music instruction, perception, response, and learning. Prerequisite: admission to the graduate music program.

**MUS 797 Special Topics 1-6(Spec)**

This course is repeatable. Prerequisite: Admission to the graduate music program.

**MUS 798 Thesis 1-6(Spec)**

A capstone research study completed in consultation with a thesis advisor. CR/NC only. Prerequisite: Admission to the graduate music program.

**MUS 799 Recital 4(Spec)**

Preparation and performance of a juried public recital. Prerequisites: Admission to the graduate music program.

**NSC - Neuroscience**

*See the M.S. and Ph.D. in Neuroscience for more information.*

**NSC 501 Principles of Neuroscience I 4(4-0)**

First of two core courses for advanced (grad-prep) undergraduates and graduates providing comprehensive neuroscience fundamentals such as history, key cells and molecules, and sensation mechanisms. Prerequisites: A signed major in Neuroscience Grad-Prep (Opt. B); PSY 387 (3) or BIO 392 (4); or graduate standing in the Neuroscience Graduate Program.

**NSC 502 Principles of Neuroscience II 4(4-0)**

Second of two core courses for advanced (grad-prep) undergraduates and graduates providing comprehensive neuroscience fundamentals. Prerequisites: NSC 501.

**NSC 600 Special Issues in Neuroscience 1-12(Spec)**

Subjects of contemporary neuroscience not covered by regular curriculum. May be repeated to a maximum of twelve hours. Prerequisites: Permission of instructor.

**NSC 690 Research Seminar Neuroscience 1-4(Spec)**

Seminar emphasizing review of the primary literature in several areas of neuroscience. May be repeated for a maximum of four credits. Prerequisites: Graduate standing in the Neuroscience Program.

**NSC 696 Directed Research 1-12(Spec)**

For students who desire to investigate some research problem in neuroscience. Prerequisites: Graduate standing.

**NSC 697 Independent Study 1-8(Spec)**

For students who accept the responsibility of studying a specific area of neuroscience with minimal supervision. Prerequisites: Graduate standing.

**NSC 789 Graduate Seminar in Neuroscience 1-12(Spec)**

In-depth exploration of a specific area in neuroscience through the review of the primary literature. May be repeated up to a maximum of 12 hours. Prerequisites: Permission of instructor.

**NSC 790 Graduate Research Seminar 1(1-0)**

Development of practical and conceptual skills to present research projects in the biomedical sciences. CR/NC only. Prerequisite: Graduate standing in the Neuroscience MS or PhD program; or the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program; or the Biology or Chemistry M.S. program.

**NSC 798 Thesis: Design 1-3(Spec)**

Design of a Master's thesis. CR/NC only. Prerequisites: Graduate standing in the Neuroscience Program.

**NSC 799 Thesis: Implementation 1-3(Spec)**

Completion of a Master's thesis designed in NSC 798. CR/NC only. Prerequisites: NSC 798.

**NSC 800 Neuroscience Research for Doctoral Candidacy 1-12(Spec)**

Major research course in which students work in close collaboration with instructor in preparing significant research project in a specific area of neuroscience. Prerequisites: NSC 799 and permission of instructor.

**NSC 898 Doctoral Dissertation: Design 1-12(Spec)**

Design of a doctoral dissertation. CR/NC only. Prerequisites: NSC 800.

**NSC 899 Doctoral Dissertation: Implementation 1-12(Spec)**

Completion of the doctoral dissertation designed in NSC 898: data collection, analysis, and write-up. Prerequisites: Completion of NSC 898.



## PAD - Public Administration

See the Department of Political Science and Public Administration for more information.

### PAD 523WI Fundamentals of Grant Writing and Management 3(3-0)

This course examines grant seeking, writing, proposal development, management, and evaluation in public and nonprofit organizations. Writing Intensive. This course may be offered in an online format. Prerequisite: Graduate standing or completion of 56 credit hours.

### PAD 585 Public Sector Information Technology Management 3(3-0)

Study of the administrative strategies used to successfully implement information technology in public sector organizations. This course may be offered in an online format. Prerequisite: 56 credit hours completed or graduate standing.

### PAD 610 Foundations of Public Administration 3(3-0)

Overview of major themes of modern public administration, including administrative theories and processes, democratic environments, administrative functions and activities, and analytical tools and concepts. This course may be offered in an online format.

### PAD 620 Nonprofit Management 3(3-0)

Introduction to the fundamentals of managing organizations in the nonprofit sector. This course may be offered in an online format.

### PAD 621 Board Governance and Executive Leadership 3(3-0)

This course is designed to introduce students to the fundamentals of governance, trusteeship, and executive leadership in nonprofit sector organizations. This course may be offered in an online or hybrid format.

### PAD 622 Strategic Planning for Public/Non-Profit Organizations 3(3-0)

Study of strategic planning processes and documents in public and nonprofit organizations. This course may be offered in an online format.

### PAD 623 Public Policy Processes and Evaluation 3(3-0)

This course provides an introduction to the professional practice of policy analysis. This course may be offered in an online format.

### PAD 655 Managing Modern Local Government 3(3-0)

Overview of major themes and issues confronting the management of local government. This course may be offered in an online format.

### PAD 661 Administration and Policy in American State Government 3(3-0)

Political, legislative, executive, judicial and administrative processes of American state government with emphasis on the way they influence public policies. This course may be offered in an online format.

### PAD 711 Public Personnel Management 3(3-0)

This course is designed to provide an overview of personnel management in the public sector. This course may be offered in an online or hybrid format.

### PAD 712 Implementation and Reform of Public Programs 3(3-0)

Examination of the major administrative reforms in the public sector and their consequent impact on the implementation of programs and projects. This course may be offered in an online format.

### PAD 713 Public Budgeting and Finance 3(3-0)

Advanced study of public budgets and processes. Emphasizes the political nature of budget preparation, adoption, administration and evaluation at various levels of government. This course may be offered in an online format.

### PAD 714 Program Analysis and Evaluation 3(3-0)

Methodology of analyzing and evaluating public programs. Design and use of quantitative and qualitative techniques for predicting and measuring performance. This course may be offered in an online format.

### PAD 730 Public Service Competencies 1(Spec)

Overview and assessment of the competencies needed to be an effective administrator in the public sector. This course may be offered in an online format. CR/NC only. Prerequisite: A minimum of 21 hours of required MPA courses completed.

### PAD 773 Administration and Ethics in Public Service 3(3-0)

This course examines ethical problems faced by participants in a modern administrative system with a focus on their sources and on methods for resolving them. This course may be offered in an online format.

### PAD 775 Organization Theory and Behavior 3(3-0)

The study of the appropriate design structures for administering complex organizations in the public sector with an emphasis on management, decision-making, and planning. This course may be offered in an online format.

### PAD 780 Public Sector Research Methods 3(3-0)

Exploration of research methods used in governmental and public sector organizations. This course may be offered in an online format.

### PAD 785 Strategic Leadership 3(3-0)

This course focuses on the study of leadership within public or nonprofit organizations with specific explorations of how to lead and manage. This course may be offered in an online or hybrid format.

### PAD 791 Immersive Policy and Management Analysis: Study Abroad in Seoul 3(0-3)

This is a study-abroad course that explores urban public policy and management issues with a particular focus on Seoul, Korea. Prerequisites: Admission to MPA program.

### PAD 795 Internship in Public Administration 1-6(Spec)

Pracademic experience where students apply public administration concepts to work experience in the public sector. CR/NC only. Prerequisite: Permission of Director of Master of Public Administration program.

### PAD 796 Applied Research in Public Administration 3(3-0)

Completion of an applied research project that integrates practical experiences and theoretical contributions. Prerequisite: Permission of the MPA Director.

## PES - Physical Education Professional

See the Department of Physical Education and Sport for more information.

### PES 508 Education on Sexual Aggression for School/Community 3(Spec)

This course addresses the realities of sexual aggression, and how schools, corporations, and communities can educate their respective populations on these topics. Identical to HSC 508. Credit may not be earned in more than one of these courses.

### PES 525 International Travel Course in Sport 3(3-0)

A study abroad course that investigates the components of sport management from an international perspective, including historical and cultural influences on sport. Prerequisites: Permission of instructor.

### PES 550 Sport Fundraising 3(3-0)

Provides theoretical and practical applications of fundraising in the sport industry. This course may be offered in an online or hybrid format. Prerequisites: Minimum 86 credit hours (senior status); or graduate status.

### PES 564 Sport Governance: Ethics, Morals, & Values 3(3-0)

Investigation of how ethics, morals, and values influence the interpretation of laws and adherence to rules governing sport competition by athletes, coaches, and administrators. Prerequisites: PES 318 with a C or better; PES 360 or 380 with a C or better; PES 293 with a B- or better; minimum of 86 credits; or graduate status.

### PES 570 Advanced Coaching in Basketball 2(2-0)

Study of most recent basketball trends and new techniques, methods, and philosophies in the coaching of basketball.

### PES 572 Advanced Coaching in Baseball 2(2-0)

Coaching philosophy, new techniques and drills, practice organization, coaching duties, and strategy. Prerequisite: PES 372.

### PES 574 Advanced Coaching of Football 2(2-0)

Study of recent changes and new trends in coaching of football.

### PES 592 Independent Reading 1(Spec)

Exploration of one or more aspects of the field of physical education by individual study. Prerequisite: Permission of the department chairperson and instructor required.

### PES 595 Issues in Physical Education and Sport 1-6(Spec)

Investigation of selective major issues in physical education and sport. Prerequisite: permission of the instructor.

### PES 602 Sport Event Management: Theory & Application 3(Spec)

An introduction to the theoretical basis of sport management combined with supervised experiences in sport event management. This course may be offered in an online format. Credit may not be earned in both PES 602 and PES 690. Prerequisite: Admission to the MA in Sport Administration.

### PES 603 Administration of Sport and Athletics 3(3-0)

A study of administrative techniques and administrative problems related to sport. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration program.

### PES 606 Motor Learning and Human Performance 3(3-0)

Factors that make for successful motor performance, including learning theory, distribution and type of practice, developmental factors, and psychological factors.

### PES 607 Physical Education Curriculum Analysis 3(3-0)

Students will be provided a framework for improving and analyzing K-12 programs. Planning, implementing, improving, and redesigning curricula will be emphasized.

### PES 610 Philosophical & Ethical Issues in Athletics 3(3-0)

Philosophical foundations underlying ethical issues surrounding athletics with emphasis upon development of a consistent and rational professional philosophy. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

### PES 611 Psychology of Sport 3(3-0)

The psychological dimension in sport as it pertains to the athlete, the coach, and the spectator; the latest psychological findings dealing with the relationship between individuals and sport.

### PES 615 Analysis of Teaching in Physical Education 3(3-0)

A comprehensive review and analysis of teaching functions and processes with a particular emphasis on how to improve the instructional behaviors of physical educators.

### PES 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### PES 620 Sport - An Interdisciplinary Study 3(3-0)

An interdisciplinary study in sport in America through an examination of the historical, sociological, and philosophical principles of play, sport, games, and athletics.

### PES 625 Athletic Facility Design and Management 3(3-0)

An analysis of athletic facility design and the processes of facility management. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 631 Physiology of Exercise 4(3-2)**

Physiological basis of human movement and its application to physical training and performance. Identical to HSC 631. Credit may not be earned in more than one of these courses.

**PES 635 Quantitative Applications & Data Based Decision Making in Sport 3(3-0)**

Provides students with skills and perspectives on quantitative methodologies used for effective decision-making within the sport industry. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 640 Sport and the Law 3(3-0)**

This course is designed to provide the entering professional with a practical and theoretical application of US law to the sport industry. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 645 Financial Management of Sport 3(3-0)**

Application of the fundamental concepts and theories of finance to the field of sport management. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 650 Sport Marketing 3(3-0)**

Provides a practical and theoretical application of marketing science to all realms of the sport industry. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 660 Biomechanics 3(3-0)**

Study of biological and mechanical aspects of biomechanics including the techniques of visual and cinematographic analysis.

**PES 665 Applied Research in Sport Management 3(3-0)**

Students develop knowledge and expertise in research to create a project embedded within a sport organization. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 670 Research Methods for Physical Education and Sport, Health and Recreation 3(3-0)**

Basic research methods and techniques essential in performing and interpreting scientific studies. Recommended: 6 hours of graduate course work completed prior to enrollment. Identical to HSC 670. Credit may not be earned in more than one of these courses.

**PES 672 Statistics for Physical Education and Sport, Health and Recreation 3(3-0)**

Basic descriptive and inferential statistical concepts and techniques commonly encountered in professional literature and essential to teaching and research. This course may be offered in online or hybrid format.

**PES 675 Human Resource Management in Sport Organizations 3(3-0)**

A study of human resource management techniques as it relates to the sport industry. This course may be offered in an online format. Prerequisite: Admission to the MA in Sport Administration.

**PES 685 Integrated Capstone Project in Sport Management 3(Spec)**

An integrated capstone project including event management, human resources, research, marketing and communication strategies. This course may be offered in an online format. Prerequisite: a minimum of 24 credits in the MA in Sport Administration.

**PES 690 Practicum 1-4(Spec)**

To give the student professional experience of a supervisory or administrative nature in a public school, educational institution, or community agency. CR/NC only. Prerequisite: Master's degree candidates only.

**PES 691 Independent Study 3(Spec)**

A topic is selected, researched and a scholarly paper prepared in consultation with an advisor. CR/NC only. Prerequisite: PES 670.

**PES 693 Field Study in Physical Education and Sport 1-6(Spec)**

An approved investigation, survey, study, or descriptive observation in some area of physical education or sport, performed off campus. CR/NC only.

**PES 696 Seminar in Physical Education 2(2-0)**

Individual and group study of problems in physical education. Systematic analysis of individual and committee reports and research contributions on current problems.

**PES 698 Thesis 1-6(Spec)**

The student develops and completes a research study in a specific area of physical education. CR/NC only. Prerequisite: PES 670 or PES 672. 2 hours may be taken concurrently with PES 670.

**PES 699 Internship in Sport Management 1-6(Spec)**

An internship experience applying theoretical and practical knowledge in a sport management setting. Prerequisite: Completion of at least 18 credit hours in the MA in Sport Administration; 3.0 overall GPA or better; and permission of the sport management internship supervisor.

**PES 703 Advanced Independent Reading 1-2(Spec)**

An in-depth, scholarly study of a selected phase of physical education or sport through individualized reading.

**PES 791 Independent Study 2(Spec)**

A topic is selected, researched, and a scholarly paper prepared, in consultation with an advisor. CR/NC only. Prerequisite: PES 670 and permission of instructor.

**PHA - Physician Assistant**

See the School of Rehabilitation and Medical Sciences for more information.

**PHA 608 Clinical Medicine I 4(4-0)**

Comprehensive survey course that studies prioritized medical topics within organ systems. The systems covered are otolaryngologic, ophthalmologic, cardiovascular and respiratory systems. Prerequisites: admittance to the Physician Assistant program.

**PHA 609 Clinical Medicine II 4(4-0)**

A comprehensive survey course that studies prioritized medical topics within organ systems. The systems covered are the gastrointestinal, hepatobiliary, genitourinary, endocrine, hematological systems and oncology. Prerequisites: admittance to the Physician Assistant program and PHA 608.

**PHA 610 Clinical Medicine III 3(3-0)**

Comprehensive survey course that studies prioritized medical topics within organ systems. The topics covered are the immunologic, musculoskeletal and neurologic systems and geriatrics. Prerequisites: admittance to the Physician Assistant program and PHA 609.

**PHA 612 Obstetrics/Gynecology 3(3-0)**

Prioritized instruction in normal function and selected medical conditions in women's health including pregnancy, childbirth, neoplasm and endocrine changes. Prerequisites: admittance to the Physician Assistant program.

**PHA 614 Pediatrics 3(3-0)**

A survey course of growth, development and diseases from birth to adolescence. It prepares students for the primary care clinical setting. Prerequisites: admittance to the Physician Assistant program.

**PHA 616 Surgery 2(2-0)**

Survey course that focuses on pre-, peri- and postoperative care and medical considerations of the surgical patient and prepares the student for the clinical setting. Prerequisites: admittance to the Physician Assistant program.

**PHA 618 Emergency Medicine 2(2-0)**

Survey course that familiarizes the student with common emergency medicine problems and injuries utilizing a priority system. Prerequisites: Admittance to the Physician Assistant Program.

**PHA 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**PHA 620 Infectious Diseases 3(3-0)**

A comprehensive survey course on the diagnosis and treatment of infectious diseases seen in primary care medicine and organized by organ system. Prerequisites: admittance to Physician Assistant program.

**PHA 624 Issues in Practice 2(2-0)**

Topics concerning physician assistant professional practice. CR/NC only. Prerequisites: Admission to the Physician Assistant Program.

**PHA 625 Clinical Pharmacology I 3(3-0)**

Survey clinical course that emphasizes principles of pharmacology, pharmacokinetics and pharmacotherapy as they relate to drugs in the treatment of common primary care conditions. Prerequisites: admittance to Physician Assistant program.

**PHA 626 Clinical Pharmacology II 3(3-0)**

This clinical survey course continues instruction in pharmacology of select drugs, prescription essentials general pharmacology resources for the primary care practitioner. Prerequisites: admittance to Physician Assistant program, PHA 625.

**PHA 630 Clinical Procedures I 3(2-2)**

Integrated didactic and laboratory course which develops medical procedural diagnostic and therapeutic skills. This prepares the student for the clinical setting. CR/NC only. Prerequisite: admission to the Physician Assistant program.

**PHA 631 Clinical Procedures II 3(0-6)**

A two module course consisting of Advanced Cardiac Life Support and Pediatric Advanced Life Support. CR/NC only. Prerequisite: Admission to the Physician Assistant Program.

**PHA 633 Scientific Basis of Medicine I 2(2-0)**

An in depth review of the normal and abnormal physiologic processes associated with diseases of the cardiac and pulmonary organ systems. Prerequisites: Admission to the Physician Assistant Program.

**PHA 634 Scientific Basis of Medicine II 2(2-0)**

An in-depth review of the normal and abnormal physiologic processes associated with diseases of the renal, neurological, and endocrine system. Prerequisites: Admission to the Physician Assistant Program.

**PHA 635 Scientific Basis of Medicine III 2(2-0)**

An in depth review of the normal and abnormal physiologic processes associated with diseases of the gastrointestinal system, immune system, heritable conditions, and spontaneous genetic abnormalities. Prerequisites: Admission to the Physician Assistant Program.

**PHA 640 Clinical Problem Solving I 3(1-2)**

Interactive lecture and small group problem solving sessions in preparation for integrated clinical experience. Develops clinical diagnostic reasoning by focusing on a clinical presentation based model. Prerequisite: Admissions to the Physician Assistant Program.

**PHA 641 Clinical Problem Solving II 3(0-11)**

Onsite interactive problem solving sessions and offsite patient/student/preceptor clinical interactions. Both modes develop clinical diagnostic reasoning by focusing on a hypothetic-deductive approach. Prerequisites: admission to the Physician Assistant program; successful completion of PHA 640.

**PHA 642 Clinical Problem Solving III 3(0-11)**

Onsite interactive problem solving sessions and offsite patient/student/preceptor clinical interactions. Both modes develop clinical diagnostic reasoning by focusing on a hypothetic-deductive approach. Prerequisites: admission to the Physician Assistant program; successful completion of PHA 641.

**PHA 645 Critical Appraisal of Medical Literature and Evidence-Based Medicine 2(2-0)**

Students will develop the ability to critically analyze current and past medical research and publications, and apply those concepts to the practice of Evidence-Based Medicine. Prerequisites: Admission into the Physician Assistant Program.

**PHA 650 Diagnostic Tests I 2(1-2)**

An introduction to the indications for and interpretation of the chest radiograph and electrocardiogram. Prerequisites: Admission into the Physician Assistant Program.

**PHA 651 Diagnostic Tests II 2(2-0)**

Indications for and interpretation of laboratory, pulmonary function, and neurophysiologic testing. Prerequisites: PHA 650.

**PHA 652 Diagnostic Tests III 2(1-2)**

Indications for and interpretation of imaging of the central nervous system, vascular system, abdomen and extremities. Principles of nuclear medicine, magnetic resonance, and computed tomography. Prerequisites: PHA 651.

**PHA 660 History and Physical Examination I 3(2-2)**

Integrated didactic/laboratory course. This course teaches assessment via the medical history with focus on interviewing skill and technique. It prepares students for the clinical setting. Prerequisites: admission to the Physician Assistant program.

**PHA 661 History and Physical Examination II 3(2-2)**

Integrated didactic/laboratory series that teaches patient assessment through the complete medical history and physical examination. It prepares students for the clinical setting. Prerequisites: admission to the Physician Assistant program; successful completion of PHA 660.

**PHA 662 History and Physical Examination III 4(2-4)**

Integrated didactic/laboratory series that teaches patient assessment through the complete medical history and physical examination. It prepares students for the clinical setting. Prerequisites: admission to the Physician Assistant program; successful completion of PHA 661.

**PHA 671 Preventive Medicine 1(1-0)**

This course introduces the principles of preventive medicine and methods for their incorporation into primary care on an individual, family and community basis. Prerequisites: Admission to the Physician Assistant program.

**PHA 672 Applied Ethics for Physician Assistants 2(2-0)**

This course enables the student to examine the principles of medical ethics, develop an organized process to resolve clinical dilemmas, and to explore future professional roles. Prerequisites: admission to the Physician Assistant program.

**PHA 673 Psychiatry 3(3-0)**

The course includes the identification and management of psychiatric disorders, with an emphasis on the pharmacological management of mood disorders. Prerequisites: admission to the Physician Assistant program.

**PHA 690 Clinical Education I 16(Spec)**

This course consists of a full-time clinical internship. This is the first of three clinical year courses that will include a variety of clinical settings. CR/NC only. Prerequisites: Successful completion of 82 credits of didactic course work for the Physician Assistant Program with a cumulative GPA of 3.0 or higher.

**PHA 691 Clinical Education II 16(Spec)**

This course consists of a full-time clinical internship. This is the second of three clinical year courses that will include a variety of clinical settings. CR/NC only. Prerequisites: PHA 690; Successful completion of 82 credits of didactic course work for the Physician Assistant Program with a cumulative GPA of 3.0 or higher.

**PHA 692 Clinical Education III 16(Spec)**

This course consists of a full-time clinical internship. This is the third of three clinical year courses that will include a variety of clinical settings. CR/NC only. Prerequisites: PHA 691; Successful completion of 82 credits of didactic course work for the Physician Assistant Program with a cumulative GPA of 3.0 or higher.

**PHA 694 Clinical Clerkship Remediation 3-9(Spec)**

A structured course of remedial education for students who do not show adequate progress during their clinical clerkship year. CR/NC only. May be taken no more than three times. Prerequisites: PHA 692.

**PHA 697 Special Topics for Physician Assistants 1-9(Spec)**

Presentation and examination of special topics in medicine, health, and biosciences. May be taken up to a maximum of 9 hours. Prerequisites: Entry into the Physician Assistant Program.

**PHL - Philosophy**

See the Department of Philosophy and Religion for more information.

**PHL 518 Professional Ethics 3(3-0)**

An examination of the theories and methods used in ethical decision-making: with application to common issues in law, journalism, technology, research, education, and the health professions. This course may be offered in an online or hybrid format. Prerequisite: junior status.

**PHL 525 Philosophical Problems of the Self 3(3-0)**

Advanced study of central philosophical questions about persons, such as mind-body problem, the nature of personal identity, and the freedom of the will. Prerequisites: PHL 100.

**PHL 597 Special Topics in Philosophy 1-12(Spec)**

Study of areas in philosophy not included in courses currently listed in catalog. Prerequisite: permission of instructor.

**PHL 598 Readings in Philosophy 1-6(Spec)**

Selected studies of one or more philosophic works. Prerequisite: permission of instructor.

**PHS - Physical Science**

See the Department of Physics for more information.

**PHS 563 Physical Science Practicum 2(Spec)**

Practical experience in all aspects of teaching a physics class with a laboratory component. Prerequisite: permission of instructor.

**PHS 565 Selected Topics in Physical Science 1-6(Spec)**

Topics not ordinarily covered in regular courses.

**PHS 590 Independent Study 1-6(Spec)**

Individual study in an area not covered by regular courses. Prerequisite: Prior permission of the instructor must be obtained.

**PHY - Physics**

See the Department of Physics for more information.

**PHY 501 Careers in the Physical Sciences 1(0-2)**

Career planning and job application skills for students in physics, astronomy, or a closely related area. Prerequisite: Completion of at least 20 credit hours of coursework in the physical sciences or mathematics, or admission to the PHY M.S. program.

**PHY 505 Teaching Chemistry and Physics in the Secondary School 3(3-0)**

Exposes pre-service secondary chemistry and physics teachers to theory and practice of teaching in secondary schools, design of instructional units and safety practices. Must be completed prior to student teaching. Identical to CHM 505. Credit may not be earned in more than one of these courses. Prerequisites: CHM 132 or CHM 161; PHY 131 or PHY 146; Tier Two - Admission of Candidacy to Teacher Education; signed major or minor in chemistry, physics, or chemistry-physics (secondary education); Junior standing. Graduate students must be enrolled in a teaching master's program.

**PHY 507 Field Experience in Teaching Chemistry/Physics 1(Spec)**

Supervised experience in high school chemistry and/or physics classes. Experience will include observation, participation in instruction, and critical analysis of the experience. Identical to CHM 507. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: Tier Two - Admission of Candidacy to Teacher Education; junior or senior standing. Graduate students must be enrolled in a teaching master's program. Pre/Co-requisite: CHM 505 or PHY 505.

**PHY 517 Computational Physics 3(2-2)**

Introduction to standard numerical techniques applied to problems in physics, including numerical differentiation and integration, systems of differential equations, eigenvalues and eigenvectors, and Monte-Carlo simulations. Prerequisites: MTH 233; or graduate standing. Pre/Co-requisites: PHY 322, MTH 334; or graduate standing. Recommended: Basic knowledge of a programming language such as FORTRAN, Java, C, Python, or others.

**PHY 552 Nuclear Physics 3(3-0)**

Radioactive transformations, detection of radiation, methods of producing high-speed particles, nuclear structure, fission, cosmic radiation and applications of radioactivity. Prerequisite: PHY 442 or graduate standing in Physics.

**PHY 554 Optics 3(3-0)**

Geometrical and physical optics, electromagnetic theory of light, interference and diffraction from standpoint of Huygens' principle, Fourier formalism, polarized light, principles and applications of lasers. Prerequisites: PHY 332.

**PHY 556 Solid State Physics 3(3-0)**

Vibrational and electronic properties of crystalline materials as well as more specialized selected topics such as magnetism, optical, and transport properties. Prerequisites: PHY 442 or graduate standing in Physics. Pre/Co-requisites: PHY 450 or graduate standing in Physics.

**PHY 578WI Experimental Physics 3(1-5)**

Selected experiments utilizing the techniques of modern experimental physics. Writing Intensive. Prerequisites: PHY 277, PHY 322 or graduate standing in Physics. Pre/Co-requisites: PHY 332 or graduate standing in Physics.

**PHY 580 Special Topics 1-9(Spec)**

Special topics not included in standard courses in physics. Course may be taken more than once; total credit not to exceed six hours. Prerequisite: PHY 442 or graduate standing.



**PHY 614 Methods of Theoretical Physics 3(3-0)**

Application of advanced mathematical techniques to physical theory. Prerequisite: PHY 313.

**PHY 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**PHY 624 Advanced Mechanics 3(3-0)**

Special relativity, kinematics, and dynamics of rotational motion, coupled oscillations, canonical transformation, Hamilton-Jacobi theory, classical fields. Prerequisite: graduate standing in Physics.

**PHY 634 Advanced Electricity and Magnetism 3(3-0)**

Boundary value problems, time-varying fields and the initial value problem. Covariant description of electrodynamics and radiation by point charges. Pre/Co-requisite: Graduate standing in Physics.

**PHY 643 Quantum Mechanics I 3(3-0)**

Mathematical formalism of quantum mechanics; quantum dynamics; theory of angular momentum. Prerequisite: Graduate standing in physics.

**PHY 644 Quantum Mechanics II 3(3-0)**

Identical particles, the self-consistent field, theory of multiplets, semiclassical theory of radiation, atomic collisions. Prerequisite: PHY 643.

**PHY 685 Seminar: Contemporary Physics 1-4(Spec)**

Discussion of recent research in various subfields of physics. Emphasis on oral presentation and literature searches. Offered in one-hour blocks. May be taken four times. Prerequisite: graduate standing in physics.

**PHY 698 Plan B Project 1-2(Spec)**

A project in an area of physics related to, but extending beyond material covered in required coursework. May be taken for credit more than once. Prerequisite: Graduate standing in Physics.

**PHY 780 Topics in Physics 1-9(Spec)**

Topics not ordinarily covered in regular courses. May be taken for credit more than once; total credit not to exceed nine hours. Prerequisite: one physics course at the 500 or 600 level.

**PHY 781 Topics in Nuclear Physics and Astrophysics 1-6(Spec)**

Advanced topics in nuclear physics and astrophysics not included in standard courses. Course may be taken for credit more than once; total credit not to exceed six hours. Prerequisite: Admission to the Physics Ph.D. program.

**PHY 782 Topics in Condensed Matter Physics 1-6(Spec)**

Advanced topics in condensed matter physics not included in standard courses. Course may be taken more than once; total credit not to exceed six hours. Prerequisite: Admission to the Physics Ph.D. program.

**PHY 790 Independent Study 1-6(Spec)**

Individual study in an area not covered by regular courses. Prerequisite: Permission of instructor.

**PHY 796 Directed Research in Physics 1-36(Spec)**

Directed research in close collaboration with instructor on a research topic in physics. May be repeated to a maximum of 36 hours. Prerequisite: Admission to the Physics Ph.D. program.

**PHY 798 Thesis 1-6(Spec)**

Individual research, with thesis. Directed by a committee. CR/NC only.

**PHY 899 Dissertation 1-12(Spec)**

Completion of the doctoral dissertation. May be repeated for a total of 12 credit hours. CR/NC Only. Prerequisite: Permission of the instructor.

## PSC - Political Science

See the Department of Political Science and Public Administration for more information.

**PSC 501 Bullets not Ballots: Revolution, Insurgency and Civil War 3(3-0)**

This course examines the theory and literature on the causes of violent conflicts such as revolution, insurgency and civil war.

**PSC 513 Citizen Engagement in Public Life 3(3-0)**

This course examines trends in Americans' participation in public life, as well as various approaches intended to increase their civic and political engagement. This course may be offered in an online format. Prerequisite: PSC 105 or graduate status.

**PSC 514 American Public Policy Making 3(3-0)**

This course serves to integrate political institutions and levels of government in terms of policy development and implementation. This course is approved for offering in a distance learning format. Prerequisites: PSC 105 or graduate standing.

**PSC 515 Comparative Public Policy 3(3-0)**

Techniques of cross-national and other comparative policy analysis applied to social and economic policies of industrialized nations, especially Western Europe. This course may be offered in an online or hybrid format. May be offered as Writing Intensive.

**PSC 516 Environmental Politics and Policy 3(3-0)**

Analysis of relationships between politics and public policy in the environmental arena. Emphasis upon policy making process, political strategies, and alternative decision modes. Prerequisites: complete minimum of 56 credit hours of university course work.

**PSC 520 American National Government and Politics 3(3-0)**

This course will examine the major theoretical frameworks used in the study of American national government and politics and survey current research in the area. Prerequisites: a minimum of 9 hours of political science coursework, including PSC 105.

**PSC 522 Regulatory Processes and Administrative Law 3(3-0)**

Survey of the principles of administrative law and the politics of the U.S. regulatory processes. This course is approved for offering in a distance learning format.

**PSC 540 Cultural Heritage and Politics of Eastern Europe 3(3-0)**

Comparative study of political systems of Soviet bloc countries and Yugoslavia.

**PSC 551 Seminar in International Relations 3(3-0)**

Significant aspects of international relations on the basis of timeliness and importance. This course is approved for offering in a distance learning format.

**PSC 555 International Law I 3(3-0)**

Processes of international law; role in international relations and organizations; effects on individual rights in peacetime through cases, treaties, customs, and legal rules. This course is approved for offering in a distance learning format.

**PSC 556 International Law II 3(3-0)**

This course supplements the study of the international legal regime examined in International Law I by focusing upon the newly established international criminal law regime. Recommended: PSC 555.

**PSC 557 War and Peace Studies 3(3-0)**

This course examines the theory and literature on the causes and consequences of violent conflicts and the uses of non-violent means to conflict resolution.

**PSC 563 Politics and Policy in Urban Communities 3(3-0)**

Examination of large and small city governments. Their political process, behavior and citizen participation. Emerging public policies and intergovernmental cooperation.

**PSC 566 Intergovernmental Relations in the United States 3(3-0)**

An analysis of the administrative and fiscal relationships between the national, state, and local governments, with emphasis on grants-in-aid and revenue sharing.

**PSC 571WI The Military and Politics 3(3-0)**

This course examines the role of the armed forces in politics. Theories about civil-military relations, coups d'états, and transitions to democracy will be analyzed. Writing Intensive. Recommended: PSC 242 or graduate status.

**PSC 583 Survey Research 3(3-0)**

Development and utilization of quantitative data, with emphasis on behavioral research, public opinion polling, and statistical analysis.

**PSC 590 Independent Study 1-6(Spec)**

Explorations of special problems in subject areas found within Political Science individually agreed upon by student and instructor. May be repeated for a maximum of six hours. This course may be offered in an online format. Prerequisite: Undergraduates must have a major or minor in PSC and/or PAD and at least 12 hours completed in PSC and/or PAD, as well as approval by instructor and department chair before registration. Graduate students must have approval by instructor and department chair before registration.

**PSC 598 Special Topics in Political Science 1-12(Spec)**

Subject matter not included in courses currently listed in Bulletin.

**PSC 615 Politics and Regulation of Health Care Policy 3(3-0)**

Explore external environments in which health care systems operate, political determinants of health care policy, politics of bureaucracy, social and economic demands placed upon the system.

**PSC 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**PSC 640 Seminar in Comparative Politics 3(3-0)**

Examination of the specific approaches and methods of studying comparative politics. Focus is on democratization, political culture, and political conflict.

**PSC 642 Problems and Processes of International Development I 3(3-0)**

Impact of modernization and industrialization upon emergent countries and nation-building processes.

**PSC 651 Comparative Political & Economic Systems 3(3-0)**

An introduction to comparative political and economic systems. How politics and economics interact in theory, as well as in concrete political-economic interactions of nations. Prerequisite: PSC 351.

**PSC 670 Justice, Freedom, Equality: Essential Political Ideas 3(3-0)**

The history of political ideas in the Western world, with a focus on justice, freedom, and equality. Authors include Plato, Aristotle, Machiavelli, Locke, and Marx. This course may be offered in an online or hybrid format.

**PSC 675 Public Sector Emergency and Crisis Organizational Theory 3(3-0)**

Analysis of organizational theory as applied to public sector emergency and crisis management. Emphasis on structure, behavior, networks, and leadership. Prerequisites: Admission to the MPA program.



**PSC 676 Emergency and Crisis Prevention, Preparedness and Response 3(3-0)**

Analysis of public sector capacity in the four operational phases of emergency and crisis management; prevention, preparedness, response and recovery. This course may be offered in an online format. Prerequisites: Admission to the MPA program.

**PSC 677 The Public Sector Role in Post-Disaster Recovery 3(3-0)**

Analysis of the emergency and crisis management considerations necessary to restoration of public services following a disaster. This course may be offered in an online format. Prerequisites: Admission to the MPA program.

**PSC 680 Methodology of Political Research 3(3-0)**

This course focuses on the advanced study of the logic and methods of scientific research in political science. Recommended: PSC 280; or SOC 200 and SOC 350.

**PSC 681 Qualitative Research in Political Science and Public Administration 3(3-0)**

Overview of theoretical approaches to qualitative research in political science and public administration. Prerequisite: PSC 680.

**PSC 682 Techniques of Political Research 3(3-0)**

This course focuses on regression analysis in political science and how to apply such methods to scholarly research. Prerequisites: PSC 680.

**PSC 761 Seminar in American State Government 3(3-0)**

Study and research in the problems and the process of state government. Content varies. Recommended: PSC 561.

**PSC 790 Advanced Readings I 1-6(Spec)**

Explorations of special problems in subject areas found within Political Science individually agreed upon by student and instructor. May be repeated for a maximum of six hours. This course may be offered in an online format. Prerequisites: Approval by instructor and program director required before registration.

**PSC 793 Practicum in Citizen Engagement 1-12(Spec)**

This course provides experiential learning in a variety of leadership techniques intended to facilitate citizen engagement in public decision making. CR/NC only. Prerequisite: Permission of instructor.

**PSC 794 Practicum in Public Polling 1-12(Spec)**

This course provides experiential learning in the use of public-opinion polling to facilitate democratic processes and governance. Prerequisite: Permission of instructor.

**PSC 798 Thesis 1-6(Spec)**

CR/NC only. Prerequisite: written permission of advisor and department chairperson.

**PSY - Psychology**

See the Department of Psychology for more information.

**PSY 500 Special Issues 1-12(Spec)**

Subjects of contemporary psychology not covered by regular curriculum. Prerequisites: See Course Search and Registration.

**PSY 501 Workshop 1-18(Spec)**

Study of problem-oriented subjects for persons already working in psychological services with the intent of continuing their professional growth. Prerequisite: See Course Search and Registration.

**PSY 502 Teaching Assistant in Psychology 1-3(Spec)**

Development of practical skills for effective teaching of psychology. No more than 3 hours of PSY 502 may be applied to a student's psychology major or minor. Prerequisite: permission of instructor.

**PSY 503 Principles and Applications of Sign Language and Manual Systems 3(3-0)**

Focused study in the principles of the application of signed and manual communication with Deaf and other populations for educational, clinical and human service settings.

**PSY 509 Behavioral Pharmacology 3(3-0)**

This course covers basic principles of pharmacology, receptor theory, drug classes, methods in basic pharmacology and behavioral pharmacology, and research and theory in behavioral pharmacology. Prerequisites: PSY 100; PSY 383 or 384 or 387 or graduate status.

**PSY 510 Principles of Psychological Measurement 3(3-0)**

Problems and procedures in scaling and in correlational methods related to testing reliability, validity, and measurement error. Prerequisite: PSY 310, PSY 211.

**PSY 511 Statistics in Psychology 3(3-1)**

An extension of topics introduced in PSY 211QR, with emphasis upon hypothesis testing and statistical inference. Prerequisite: PSY 211QR or graduate standing.

**PSY 531 Group Dynamics 3(3-0)**

Conceptual and empirical background in the dynamics of face-to-face groups and related interpersonal areas. Emphasis is cognitive-theoretical rather than experiential. Prerequisite: PSY 330 or graduate standing.

**PSY 533 Psychology of Racism 3(3-0)**

This course explores racism from a psychological viewpoint. The processes involved in the development, maintenance and change of racist attitudes are considered. Prerequisites: Junior or higher standing; PSY 330 or SOC 201, a Social Science methods class.

**PSY 534 Psychology and the Courtroom 3(3-0)**

The application of psychological principles and theories to the courtroom. Prerequisites: coursework in basic statistics (e.g., PSY 211) and research methods (e.g., PSY 285); or graduate standing.

**PSY 535 Organizational Psychology 3(3-0)**

The study of organizations as complex social systems with analyses of individual and group behavior in organizations and responses of organizations to their environment. Prerequisite: PSY 336 or graduate standing.

**PSY 536 Personnel Psychology 3(3-0)**

This course examines the identification, measurement, and development of individual differences. Topics include job analysis, criterion development, personnel selection, training, and performance evaluation. Prerequisites: PSY 211, 336; or Graduate Standing. Recommended: PSY 310.

**PSY 537 Organizational Behavior Management 3(3-0)**

Behavior analysis in business, industry, and human service settings. Applied research in organizations is emphasized. Empirical rather than theoretical approach. Prerequisites: PSY 336 or PSY 370 or PSY 384 or graduate standing.

**PSY 538 Occupational Health Psychology 3(3-0)**

The study of health and stress in organizations as a complex process, with analyses of resources, stressors, coping, stress responses, and consequences. Prerequisites: PSY 336 and 379, or graduate standing.

**PSY 544 Theories of Personality 3(3-0)**

Theories regarding the structure and functions of personality. Prerequisite: PSY 340.

**PSY 555 Psychopathology of Children 3(3-0)**

Problems of children deviating from the norm in behavior and adjustment. Prerequisites: PSY 220, PSY 250.

**PSY 559 Rehabilitation Psychology 3(3-0)**

Psychological concepts in understanding physical disability from the perspectives of the individual, family and society will be emphasized. Designed for advanced students in health professions. Prerequisites: PSY 100, 220; or graduate standing.

**PSY 562 Therapeutic Intervention: Foundations 3(3-0)**

Foundational skills for therapeutic intervention including theory and technique. Prerequisite: PSY 350 or graduate standing.

**PSY 563 Psychology of Reading 3(3-0)**

Reviews the cognitive processes that operate in skilled reading and focuses on reading development and reading difficulties in K-6th grade. Prerequisite: PSY 220, 285, 383; or graduate status.

**PSY 570 Behavioral Assessment and Treatment Planning 3(3-0)**

This course provides an overview of behavioral assessment procedures. Specific topics include functional behavior assessment, functional analysis, task analysis, data collection, and function-based intervention design. Prerequisite: PSY 370, 384, or graduate status.

**PSY 571 Research Methods in Behavior Analysis 3(3-0)**

Introduction to the fundamentals of behavior analytic research methods. Prerequisite: PSY 370, 384; or graduate standing.

**PSY 575 Autism Spectrum Disorder: Characteristics and Etiology 3(3-0)**

This course reviews characteristics and etiology of individuals with autism spectrum disorders. This course may be offered in an online format. Identical to SPE 530. Credit may not be earned in more than one of these courses. Prerequisites: Junior standing or graduate status.

**PSY 579 Behavioral Medicine 3(3-0)**

Applications of behavior analysis and social learning in medicine, dentistry, and physical health. Prevention, treatment, and long-term maintenance are all considered. Prerequisite: PSY 384 or PSY 370 or graduate standing.

**PSY 583 Motivation and Emotion 3(3-0)**

Survey of the theories, systems and concepts of motivation and emotion. Prerequisites: Fifteen hours of psychology or graduate standing.

**PSY 584 Cognitive Neuroscience 3(3-0)**

Converging evidence from human neuroanatomy and neurophysiology, cognitive psychology, neuropsychology, and neuroimaging research will be examined for topics in attention, perception, memory, language, and emotion. Prerequisites: PSY 387 or graduate standing.

**PSY 585 Psychophysiology 3(3-0)**

Introduction to psychophysiological methods, measures, and applications. Topics include: basic neuroanatomy and neurophysiology; electrophysiological recording; inference using brain, cardiovascular, somatic measures; biofeedback; ergonomic, and other applications. Prerequisite: PSY 387 or graduate standing.

**PSY 586 Applied Behavioral Analysis in Education 3(3-0)**

The use of applied behavior analysis with children and adolescents to promote academic skill development and reduce interfering behaviors. Prerequisites: PSY 370 or graduate standing.

**PSY 587 Physiological Psychology 3(3-0)**

Physiological events which underlie human and animal behavior. Prerequisite: PSY 387 or graduate standing.

**PSY 588 Functional Neuroanatomy 3(3-0)**

Function of the nervous system in behavior. Emphasis is on how various CNS structures function to mediate behavior. Prerequisite: PSY 387 or graduate standing.

**PSY 589 Cognitive Psychology 3(3-0)**

Introduction to cognitive processes; survey of theory and research in memory, thinking, concept formation, problem solving, and language. Prerequisites: PSY 383.

**PSY 592 Supplemental Supervision in Applied Behavior Analysis 1-12(Spec)**

Supervised field experience for Behavior Analyst Certification Board certification. This course may be offered in an online or hybrid format. Prerequisites: Permission of Instructor.

**PSY 600 Special Issues 1-12(Spec)**

Subjects of contemporary psychology not covered by regular curriculum. Prerequisite: See Course Search and Registration.

**PSY 605 Assessment of Affective and Behavioral Disorders of Children and Youth 3(3-0)**

Assessment measures and procedures for emotional and behavior disorders of children and adolescents will be addressed with an emphasis on linking assessment to intervention. Prerequisite: matriculation in the School Psychology program or the Clinical Psychology program.

**PSY 609 History and Systems of Psychology 3(3-0)**

Modern psychology is analyzed by tracing its historical roots and early systems. Emphasis is on the influence of historical systems on current areas of specialization.

**PSY 611 Research Design 3(3-0)**

Common types of analysis of variance, multiple comparisons tests, the analysis of covariance. Prerequisite: PSY 511.

**PSY 612 Applied Multiple Regression and Correlation 3(3-0)**

A study of the general linear model as applied to multiple regression and the analysis of variance. Prerequisites: PSY 211 and permission of instructor.

**PSY 613 Multivariate and Correlational Methods 3(3-0)**

A survey of multivariate statistical procedures, including multiple regression and correlation, canonical and discriminant analysis, multivariate analysis of variance, and factor analysis. Prerequisites: PSY 612.

**PSY 614 Seminar in Research Methods and Statistics for Psychology 3-12(3-0)**

Exploration of specialized research methods and statistics for Psychology. Topics may include quasi-experimental designs, meta-analysis, modeling techniques, qualitative research, or other advanced research methods topics. This course may be taken as a three credit course and may be repeated up to twelve hours, as long as the topic is different. Prerequisites: PSY 612.

**PSY 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**PSY 624 Advanced Developmental Psychology 3(3-0)**

Basic theory and principals of life-span developmental psychology. Prerequisite: matriculation in psychology graduate program.

**PSY 630 Advanced Social Psychology 3(3-0)**

Intensive examination of the major theories and experiments of social psychology. Prerequisite: matriculation in psychology graduate program.

**PSY 636 Advanced Personnel Psychology 3(3-0)**

This course examines major ideas, assumptions, and technologies in personnel psychology, the implementation and utilization of personnel technologies, and selected current topics. Prerequisites: graduate standing; PSY 536. Recommended: PSY 510 or an equivalent course in advanced statistics.

**PSY 641 Objective Personality Assessment 3(2-2)**

Survey of concepts, procedures, and issues in personality assessment. Prerequisites: PSY 544, matriculation in the School or Clinical psychology graduate programs.

**PSY 642 Clinical Research Methods 3(3-0)**

Provides a basis for designing and executing clinical research and data analysis. Prerequisites: Matriculation into the Ph.D. program in Clinical Psychology at CMU or approval from the instructor.

**PSY 653 Intervention I: Adult 3(3-0)**

Survey of different therapeutic approaches and techniques. Prerequisite: admission to the Doctoral Program in Clinical Psychology.

**PSY 655 Introduction to Intelligence Testing 2(2-2)**

Administration and interpretation of individual intelligence scales. Lab fee prorated among class members after registration. Prerequisite: permission of instructor.

**PSY 656 Advanced Intellectual Assessment 2(2-2)**

Report writing, interpretation of intelligence tests, and integration of testing with other assessment devices used in diagnosis of emotional and learning problems. Prerequisites: PSY 655 and permission of instructor.

**PSY 657 Assessment I: Adult 3(3-1)**

Administration and interpretation of intelligence scales, report writing, and integration of intellectual testing with other assessment devices. Prerequisite: matriculation in Clinical Psychology program.

**PSY 658 Assessment II: Child and Adolescent 3(3-1)**

Intellectual and personality assessment of children and adolescents. Prerequisite: admission to the doctoral program in Clinical Psychology.

**PSY 660 Intervention II: Child and Adolescent 3(3-0)**

Introduction to therapeutic interventions for children and adolescents. Prerequisite: admission to the doctoral program in Clinical Psychology.

**PSY 661 Neuropsychological Assessment 3(3-0)**

Introduction to neuropsychological assessment of behavior with emphasis on instrument, research, and interpretation. Prerequisite: PSY 587 or PSY 687.

**PSY 662 Advanced Therapeutic Interventions 3(3-1)**

The practice and application of therapeutic intervention with children, birth through high school. Takes a developmental perspective on children's problems. Prerequisites: PSY 562 and concurrent enrollment in PSY 791.

**PSY 667 Assessment and Development of Academic Skills I 3(3-1)**

Administration and interpretation of special diagnostic testing of children with learning difficulties. Lab fee. Prerequisite: PSY 577.

**PSY 677 Assessment and Development of Academic Skills II 3(3-0)**

Principles underlying development and evaluation of academic interventions and critique of current programs and procedures designed to improve academic performance of K-12 children. Prerequisite: matriculation in Psychology graduate program.

**PSY 680 Learning 3(3-0)**

Theory and research in basic learning phenomena including classical, operant, and complex behavior. Prerequisite: permission of instructor.

**PSY 681 Sensation and Perception 3(3-0)**

Cognitive, neuroscience, psychophysical, and behavioral analysis of perceptual systems. Vision and audition are emphasized. Prerequisite: Permission of instructor.

**PSY 682 Psychology of Child Development 3(3-0)**

Identical to EDU 682. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: Graduate status.

**PSY 686 Engineering Psychology 3(3-0)**

An overview of the discipline of engineering psychology including the topics of human error and applications of perception and cognition in human-machine systems. Prerequisite: graduate standing in Psychology.

**PSY 687 Physiological Foundations 3(3-0)**

Extensive survey of knowledge of the physiological, anatomical, and hormonal events underlying human behavior, emphasizing brain function and neurochemical factors.

**PSY 690 Research Seminar: Experimental Psychology 1-3(Spec)**

Study of problems and issues in experimental psychology under faculty guidance via lecture and/or seminar format. CR/NC only.

**PSY 696 Directed Research 1-12(Spec)**

For students who desire to investigate some research problem in psychology. Prerequisite: must file written proposal approved by faculty sponsor in departmental office prior to registration.

**PSY 697 Independent Study 1-8(Spec)**

For students who accept responsibility for studying a psychological problem of their own. Prerequisite: must file written proposal approved by faculty sponsor in departmental office prior to registration.

**PSY 700 Special Issues 1-12(Spec)**

Special topics in contemporary psychology. May be repeated to a maximum of 12 hours, but no more than 3 hours may be taken per semester. Prerequisites: admission to doctoral candidacy in psychology; see Course Search and Registration.

**PSY 724 Psychology of Aging 3(3-0)**

This course examines theories of adult development and how those theories are related to important issues affecting older adults. Prerequisite: graduate standing.

**PSY 727 Developmental Neuropsychology 3(3-0)**

Introduction to neuropsychological assessment of children with emphasis on instruments, research and interpretation. For advanced graduate students. Prerequisites: PSY 661 or PSY 655 or PSY 657.

**PSY 736 Interventions in Social Systems 3(3-0)**

This course explores the history, theoretical foundations, practice, and evaluation of organization development (OD). Prerequisite: PSY 535. Recommended: PSY 536.

**PSY 737 Seminar in I/O Psychology 3-12(Spec)**

Exploration of specialized areas in the field of I/O Psychology. This course is taken as a three credit course and may be repeated for a maximum of twelve hours. Prerequisite: Admission to master's or doctoral programs in I/O Psychology.

**PSY 751 Psychopathology 3(3-0)**

A course in descriptive psychopathology with an emphasis on understanding the manifestations of disordered functioning within a variety of cultural and contextual constraints. Prerequisite: admission into a graduate program in psychology.

**PSY 760 Seminar A: School Services 3(3-0)**

Philosophical rationale for development of school psychology as major discipline. Role of school psychologist, and legal and ethical issues that affect the role are discussed. Prerequisite: permission of instructor.

**PSY 761 Advanced Seminar in Ethical-Legal Issues for School Psychologists 1(1-0)**

New and emerging ethical-legal issues in school psychology. This course may be offered in an online or hybrid format. Recommended: Prior coursework in applied professional ethics.

**PSY 765 Seminar: Ethics and Professional Issues 3(3-0)**

Problems and issues in the practice of professional psychology. Prerequisite: matriculation in school psychology subdoctoral program or professional psychology doctoral programs.

**PSY 766 Seminar: Consultation Skills 3(Spec)**

Objectives of and strategies in consultation are studied with practice and evaluation of methods in actual work settings. Prerequisite: Advanced graduate standing in psychology.

**PSY 767 Assessment and Intervention for Developmental Disabilities 3(3-1)**

Procedures and background issues for psychoeducational assessment and intervention for infants, children, and adolescents who are emotionally-, visually-, hearing-, motorically-, or mentally-impaired or autistic. Prerequisite: PSY 667.

**PSY 780 Behavior Therapy 3(2-2)**

Assumptions and principles of behavioral analysis and the strategies used in a variety of behavioral disorders. Prerequisite: Admission to a graduate program in psychology.

**PSY 781 Seminar: Perception 4(Spec)**

Detailed treatment of selected research areas in perception. Emphasis is on perceptual data and measures and their application to real world situations. Prerequisites: PSY 681 or PSY 686.

**PSY 785 Seminar: Cognitive-Behavior Therapy 3(3-0)**

A graduate seminar focusing on the development and implementation of cognitive-behavioral interventions for the remediation of a variety of psychiatric disorders. Prerequisite: permission of instructor.

**PSY 789 Seminar in Applied Experimental Psychology 1-9(Spec)**

Exploration of specialized areas in the field of Applied Experimental Psychology through the review of the primary literature. May be repeated to a maximum of 9 hours, but no more than 3 hours may be taken per semester. Prerequisite: permission of instructor.

**PSY 790 Practicum I A: Professional Services 3(Spec)**

Practice needed to function as a competent psychologist within a variety of professional settings. Prerequisites: Admission to Clinical Psychology or Industrial/Organizational Psychology or School Psychology.

**PSY 791 Practicum I B: Professional Services 3(Spec)**

Continuation of 790. Prerequisites: A grade of B or better in PSY 790.

**PSY 792 Supplemental Supervision 1-3(Spec)**

Supplemental supervision arranged with clinical or school supervising faculty. For students with special interests. Prerequisites: matriculation in clinical or school psychology graduate programs, enrollment in one of the practica, and permission of the instructor.

**PSY 795 Internship in School Psychology A 3(Spec)**

The first semester of a 1200 hour full-time experience in a school setting supervised by an approved school psychologist and on-campus faculty. Prerequisites: PSY 790 and PSY 791; permission of instructor.

**PSY 796 Internship in School Psychology B 3(Spec)**

Continuation of 795. The second semester of a 1,200 hour full-time experience in a school system. Prerequisite: PSY 795.

**PSY 798 Thesis 1-12(Spec)**

CR/NC only.

**PSY 800 Research in Applied Experimental Psychology 1-12(Spec)**

Directed research course in which students work in close collaboration with instructor on a research topic in the area of applied experimental psychology. May be repeated to a maximum of 12 hours. Prerequisites: Graduate Standing; admitted to the Applied Experimental Psychology program; students have completed 30-36 hours of the coursework required for the M.S. degree portion of the program.

**PSY 818 Program Evaluation 3(Spec)**

Design and implementation of program evaluation research in professional settings with a focus on how to evaluate such research. Prerequisites: matriculation in graduate program, PSY 612.

**PSY 850 Ethnic and Minority Issues in Therapy 3(3-0)**

A graduate seminar addressing cultural issues in therapy with different ethnic and minority groups. Prerequisite: matriculated students in graduate programs.

**PSY 890 Practicum II A: Professional Services 3(Spec)**

Development of advanced competencies and expansion of a repertoire of skills in the delivery of psychological services. CR/NC only. Prerequisites: matriculation in psychology doctoral program and permission of instructor.

**PSY 891 Practicum II B: Professional Services 3(Spec)**

Continuation of PSY 890. CR/NC only. Prerequisites: matriculation in psychology doctoral program and permission of instructor.

**PSY 892 Practicum III A: Professional Services 3(Spec)**

Further development of advanced clinical competencies and a repertoire of psychodiagnostic, psychotherapy, interviewing, and consultation skills in the delivery of psychological services. CR/NC only. Prerequisites: matriculation in the professional psychology doctor program, PSY 790, PSY 791, PSY 890, PSY 891, and permission of instructor.

**PSY 893 Practicum III B: Professional Services 3(Spec)**

Continuation of PSY 892. CR/NC only. Prerequisites: PSY 892 and permission of instructor.

**PSY 898 Doctoral Dissertation: Design 1-12(Spec)**

Design of a doctoral dissertation. CR/NC only. Prerequisite: matriculation in psychology doctoral program.

**PSY 899 Doctoral Dissertation: Implementation 1-12(Spec)**

Completion of the doctoral dissertation designed in PSY 898: data collection, analysis, and write-up. CR/NC only. Prerequisite: PSY 898.

**PSY 990 Internship A: Professional Services 1-6(Spec)**

Develop competencies in psychological services, program development, evaluation, needs assessment and/or delivery systems; PSY 990-991 constitutes a full-time, year-long experience. CR/NC only. Prerequisite: Matriculation in psychology doctoral program; completed M.A. thesis; passed comprehensive exams; dissertation proposal completed and accepted; and permission of instructor.

**PSY 991 Internship B: Professional Services 1-6(Spec)**

Continuation of 990 as a full-time, year-long experience. CR/NC only. Prerequisite: Matriculation in psychology doctoral program; completed M.A. thesis; passed comprehensive exams; dissertation proposal completed and accepted; and permission of instructor.

**PTH - Physical Therapy**

See the Department of Physical Therapy for more information.

**PTH 617 Clinical Pathophysiology & Pharmacology I 2(2-0)**

Introduction to the pathophysiology of immune, integumentary, gastrointestinal, urological, and hepatic systems. Emphasis is placed on clinical and pharmacological management pertinent to physical therapy practice. Prerequisites: HSC 630. Co-requisites: PTH 635, 645.

**PTH 618 Human Physical Development 2(2-0)**

Examination of life stages and their relationship to patient conditions seen in physical therapy. The developmental foundations of therapeutic procedures are discussed. Prerequisite: admission to the Doctoral Program in Physical Therapy. Co-requisites: HSC 630.

**PTH 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**PTH 620 Clinical Management of Geriatric Patients 2(2-0)**

Study of the theories, issues, and physiological principles of aging in musculoskeletal, neurological, and cardiopulmonary systems. Prerequisites: PTH 617, 635.

**PTH 621 Clinical Pediatrics 2(2-0)**

Students will learn evaluation procedures and strategies for clinical management of the pediatric patient. Prerequisite: PTH 618.

**PTH 622 Clinical Pathophysiology & Pharmacology II 2(2-0)**

Pathophysiology and pharmacological management of diseases and disorders of the musculoskeletal system as they relate to physical therapy practice. Prerequisite: PTH 617. Co-requisites: PTH 633, 636, 646.

**PTH 623 Clinical Pathophysiology & Pharmacology III 2(2-0)**

Study of pathophysiology and pharmacological management of disease states associated with the nervous system. Emphasis is placed on the clinical management pertinent to physical therapy practice. Prerequisite: PTH 622. Co-requisites: PTH 732, 735, 745.

**PTH 624 Clinical Pathophysiology and Pharmacology IV 2(2-0)**

Study of physiological responses to cancer and selected pathologies of the endocrine, cardiovascular, immunological, and respiratory systems and of their pharmacological management. Physical therapy clinical management and use of drug therapy in rehabilitation is emphasized. Prerequisite: PTH 623. Co-requisites: PTH 736, 746.

**PTH 625 Imaging in Physical Therapy 1(1-0)**

Study and application of patient imaging in the practice of physical therapy. Prerequisite: admission to the Doctoral Program in Physical Therapy. Co-requisites: HSC 630, PTH 618.

**PTH 626 Neuroanatomy in Physical Therapy 3(3-0)**

Introduction to neuroanatomy as it relates to physical therapy. Case studies are used to relate implications of neurological lesions with physical therapy intervention. Prerequisites: HSC 630.

**PTH 633 Clinical Education I 3(1-3)**

Mock clinic format is utilized to introduce specific clinical situations and case studies. Problem solving, interaction and technical skills are analyzed. CR/NC only. Prerequisites: PTH 635, 645. Co-requisites: PTH 622, 636, 646.

**PTH 634 Clinical Education II 6(Spec)**

This course provides one six-week full-time clinical education experience for physical therapy students in physical therapy practice settings. Focus of experience is orthopedic disorders. CR/NC only. Prerequisites: PTH 633, 635, 636, 645, 646.

**PTH 635 Examination and Diagnosis I 2(1-2)**

Introduction to theory, concepts, and procedures of examination and diagnosis of patients with dysfunctions of musculoskeletal system, with laboratory practice in selected measures. Prerequisites: HSC 630. Co-requisites: PTH 617, 645.

**PTH 636 Examination and Diagnosis II 2(1-2)**

Theory, concepts, and procedures central to examination and diagnosis of patients with orthopedic dysfunctions or disabilities, with laboratory practice in selected measures. Prerequisite: PTH 635. Co-requisite: PTH 622, 633, 646, 666, 672.



**PTH 645 Foundations of Patient Care 5(3-4)**

Introduction to basic clinical management procedures used in physical therapy practice and the scientific and clinical rationale for such procedures. Prerequisite: HSC 630. Co-requisites: PTH 617, 635.

**PTH 646 Therapeutic Interventions 5(3-4)**

Introduction to evaluation procedures and interventions used for patients with a variety of orthopedic dysfunctions. Prerequisite: PTH 635, 645. Co-requisites: PTH 622, 633, 636.

**PTH 650 Research & Evidence-Based Practice I 3(3-0)**

Introduction to fundamental principles and concepts of research and evidence-based clinical practice applied to the physical therapy profession.

**PTH 655 Teaching and Learning in Physical Therapy 2(2-0)**

The role of physical therapists as teachers and learners in a variety of situations and settings is explored. Prerequisites: admission to the Doctoral Program in Physical Therapy.

**PTH 661 Manual Therapy I 1(0-2)**

Lab demonstration/participation is used to study foundational manual therapy techniques used in physical therapy for the treatment of extremity dysfunctions and associated painful postures. Prerequisites: PTH 636, 646.

**PTH 662 Manual Therapy II 2(0-4)**

The study of manual techniques used in physical therapy for the treatment of spine dysfunction and associated painful posture. Prerequisite: PTH 661.

**PTH 663 Proprioceptive Neuromuscular Facilitation 1(0-2)**

This course introduces the treatment techniques and procedures that are integral to proprioceptive neuromuscular facilitation in treating neuromuscular or musculoskeletal problems. Prerequisites: PTH 645.

**PTH 665 Physical Therapy Seminar I 1(1-0)**

The study of professional issues in physical therapy. Course will focus on a role of physical therapist as a health care provider. CR/NC only. Prerequisites: admission to the Physical Therapy program.

**PTH 666 Physical Therapy Seminar II 1(1-0)**

The study of professional issues in physical therapy. Course will focus on practice, political and demographic issues. CR/NC only. Prerequisite: PTH 665.

**PTH 672 Clinical Anatomy and Kinesiology of Human Joints 4(3-3)**

Anatomical and kinesiological overview of joints in the human body. Includes anatomy, joint biomechanics, arthrokinematics, osteokinematics and detailed study of human gait. Prerequisite: PTH 635.

**PTH 680 International Learning Experience 3(Spec)**

International one-week travel experience that introduces physical therapy practice and service in Ireland, or another country, as planned by instructor. A portion of the course presents hippotherapy with practical application to patients. Prerequisite: admission to the Doctoral Program in Physical Therapy.

**PTH 690 Motor Learning in Neurorehabilitation 2(2-0)**

Introduction to current theories of motor control and motor learning with applications to case studies in neurological physical therapy. Prerequisite: PTH 626.

**PTH 695 Ethics in Physical Therapy 3(3-0)**

The course introduces biomedical ethics principles to students in physical therapy education programs. Students are instructed in ethical theories and decision-making strategies. Prerequisites: admission to the Physical Therapy program.

**PTH 700 Aquatic Therapy 1(1-1)**

Orthopedic, neurological, and cardiac physical therapy principles and techniques are applied to the aquatic treatment environment. Prerequisites: PTH 645, 646.

**PTH 701 Dynamic Therapeutic Taping Techniques 1(1-1)**

An introduction to the dynamic therapeutic taping method, concepts, theory, history, and major physiological effects. Prerequisites: PTH 636, 646.

**PTH 703 Introduction to Hippotherapy 1(Spec)**

Introduction to the basic history, conceptual framework and clinical application of hippotherapy. Prerequisites: PTH 735, 745.

**PTH 710 Principles in Clinical Administration 2(2-0)**

Principles of strategic planning, human resources management, marketing, finances, accreditation, reimbursement, facility planning, productivity and quality improvement, as they relate to physical therapy services. Prerequisites: admission to the Physical Therapy program.

**PTH 725 Research & Evidence-Based Practice II 1(1-0)**

Principles and methods of dissemination of research findings. Students learn to present and publish research results, and identify potential sources of research funding in the field of physical therapy. Prerequisite: PTH 650.

**PTH 732 Clinical Education III 3(1-3)**

A mock clinic format class to introduce students to specific clinical situations in neurological physical therapy practice and to develop patient management skills. CR/NC only. Prerequisites: PTH 634. Co-requisites: PTH 623, 735, 745.

**PTH 735 Examination and Diagnosis III 2(1-2)**

Theory, concepts, and procedures central to examination and diagnosis in neurological physical therapy practice, with laboratory practice in the application of selected measures. Prerequisite: PTH 636. Co-requisite: PTH 623, 732, 745.

**PTH 736 Examination and Diagnosis IV 1(1-0)**

Theory, concepts, and procedures central to examination and diagnosis of patients with dysfunctions or disabilities involving selected multiple systems. Prerequisites: PTH 735; Co-requisite: PTH 746.

**PTH 745 Therapeutic Interventions II 5(3-4)**

Physical therapy evaluation procedures and interventions used for rehabilitation of patients with diseases and disorders of nervous system. Prerequisite: PTH 646. Co-requisites: PTH 623, 732, 735.

**PTH 746 Therapeutic Interventions III 5(4-2)**

Students are instructed in skills for the care of patients. Care areas covered include cardiopulmonary, oncology, burn care, amputations and other chronic or complex conditions. Prerequisite: PTH 745. Co-requisites: PTH 624, 736.

**PTH 765 Physical Therapy Seminars III 1(1-0)**

The study of professional issues in physical therapy. Course will focus on social, business and government issues. CR/NC only. Prerequisite: PTH 666.

**PTH 766 Physical Therapy Seminars IV 1(1-0)**

The study of professional issues in physical therapy. Course will focus on ethical, educational and practical issues. CR/NC only. Prerequisite: PTH 765.

**PTH 790 Clinical Research I 4(Spec)**

First of two courses sequence to satisfy the doctoral project requirements for graduation from the program. Students complete either (a) a prospective research project or (b) clinical case report. CR/NC only. Prerequisites: PTH 650, 725. Co-requisites: PTH 832.

**PTH 791 Independent Study 1-3(Spec)**

Students engage in independent study on a topic related to physical therapy. Students work with a faculty member to outline the project requirements and complete activities. Prerequisites: admission into the Graduate Program in Physical Therapy and a written proposal approved by the Physical Therapy Program Director.

**PTH 792 Special Topics in Physical Therapy 1-9(1-9)**

Exploration of current special topics in physical therapy examination and intervention. May be repeated to a maximum of 9 credits. Prerequisites: Admission to the Physical Therapy Program.

**PTH 825 Health Promotion in Physical Therapy Practice 2(2-0)**

Overview of health promotion in physical therapy practice. Focus on health needs assessment, implementing health promotion interventions, and evaluating program effectiveness with individuals and groups. Prerequisites: PTH 655.

**PTH 832 Clinical Education IV 12(Spec)**

This course consists of a full-time clinical internship. The student will have 15 weeks of clinical experience. Students will be affiliated with various clinical sites throughout Michigan and the U.S. CR/NC only. Prerequisites: PTH 732. Co-requisites: PTH 790.

**PTH 845 Clinical Decision Making in Advanced Therapeutic Exercise 2(1-2)**

Advanced therapeutic interventions for client populations with complex musculoskeletal, neurologic, cardiopulmonary, and integumentary health conditions. Prerequisite: PTH 746.

**PTH 850 Evidence-Based Practice in Physical Therapy 2(2-0)**

Principles of evidence-based clinical practice applied to the physical therapy profession. Students will learn to gather and evaluate evidence and incorporate it into clinical practice. Prerequisite: HSC 670, admission to the Physical Therapy Program.

**PTH 870 Rehabilitation Care Management 3(3-0)**

Primary care management in rehabilitation services, including patients advocacy, decision-making through the continuum of care, utilization of public health agencies, insurance coverage, and interdisciplinary team. Prerequisites: PTH 746.

**PTH 890 Clinical Research II 4(Spec)**

Second of two courses sequence to satisfy the doctoral project requirements for graduation from the program. Students complete either (a) a prospective research project or (b) clinical case report. CR/NC only. Prerequisite: PTH 790. Co-requisite: PTH 932.

**PTH 891 Fall Assessment and Prevention 1(1-0)**

This course presents comprehensive fall assessment & prevention programs. Evaluation of risk factors for falling and prevention strategies are emphasized. Prerequisite: PTH 622, 623.

**PTH 894 Issues and Practice in Gender Health 1(1-0)**

Physical therapy evaluation, examination, and management of gender specific dysfunctions. Prerequisite: PTH 617, 622. Pre/Co-requisite: PTH 634.

**PTH 932 Clinical Education V 12(Spec)**

This course consists of 15 weeks of full-time clinical internship. Students will be affiliated with various clinical sites throughout Michigan and the U.S. CR/NC only. Prerequisites: PTH 832. Co-requisites: PTH 890.



## REL - Religion

See the Department of Philosophy and Religion for more information.

### REL 501WI Seminar in the Study of Religion 3(3-0)

The study of religion as an academic discipline, including a selection of leading scholarly approaches to the investigation of religious phenomena. Writing Intensive. Prerequisites: 9 credit hours in Religion.

### REL 505WI Research Seminar 3(3-0)

A seminar supporting research projects in religion, primarily intended for seniors who are religion majors. Writing Intensive. Prerequisites: for undergraduates, a signed Religion major with completion of REL 501. For graduate studies, permission of instructor.

### REL 597 Special Topics 1-6(Spec)

Advanced study of selected topics using readings, discussions, lectures, and research as appropriate.

### REL 642 African-American Sacred Song 3(3-0)

Study of nature and function of African-American sacred singing from spirituals to contemporary gospel. Singing will be examined in historical context with varied theoretical approaches. Prerequisites: a Bachelor's degree from an accredited college. No prior knowledge of music theory required.

## RPL - Recreation, Parks, Leisure Services Administration

See the Department of Recreation, Parks, and Leisure Services Administration for more information.

### RPL 508QR Budgeting & Funding for Leisure Service Agencies 3(3-0)

Budgetary and fund development procedures for leisure service agencies. Quantitative Reasoning. Prerequisite: One of the following: RPL 204, 216, 222, 261, graduate status. Pre/Co-requisite: One of the following: RPL 358, 430, 431.

### RPL 511 Liability and Risk Management in Leisure Services 3(3-0)

Situational analysis of the legal systems impacting the delivery of recreation and leisure services. Emphasis on applied legal understanding and loss control strategies. This course may be offered in an online or hybrid format. Prerequisite: 6 credits in RPL or signed Event Management Minor; or Graduate Status.

### RPL 518 Research & Philosophy in RPL 3(3-0)

Exploration of the philosophical and social foundations, benefits, and application of recreation and leisure services. Develops skills for research and evaluation in leisure service settings. Prerequisites: 14 credits in RPL or graduate status.

### RPL 521 Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

Processes and applied skills for fund development and grant writing for public and nonprofit organizations. This course may be offered in an online or hybrid format. Pre/Co-requisites: RPL 405 or 508 or senior or graduate status.

### RPL 545 Marketing of Leisure Services 3(3-0)

Provides the foundation and basis for applying marketing principles and techniques to the provision of leisure service experiences. May be offered as Writing Intensive. Prerequisites: 6 Credits of RPL or Event Management Minor.

### RPL 552 Environmental Interpretation 3(3-0)

Advanced concepts and skills for cultural and natural heritage interpretation in parks, natural resource areas, non-profit agencies, zoos, camps, and nature centers. Prerequisites: RPL 358 or graduate status.

### RPL 570 Wilderness Issues and Policy 3(3-0)

Exploration of wilderness as a unique natural resource context. Examines legislative origins, policy decisions, and management philosophies in relation to current issues and trends. Prerequisites: RPL 216 or graduate status.

### RPL 580WI Programming for Therapeutic Recreation 3(3-0)

Clinical programming techniques for therapeutic recreation. Writing intensive. Prerequisites: RPL 210 and any two of the following: RPL 340, RPL 341, RPL 342, or RPL 345.

### RPL 581 Therapeutic Recreation: Management Issues 3(3-0)

Current issues in the administration of therapeutic recreation services including: credentialing, accreditation, coverage, budgeting, quality assurance, risk management, marketing, human resource management, and professional advancement. Prerequisites: RPL 118, 210; two of the following RPL 340, 341, 342, 345. Pre/Co-requisites: RPL 349, 351, 580.

### RPL 600 Advanced Issues in Recreation 1-6(Spec)

Advanced concentration study of a current recreation or park administration problem or issue. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 603 Advanced Independent Reading in Recreation 1(Spec)

Exploration of one or more aspects of the recreation, parks, and leisure services profession through individual study. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 605 Administration of Leisure Services Systems 3(3-0)

The administrative aspects of operating recreation, parks, and leisure services systems. Emphasis on advanced administrative principles, practices, methods, and issues. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 610 Leisure Research 1(1-0)

Introduction to leisure research methodology. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 611 Evaluation in Recreation and Leisure Services 3(3-0)

A study of evaluation and its application to the field of recreation and leisure services. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MSA program.

### RPL 615 Practicum in Recreation Supervision and Administration 1-6(Spec)

Supervised and practical experience in some facet of recreation or park administration or supervision. Not applicable for RPL Master's candidates, except to fulfill requirement deficiencies. CR/NC only. Prerequisite: Permission of instructor.

### RPL 618 Issues in Leisure 3(3-0)

Theories of leisure behavior and current issues and trends in leisure. Topics discussed are dependent upon interests of students enrolled in class. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MSA program.

### RPL 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 620 Planning for Parks and Recreation Facilities 3(3-0)

Principles and procedures in the planning, development, and maintenance of park and recreation areas and facilities. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 636 Recreation Facility Operations and Management 3(3-0)

Administrative practices for the management and operations of areas and facilities for recreation and leisure services. This course may be offered in an online or hybrid format.

### RPL 640 Recreation Program and Event Administration 3(3-0)

Principles and procedures in the conceptualization, planning, administration, operations, and evaluation of recreation programs and special events. This course may be offered in a hybrid or online format. Prerequisite: Admission to the MSA program.

### RPL 652 Outdoor Recreation 3(3-0)

Focus on state, national, and international agencies involved in the provision of programs and services for outdoor recreation. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

### RPL 698 Graduate Internship 1-6(Spec)

Advanced internship experience, performed under a certified or trained professional in a recreation/leisure setting for a 15-week period. Prerequisite: Permission of instructor.

### RPL 699 Graduate Project 1-6(Spec)

Student proposes, implements, and evaluates an advanced, in-depth administrative or supervisory level applied project. Prerequisite: Permission of instructor.

### RPL 791 Independent Study 2(Spec)

Independent research in a topic of interest. Topic must be approved prior to enrollment. Not open to students taking RPL 798. Prerequisite: Permission of instructor. Recommended: PES 670 or HEV 597.

### RPL 798 Thesis 1-6(Spec)

A written thesis and oral defense of research conducted in the leisure services field. The thesis must be approved by the candidate's graduate committee and advisor. Not open to students enrolled in RPL 791. CR/NC only. Prerequisite: Permission of instructor.

## SAM - Science of Advanced Materials

See the Ph.D. in Science of Advanced Materials for more information.

### SAM 560 Introduction to Rheology 3(3-0)

Introduction to the flow and deformation of materials under stress. Applications to polymeric and biological materials. Prerequisites: MTH 233, 334; or graduate standing. Recommended: CHM 345 or CHM 331 or PHY 312 or EGR 358.

### SAM 570 Multiscale Modeling and Simulation of Materials 3(3-0)

Simulation, modeling, and their applications of polymers, colloids, biomaterials, gels, liquid crystals, drug interactions, and nanomaterials on the molecular, mesoscopic, and bulk level. Prerequisites: MTH 233, 334; or graduate standing. Recommended: CHM 345 or 331 or PHY 332 or EGR 355.

### SAM 619 Continuing Registration for Final Research Project 1(1-0)

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

### SAM 620 Chemical Principles in the Science of Materials 3(3-0)

Principles of inorganic and organic chemistry relevant to the study of materials. Theories of bonding; important synthesis reactions; standard methods of structure determination; chemical properties. Prerequisites: CHM 131 and 132, or CHM 161.

### SAM 630 Physical Principles in the Science of Materials 3(3-0)

Application of quantum theory and statistical mechanics to the physics of materials. Origin of electrical, magnetic, and optical properties of solids and methods of characterization. Prerequisites: PHY 145, PHY 146, MTH 233.

**SAM 685 Current Topics in the Science of Advanced Materials 1-4(1-0)**

One credit graduate seminar focusing on current topics in the science of advanced materials. May be repeated for a total of up to 4 credits. Prerequisite: Admission to the Science of Advanced Materials Ph.D. program.

**SAM 690 Special Topics in Science of Advanced Materials 1-9(Spec)**

Special topics not included in regular courses in the Science of Advanced Materials program. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: Admission to SAM program.

**SAM 700 Advanced Materials I: Inorganic and Nanomaterials 3(3-0)**

This course will provide a detailed survey of metals, semiconductors, ceramics, and nanomaterials, with a special emphasis on structure-property relationships. Prerequisites: SAM 620 or SAM 630.

**SAM 701 Research Experience in Materials Science 1-9(Spec)**

Introduction to research methods in Materials Science. Research must be supervised by a Science of Advanced Materials Ph.D. program faculty member. Prerequisite: Admission to the Science of Advanced Materials Ph.D. program.

**SAM 710 Advanced Materials II: Polymers, Composites and Biomaterials 3(3-0)**

Structure, properties, characterization, and synthesis of polymeric materials, biomaterials and derived compositions. Prerequisites: SAM 620 or SAM 630.

**SAM 720 Inorganic and Nanomaterials Laboratory 4(2-6)**

Experimental synthesis, characterization, and modeling techniques used for inorganic and nanomaterials. Prerequisites: Admission to SAM PhD program.

**SAM 721 Polymeric and Biomaterials Laboratory 4(2-6)**

Experimental synthesis, characterization, and modeling techniques used for polymers and biomaterials. Prerequisites: Admission to SAM PhD program.

**SAM 722 Material Surface Characterization Laboratory 3(1-6)**

Surface characterization techniques for a variety of materials. Prerequisites: SAM 620 or 630. Pre/Co-requisites: SAM 700 or 710.

**SAM 723 Engineering Materials Laboratory 4(2-6)**

Synthesis, characterization, and modeling techniques used for engineering material including metals, composites, fluids and electrical materials. Prerequisite: Admission to the SAM PhD program.

**SAM 785 Seminar in the Science of Advanced Materials 1(1-0)**

Development of skills required for critical evaluation and technical presentation of current research topics in the science of advanced materials. Prerequisites: Admission to SAM PhD program. Pre/Co-requisites: SAM 685.

**SAM 790 Independent Study in Advanced Materials 1-3(Spec)**

Independent study in the area of advanced materials. A proposal for the independent study prepared in consultation with an advisor is required. Prerequisites: Admission to the Science of Advanced Materials Ph.D. program and permission of instructor.

**SAM 795 Internship in the Science of Advanced Materials 1-6(Spec)**

Develop competencies in the science of advanced materials in an internship. CR/NC only. Prerequisites: Completion of cumulative examinations. Admission to candidacy.

**SAM 796 Directed Research in the Science of Advanced Materials 1-29(Spec)**

Directed research supervised by Science of Advanced Materials Ph.D. program faculty member. May be repeated for a total of 29 credits. Prerequisites: Admission to the Science of Advanced Materials Ph.D. program.

**SAM 899 Dissertation 1-12(Spec)**

Completion of the doctoral dissertation. May be repeated for a total of 12 credits. CR/NC only. Prerequisites: Admission to the SAM Ph.D. program; successful completion of preliminary exams.

**SCI - Sciences**

*See the College of Science and Engineering for more information.*

**SCI 597 Special Studies in Science 1-12(Spec)**

Primarily for graduate students. Prerequisite: permission of instructor.

**SCI 710 Biomolecular Structure and Function-Proteins and Nucleic Acids 4(4-0)**

Advanced study of the structure and function of proteins and nucleic acids, enzymatic mechanisms, and techniques used to research these topics. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program.

**SCI 720 Advances in Cell/Molecular Biology and Genetics 4(4-0)**

Advanced concepts in Cell/Molecular Biology and Genetics are explored, including topics at the forefront of current research. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program.

**SCI 730 Seminar 1(1-0)**

A formal, public oral presentation of Plan A (thesis) research. Required of students receiving the MAT in Integrated Science on the Plan A option. CR/NC only. Prerequisites: Approval of the Interdisciplinary Science Education Council chair.

**SCI 731 Biochemistry, Cell and Molecular Biology Colloquium 1-2(Spec)**

Development of effective methods in professional scientific communication. May be repeated up to 2 credits. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program.

**SCI 740 Research Ethics and Responsible Conduct of Research 1(1-0)**

Basic training in research ethics and the responsible conduct of research. CR/NC only. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program, the Biology M.S. program, the Chemistry M.S. program, or the Neuroscience M.S. or Ph.D. program.

**SCI 750 Directed Research in Biochemistry, Cell and Molecular Biology 1-30(Spec)**

Directed research supervised by a BMCB faculty member. May be repeated for a total of 30 credits.

**SCI 770 Careers in Biomedical Sciences 1(1-0)**

Development of professional skills and an exploration of M.S. and Ph.D. careers in the biological, biochemical, and biomedical sciences. CR/NC only. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program, the Biology M.S. program, the Chemistry M.S. program, or the Neuroscience M.S. or Ph.D. program.

**SCI 790 Research in Science Education 2-4(Spec)**

Provides students with an experience in research techniques for science education. CR/NC only. Prerequisites: Admission to the MAT in Integrated Science and approval of the Interdisciplinary Science Education Council chair.

**SCI 791 Special Topics in Biochemistry, Cell and Molecular Biology 1-9(Spec)**

Various advanced topics in Biochemistry, Cell and Molecular Biology. May be repeated for a total of 9 credits. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program.

**SCI 798 Thesis 1-6(Spec)**

Thesis committee approved research towards a Plan A thesis. CR/NC only. Prerequisites: Approval of the Interdisciplinary Science Education Council chair.

**SCI 799 Master's Thesis 1-9(Spec)**

Research resulting in a written master's thesis. May be repeated for a total of 9 credit hours. CR/NC only. Prerequisites: SCI 710, 720.

**SCI 899 Doctoral Dissertation 1-12(Spec)**

Completion of the doctoral dissertation. May be repeated for a total of 12 credit hours. CR/NC only. Prerequisite: Permission of the instructor; successful completion of qualifying exam.

**SJC - Social & Criminal Justice**

*See the Department of Sociology, Anthropology and Social Work for more information.*

**SCJ 620 Justice Theory and Practice 3(3-0)**

Theories of justice are utilized to critically evaluate the U.S. criminal justice system, including police, courts, and corrections. This course may be offered in an online format. Prerequisite: Admission to the MPA Program.

**SCJ 630 Government and Corporate Crime 3(3-0)**

Definitions, concepts, theories, and contemporary case studies of organizational corporate and government (state) crime will be critically analyzed from a sociological perspective. This course may be offered in an online format. Prerequisite: Admission to the MPA Program.

**SCJ 640 Victimology 3(3-0)**

The scientific study of victims. This will include study of the victim and the relationship to the offender, criminal justice system, and other societal institutions. This course may be offered in an online format. Prerequisite: Admission to the Master of Public Administration Program.

**SCJ 650 Restorative Justice 3(3-0)**

This course offers a critical examination of the development of restorative justice. It examines the promises and challenges of implementing restorative justice. This course may be offered in an online format. Prerequisite: Admission to the MPA Program.

**SLP - Speech Language Pathology**

*See the Department of Communication Sciences & Disorders for more information.*

**SLP 632 Counseling Issues in Communication Disorders 3(3-0)**

Review of theory and practice of counseling methods and techniques to be used by speech-language pathologists in clinical practice. Prerequisites: Admission to the graduate program in speech-language pathology.

**SLP 637 Special Topics in Communication Disorders 3(Spec)**

Current topics for each semester listed in Course Search and Registration. Maximum credit 9 hours. Prerequisite: admission to the graduate program in speech-language pathology.

**SLP 638 Adult and Pediatric Swallowing and Feeding Disorders 3(3-0)**

Study of direct and indirect evaluation and treatment of swallowing disorders in patients with neuromuscular disorders, oral and pharyngeal cancer, and pediatric feeding disorders. Prerequisites: admission to the graduate program in speech-language pathology.

**SLP 639 Hypopharyngeal Visualization 2(1-2)**

Demonstration and practice manipulating instruments used in visualizing hypopharyngeal structures. Assessment of laryngeal functions for voice and swallowing based on visual images. Prerequisites: Admission to the graduate program in speech-language pathology.

**SLP 702 Infant-Toddler Communication: Assessment and Intervention 2(2-0)**

Course reviews normal communication development from birth to three years, describes high-risk populations, and provides information for assessing and intervening with infants and their families. Prerequisite: Admission to the graduate program in speech-language pathology.

**SLP 704 Language Disorders in Preschool Children 3(3-0)**

Course includes identification, assessment of, and intervention for communication and language delays in children, with focus on three to five year age group. Prerequisite: Admission to the graduate program in speech-language pathology.

**SLP 708 Language Disorders in School-Age Children 3(3-0)**

Study of normal and disordered language and cognitive processes as they relate to school age children. Prerequisites: Admission to the graduate program in speech language pathology; CDO 704.

**SLP 713 Voice/Resonance Disorders/Laryngectomy Rehabilitation 3(3-0)**

This course covers etiology, evaluation, and treatment of persons with voice/resonance disorders and laryngectomies. Prerequisites: Admission to the graduate program in Speech-Language Pathology.

**SLP 714 Motor Speech Disorders 3(3-0)**

Advanced study in the diagnosis and treatment of motor speech disorders in children and adults. Prerequisite: Admission to the graduate program in speech-language pathology.

**SLP 717 Aphasia and Right Hemisphere Disorders 3(3-0)**

Assessment and treatment of aphasia and right hemisphere disorder. Topics include neuroanatomical bases for language, neurology, clinical research design, ethical service delivery, and patient/family counseling. Prerequisites: Admission to the graduate program in Speech-Language Pathology.

**SLP 722 Cognitive-Communicative Disorders of Dementia and Traumatic Brain Injury 3(3-0)**

Assessment and treatment of cognitive-communicative disorders of dementia and traumatic brain injury as within the scope of practice for speech-language pathologists. Prerequisites: Admission to the graduate program in Speech-Language Pathology.

**SLP 734 Applied Speech Science 3(3-0)**

Operation and application of basic laboratory equipment used in acoustical research, and the reading and discussion of significant publications on phonetics. Prerequisite: Admission to the graduate program in speech-language pathology.

**SLP 735 Augmentative and Alternative Communication 3(3-0)**

Assessment and treatment of communications disorders resulting from multiple deficits originating from neurological, neuromuscular, sensory, and cognitive disorders. Verbal and nonverbal management approaches are considered. Prerequisites: Admission to the graduate program in SLP.

**SLP 736 Speech Sound Disorders in Children 3(3-0)**

Advanced study of the diagnosis and treatment of articulation and phonological disorders in children. Prerequisite: Admission to the graduate program in Speech-Language Pathology.

**SLP 739 Stuttering 3(3-0)**

Overt and covert characteristics of stuttering behavior including their prevention, etiology, and modification. Prerequisites: Admission to the graduate program in Speech-Language Pathology.

**SLP 749 Clinical Practicum in Speech-Language Pathology or Audiology 1-15(Spec)**

Experience in clinical practices and applicable documentation with various types of clinical profiles in different settings inclusive of educational and medical speech-language pathology. Up to 15 credits earned in this course will not count in the variable credit total. Prerequisites: Admission to the graduate program in speech-language pathology, completion of 25 hours of clinical observation under the supervision of an ASHA certified speech-language pathologist, and a grade point average (GPA) of at least 3.0 in the CDO graduate courses.

**SLP 795 Internship 3-6(Spec)**

Full-time clinical experience with an approved supervisor in hospital, private practice, school, or other appropriate setting. CR/NC only. Prerequisites: admission to the graduate program in speech-language pathology.

**SLP 798 Thesis 1-6(Spec)**

Complete a thesis directed by a committee in conformity with university's thesis guidelines. CR/NC only. Prerequisite: Permission of instructor.

**SOC - Sociology**

See the Department of Sociology, Anthropology and Social Work for more information. Note: Prerequisites for any undergraduate course in sociology may be waived by permission of the department chair and the instructor.

**SOC 501 Development of Sociological Theory 3(3-0)**

In-depth analysis of classical sociological theory focusing on Marx, Durkheim, Weber, and Mead. The historical and intellectual context in which these theorists wrote is emphasized. Prerequisites: SOC 100, 201, 221; or graduate standing.

**SOC 502 Theories of Race Relations in Sociology 3(3-0)**

Contributions to sociological theories of race and ethnic relations by major theorists. This course may be offered in an online or hybrid delivery format. Prerequisites: SOC 301, 323, 350; or regular admission to the Sociology graduate program.

**SOC 506 Comparative Cultural Systems 3(3-0)**

Explores theories of cultural development, with particular emphasis on urban and post-industrial cultures. Students investigate cultures different from their own. Identical to ANT 506. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisite: One anthropology or sociology course.

**SOC 507 Class and Poverty in America 3(3-0)**

This course focuses on social classes in America, the intersection of class, race, and gender, theories of social class and poverty, and inequality reduction efforts. Undergraduate Prerequisites: SOC 200, 301, and 350. Graduate Prerequisite: permission of instructor.

**SOC 512 Industrial Sociology 3(3-0)**

Characteristics of industrial societies. Relationship of the organization of industrial work to that of nonwork culture, institutions, and roles. Prerequisites: SOC 300 or both SOC 200 and 350; SOC 301; or regular admission to the Sociology Graduate Program.

**SOC 514 Sociology of Health and Illness 3(3-0)**

Social forces that affect the health of populations and individuals, as well as the operations of a major social institution, that of medical care. Prerequisites: Completion of a University Group III-B Course or regular admission to the Sociology Graduate Program.

**SOC 515 Custodial Institutions 3(3-0)**

The structural organizational, and functional dimensions of custodial institutions in American society, emphasizing social process of jails, prisons, training schools, mental hospitals, and nursing homes. Prerequisites: SOC 300 or SOC 200, 350 or PSC 280; SOC 301; or regular admission to the Sociology Graduate Program.

**SOC 521 Advanced Study of Deviant Behavior 3(3-0)**

Contemporary issues in deviance theory and research. Prerequisites: SOC 300 or both SOC 200 and 350, SOC 301; SOC 321; or regular admission to the Sociology Graduate Program.

**SOC 523 Community Corrections and Alternative Sentencing 3(3-0)**

Justice policies and practices of community corrections and alternative sentencing are featured, including intermediate sanctions, probation, parole, and prisoner reentry. Prerequisites: SOC 300 or both SOC 200 and 350; SOC 301; SOC 220 and an additional 9 hours of social and criminal justice coursework; or regular admission to the Sociology Graduate Program.

**SOC 524 Sociology of Law 3(3-0)**

The association of law and social justice, social organization, stratification, and social control. Current issues in justice, law, and conflict resolution. Prerequisites: SOC 200, 350 (or SOC 300); SOC 301; or graduate standing.

**SOC 525 Internship in Social and Criminal Justice 6(Spec)**

Supervised practical experience in a criminal or social justice organization. CR/ NC only. Prerequisites: SOC 523 with a grade of C or better; permission of the course instructor.

**SOC 526 Police and Community Relations 3(3-0)**

Community and police perceptions of police role in democratic society, police discretion, use of force, community policing, and related topics. Prerequisites: SOC 301, 350.

**SOC 527 Community-Based Justice 3(3-0)**

Interdisciplinary approach to community as locus of justice, and justice as locus of community. Review of intellectual heritage of community study; community development; peacebuilding practices. Prerequisites: SOC 200, 301, 350 or regular admission to the Sociology Graduate Program.

**SOC 530 Capstone Experience in Youth Studies 3(3-0)**

Capstone experience for Sociology Major: Youth Studies concentration students to work with youth in community settings and meet on campus to reflect on field experience. Prerequisites: SOC 100, 215, 411, 412, 425; ANT 200 or SOC 311; SOC 422 or SWK 422. Co-requisites: Concurrent enrollment in one of the following is permitted: SOC 311, 411, 412, 422, 425, or SWK 422.

**SOC 531 Capstone Experience in Global Justice 3(3-0)**

Capstone course synthesizes course work on the issues of global social justice/injustice. Explores roots, consequences, types, policy approaches, and strategies for pursuing global justice. Identical to ANT 531. Credit may not be earned in more than one of these courses. Prerequisites: SOC/ANT 101; 15 hours in the Global Justice Minor; Completion of the Service Learning component of the Global Justice Minor; and Approval of the Global Justice Advisor. May be taken by SOC or ANT Majors with the approval of the Global Justice Advisor. Or, graduate standing.

**SOC 532 Global Aging: Cross-Cultural Aging in a Globalized World 3(3-0)**

Comparative study of cultural shapings, expressions and experiences of contemporary aging. Social and cultural responses to perceived problems of aging. Transformations of aging under globalization. Cross listed with ANT 532. Credit may only be earned for one of these courses. Prerequisite: Six credits of cultural anthropology, gerontology and/or sociology.

**SOC 590 Gender, Culture & Society 3(3-0)**

Analysis of gender roles in various cultures; theoretical approaches to explaining gender role variation. Prerequisites: 6 hours of anthropology and/or sociology and/or women's studies.



**SOC 599 Special Topics in Sociology 1-10(Spec)**

Consideration of subject-matter not included in courses currently listed in catalog.

**SOC 601 Contemporary Sociological Theory 3(3-0)**

Analysis of social theories of knowledge, postcolonialist social theory, postcolonialist feminism, black feminist thought, interactionism, critical theory, postmodernism, and other sociological theories of contemporary relevance. Prerequisites: 15 hours of sociology and graduate standing.

**SOC 602 Professional Seminar 3(3-0)**

Techniques of thesis writing; development of thesis prospectus. The research of departmental faculty is presented and discussed. Prerequisites: Regular admission to the Sociology Graduate Program.

**SOC 605 Sociology of Knowledge 3(3-0)**

Relationship of ideas to social life. The intellectual in society; relationship of empirical knowledge to cultural values and ideologies; objectivity in sociology. Prerequisite: SOC 301 or SOC 501.

**SOC 607 Methodology of Sociological Research 3(3-0)**

Exploration and critique of various epistemological approaches to sociological inquiry. Research design, concept development, nature of data, introduction to qualitative and quantitative methods. Prerequisites: SOC 200 and 350; and permission of instructor.

**SOC 611 Human Diversity Within and Between Families 3(3-0)**

Diverse backgrounds of families/individuals based on ethnicity, religion, sexual orientation, class and disabilities will be studied. Models to explore the diverse nature will be applied. Identical to HDF 603. Credit may not be earned in more than one of these courses.

**SOC 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**SOC 621 Social Control and Justice Systems 3(3-0)**

Formal and informal responses to crime and delinquency, analyzed in terms of criminology theory and research and with reference to concepts of social control. Prerequisites: SOC 300, and SOC 301 or SOC 501.

**SOC 631 Workshop on Qualitative Research 3(3-0)**

This course is designed to introduce students to the various qualitative research methods in the social sciences. Prerequisites: SOC 607.

**SOC 632 Techniques of Sociological Research 3(3-0)**

Analysis of quantitative social science data. Hypothesis testing and descriptive methods. Prerequisite: SOC 607.

**SOC 699 Special Topics in Sociology 1-10(Spec)**

Consideration of subject matter not included in courses currently listed in Bulletin. Not open to students on academic probation.

**SOC 795 Independent Reading 1-6(Spec)**

Prerequisite: Open to students who have obtained the permission of the department chairperson and an instructor to read intensively on an approved topic.

**SOC 796 Independent Research 1-6(Spec)**

Prerequisite: open to students who have obtained the permission of the department chairperson and an instructor to conduct research on an approved topic.

**SOC 798 Thesis 1-6(Spec)**

Credit is earned in this course through successful completion of a thesis in sociology. CR/NC only. Prerequisite: Advisor's permission is required.

**SPE - Special Education**

See the Department of Counseling and Special Education for more information.

**SPE 500 Parent and Professional Relationships in Special Education 3(3-0)**

Establishing and maintaining collaborative relationships with parents and professionals. Study of effects of disability on the child and family and strategies for meeting their needs. This course may be offered in an online format. Prerequisite: Junior standing or graduate status.

**SPE 504 Teaching Students in Inclusive Settings 3(3-0)**

Theory and practice of the instruction of students who have disabilities in general education settings. This course may be offered in an online format. Prerequisite: Junior standing or graduate status.

**SPE 510 Advanced Technology in Education 3(2-3)**

Students will study and practice the integration of technology in classroom instruction and management, with emphasis upon software evaluation and lesson design. This course is approved for offering in a distance learning format. Prerequisite: EDU 290 or graduate status.

**SPE 519 Students with Cognitive Impairment 3(3-0)**

Causes, diagnostic procedures, and research concerning individuals with cognitive impairment from historical, current, and potential future perspectives. Grade of C+ or better required to count toward degree. This course may be offered in an online format. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and 323 with grades of C+ or better; Tier Two - Admission of Candidacy to Teacher Education. Graduate students may be admitted with permission of instructor.

**SPE 521 Teaching Students with Cognitive Impairment 3(3-0)**

Special techniques and materials used in the instruction of students identified with cognitive impairment. Grade of C+ or better required to count toward degree. This course may be offered in an online format. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and 323 with grades of C+ or better; Tier Two: Admission of Candidacy to Teacher Education. Graduate students may be admitted with permission of instructor.

**SPE 522 Seminar in Advanced Methods for Teaching Students with Cognitive Impairment 3(3-0)**

This course involves the practical application of pedagogical knowledge for teaching students with cognitive impairment. Students must receive a C+ or better in this course. This course may be offered in an online format. Prerequisites: SPE 126 with a C or better; SPE 322, 323, 324, 519, 521 all with a C+ or better; Tier Two: Admission of Candidacy to Teacher Education. Co-Requisite: SPE 458.

**SPE 530 Autism Spectrum Disorder: Characteristics and Etiology 3(3-0)**

This course reviews characteristics and etiology of individuals with autism spectrum disorders. This course may be offered in an online format. Identical to PSY 575. Credit may not be earned in more than one of these courses. Prerequisites: Junior standing or graduate status.

**SPE 531 Autism Spectrum Disorder: Educational Implications 3(3-0)**

Presentation of special techniques and materials used in best practice instruction of students with autism spectrum disorders. This course may be offered in an online format. Prerequisites: SPE 530; senior standing or graduate status.

**SPE 532 Applied Behavior Analysis for Teachers 3(3-0)**

Applied behavior analysis (ABA) as it relates to learners with autism spectrum disorders in inclusive settings. This course may be offered in an online format. Prerequisite: SPE 530; senior standing or graduate status.

**SPE 533 Promoting Independence for Students with Autism Spectrum Disorder 3(3-0)**

Presentation of special techniques and materials used in promoting independence through functional living skills and transition for students with autism spectrum disorders. This course may be offered in an online format. Prerequisite: SPE 530; senior standing or graduate status.

**SPE 536 Field Experience: Autism 3(Spec)**

Practice and application of knowledge and strategies for teaching students with autism under faculty supervision. Application to register for this course must be filed during the semester prior to registration for approval. Prerequisites: SPE 530, SPE 531, PSY 586, PSY 682, CDO 550, and graduate status.

**SPE 545 Special Education Workshop 1-6(Spec)**

Study of trends, alternative approaches, and innovative curricula in programming for the exceptional student. This course is a variable credit topical workshop. This course may be offered in an online format. Prerequisite: Junior standing or graduate status.

**SPE 550W Teaching Diverse Students in Educational Settings 3(3-0)**

Survey of sociocultural influences on the performance of students from varying backgrounds, and educational provisions made for them in public schools including an anti-bias framework. This course may be offered in an online format. Writing Intensive. Prerequisites: Sophomore standing or graduate status.

**SPE 570 Career Development and Transitions 3(3-0)**

Lifespan issues for persons with disabilities, stressing curriculum content and instructional strategies that promote interdisciplinary career development and transition education at all age levels. This course may be offered in an online format. Prerequisites: SPE 126 with a C or better; Junior standing or graduate status.

**SPE 577 Introduction to Specific Learning Disability 3(3-0)**

Systematic introduction to characteristics of specific learning disability (SLD) including eligibility determination and evidence-based instructional approaches for teaching students with SLD. This course may be offered in an online format. Prerequisite: Junior standing or graduate status.

**SPE 578 Students with Emotional Impairment 3(3-0)**

Diagnostic procedures, therapy, and research concerning children and youth with emotional impairment. Grade of C+ or better required to count toward degree. This course may be offered in an online format. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and 323 with grades of C+ or better; Tier Two - Admission of Candidacy to Teacher Education.

**SPE 579 Teaching Students with Emotional Impairment 3(3-0)**

Intervention approaches to design positive classroom environments. Includes identification of behavioral/affective issues, social skills instruction, and proactive classroom management approaches. Grade of C+ or better required. This course may be offered in an online format. Prerequisites: SPE 126 with a grade of C or better; SPE 322, 323 with grades of C+ or better; Tier Two - Admission of Candidacy to Teacher Education. Graduate students may be admitted with permission of instructor.

**SPE 581 Seminar in Advanced Methods for Teaching Students with Emotional Impairment 3(3-0)**

This course involves the practical application of pedagogical knowledge for teaching students with emotional impairment. Students must receive a C+ or better in this course. This course may be offered in an online format. Prerequisites: SPE 126 with a C or better; SPE 322, 323, 324, 578, 579 all with a C+ or better; Tier Two: Admission of Candidacy to Teacher Education. Co-Requisite: SPE 456.



**SPE 585 Early Childhood Special Education 3(3-0)**

Current issues in early childhood special education aligned with developmentally appropriate practices, working with families, professionals, and curriculum focused on children birth to eight. This course may be offered in an online or hybrid format. Prerequisites: HDF 100 or EDU 280; or junior standing; or graduate status.

**SPE 600 Current Issues and Historical Trends in Special Education 3(3-0)**

Concentrated study of current special education problems with particular attention to program implementation and development resulting from recent legislation and research. This course may be offered in an online format. Prerequisite: Admission to a master's program in special education.

**SPE 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**SPE 640 Administration of Special Education 3(3-0)**

Study of the organization and administration of special education programs. This course may be offered in an online format. Identical to EDL 675. Credit may not be earned in more than one of these courses.

**SPE 645 Special Education Workshop 1-6(Spec)**

Study of trends, alternative approaches, and innovative curriculum in planning for individuals with disabilities. Specifically for in-service training. This course may be offered in an online format. Prerequisite: permission of instructor.

**SPE 650 Promoting Self-Determination and Self-Regulation in Students with SLD 3(3-0)**

This course involves evidence-based strategies for promoting self-determination, self-regulation, and self-advocacy skills in students with specific learning disabilities. This course may be offered in an online format. Prerequisite: SPE 577.

**SPE 665 Independent Study 1-3(Spec)**

Individual research or project dealing with a problem in special education. Prerequisite: Approval of department chairperson.

**SPE 675 Literacy Instruction for Students with Specific Learning Disabilities 3(3-0)**

Methods and materials used in teaching students with specific learning disabilities. This course may be offered in an online format. Prerequisite: SPE 577.

**SPE 679 Behavioral and Curricular Interventions for Individuals with Mild Disabilities 3(3-0)**

Examining the relationship between student behaviors and curriculum in the education of individuals with mild disabilities, focusing on the techniques and practices of various interventions. This course may be offered in an online format. Prerequisites: SPE 600, 695; admission to MA in Special Education program.

**SPE 689 Graduate Practicum in Special Education 6(Spec)**

Provide students the opportunity to develop and demonstrate competencies required for working with students with autism spectrum disorder or cognitive impairment or emotional impairment or specific learning disabilities. This course may be offered in an online format. Prerequisites: Autism Spectrum Disorder: CDO 550; SPE 530, 531, 532, 533. Cognitive Impairment: SPE 519, 521, 522. Emotional Impairment: SPE 578, 579, 581. Specific Learning Disabilities: SPE 577, 650, 675, 690. Application to register for this course must be filed during the semester prior to registration for approval.

**SPE 690 Mathematics Instruction for Students with Specific Learning Disabilities 3(3-0)**

Methods and materials used in teaching mathematics to students with specific learning disabilities. This course may be offered in an online format. Prerequisites: SPE 577, 675.

**SPE 695 Research for Special Education 3(3-0)**

Presentation and application of designs and procedures pertinent to conducting research in special education. Includes writing a research proposal and manuscript, implementing mini-research project. This course may be offered in an online format. Prerequisites: Regular or conditional admission to the M.A. in Special Education; SPE 600, permission of instructor.

**SPE 750 Consultation and Collaboration in Special Education 3(3-0)**

Analysis and application of the skills, competencies, responsibilities, priorities, and evaluative processes appropriate in special education. This course may be offered in an online format. Prerequisites: SPE 600, 695, 679, 785.

**SPE 785 Assessment and Program Improvement in Special Education 3(3-0)**

Selection, evaluation, administration, and interpretation of assessments used in special education for data-based program improvement. This course may be offered in an online format. Prerequisites: SPE 600, 695, 679.

**SPE 790 Special Education Graduate Capstone 3(3-0)**

Capstone seminar to synthesize master's coursework. This course may be offered in an online format. Prerequisites: SPE 600, 679, 695, 750, 785.

**SPE 798 Thesis 1-6(Spec)**

Design of a thesis as the final project for the Master of Arts in Special Education degree. CR/NC only. This course may be offered in an online format. Prerequisites: Admission to Master of Arts in Special Education program; SPE 600, SPE 695, SPE 679, SPE 785, SPE 750; Approval of Committee Chairperson.

**SPN - Spanish**

See the Department of World Languages and Cultures for more information.

**SPN 508 Contemporary Spanish Novel and Short Story 3(3-0)**

Outstanding novels and short stories of Spain since 1940 reflecting politics, society, economics, and culture of Spain after the Civil War. Recommended: Three (3) credits in Spanish at the 400 level.

**SPN 585 Introduction to Hispanic Linguistics 3(3-0)**

Seminar on the major aspects of Hispanic Linguistics such as sound patterns, word-formation, sentence structure, meaning and context, discourse structure, regional and social variation. Prerequisite: One 400-level SPN course; or graduate standing in the M.A. Spanish Program.

**SPN 591 Special Topics in Spanish 1-9(Spec)**

Special topics may include language, literature and/or culture. May be repeated when the content is not a duplication of a previous special topics offering. Recommended: Three (3) credits in Spanish at the 400- level; or graduate standing in M.A. Spanish Program.

**SPN 595 Theory and Practice of Translation 3(3-0)**

Seminar on the historical, theoretical and practical aspects of translation. The link between linguistic and cultural factors and their relationship to translation will be emphasized. This course may be offered in an online or hybrid format. Prerequisites: SPN 375; one SPN 400 level course; or graduate standing in M.A. Spanish Program.

**SPN 597 Independent Study 1-6(Spec)**

The in-depth study of a topic under the direction of a faculty member who together with a student designs the format of the study. Prerequisites: permission of instructor and department chairperson; three (3) credits in Spanish at the 400 level.

**SPN 610 Studies in U.S. Latino Cultures 3-6(3-0)**

Analysis of Latino culture in the United States in terms of a given topic/genre. The works selected for each topic/genre will be examined in the light of their historical, social, and economic context. This course is approved for offering in a distance learning format. Prerequisites: admission to the M.A. program in Spanish. A student may take this course twice, for 3 hours of credit each time, but must choose a different topic/genre for the second 3 hours.

**SPN 615 Themes in Latin American Cultural Studies 3-9(Spec)**

Analysis of Latin American societies through concepts of nation, ethnicity, social class, and gender. Topics may include cultural production, urban politics, and socioeconomic development. A student may take this course up to three times, for 3 credits each time, when content previously studied is not duplicated. This course may be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**SPN 620 Special Topics in Spanish-American Literature 3-9(Spec)**

Examination of literature and culture in Spanish America through analysis of literary and cultural texts. May be taken up to three times when themes are different. May be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 621 Colonial to 19th-Century Spanish American Literature 3(3-0)**

Special topics seminar on Spanish-American literature from the 16th-19th centuries through analysis of representative texts and other media, with an overview of the historical context. This course may be offered in an online or hybrid format. Prerequisites: Admission to the M.A. program in Spanish.

**SPN 622 20th and 21st-Century Spanish American Literature 3(3-0)**

Analysis of Spanish American literary texts and their relationship with the changing social landscape of the 20th and 21st century. May be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 623 Critical Thinking through Hispanic Literature 3(3-0)**

This course offers instruction in analytical and argumentative writing, critical thinking, research strategies and proper documentation through the study of Hispanic literary works. This course may be offered in an online or hybrid format. Prerequisites: Admission to the M.A. program in Spanish.

**SPN 630 Themes in Spanish Peninsular Literature and Cultures 3-9(Spec)**

Special topics seminar on main themes, authors and genres of prose, drama and lyric production in Spain from the medieval period to the 21st century. May be taken up to three times if the themes are different. May be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 631 Medieval and Golden Age Spanish Literature 3(3-0)**

Special topics seminar on main themes, authors and genres of prose, drama and lyric production in Spain from the medieval period to the 17th century. This course may be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 632 Eighteenth to Twenty-first Century Spanish Literature 3(3-0)**

Special topics seminar on literature that reflects significant factors which shape Spanish society and culture from the eighteenth century to the present day. This course may be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 640 History of the Spanish Language 3(3-0)**

Examines the external and internal history of the Spanish language from its Indo-European origins to the modern period, with special emphasis on the evolution of phonology, morpho-syntax, lexis, and semantics. Prerequisite: admission to the M.A. program in Spanish.

**SPN 650 Stylistics 3(3-0)**

This course is designed to enable the student to deal with complexities of written Spanish at different levels of the language giving consideration to the fundamental aspects of morpho-syntax or orthography. This course may be offered in a hybrid format. Prerequisite: admission to the M.A. program in Spanish.

**SPN 655 Spanish Pragmatics and Critical Discourse Analysis 3(3-0)**

The seminar offers theoretical frameworks and current issues in pragmatics and critical discourse analysis. It demonstrates the relevance and usefulness of both disciplines to the field of applied linguistics. This course may be offered in an online or hybrid format. Prerequisite: Admission to the M.A. program in Spanish.

**SPN 660 Spanish Phonology 3(3-0)**

This course is designed to provide an understanding of Spanish articulatory phonetics in itself, and as contrasting with English articulatory phonetics, and to analyze the phonological system of the Spanish language. Prerequisite: admission to the M.A. program in Spanish.

**SPN 665 Second Language Acquisition: Theory and Practice 3(3-0)**

The study of second language acquisition and pedagogy, with focus on communicative language teaching and practical application in teaching Spanish at the university level. Prerequisite: Permission of the instructor.

**SPN 670 Study Abroad: Latin America 3-6(Spec)**

Courses offered at a site in Latin America selected by the department. Students will take one course in Spanish American Cultural Issues and one in Language or Linguistics, as approved by the advisor. Prerequisite: admission to the M.A. program in Spanish.

**SPN 680 Study Abroad: Spain 3-6(Spec)**

Courses offered at a site in Spain selected by the department. Students will take one course in Spanish Culture and one in Language or Linguistics, as approved by the advisor. Prerequisite: admission to the M.A. program in Spanish.

**SPN 697 Individual Study for the Comprehensive Examination 3(3-0)**

Individual study for the Comprehensive Examination under the supervision of three Spanish graduate faculty. Prerequisite: Permission of Spanish Graduate Director.

**SSC - Social Sciences**

Contact the College of Liberal Arts and Social Sciences for more information.

**SSC 597 Special Studies in Social Science 1-12(Spec)**

Primarily for graduate students. Prerequisite: permission of instructor.

**STA - Statistics**

See the Department of Statistics, Actuarial and Data Sciences for more information.

**STA 575 Statistical Programming for Data Management and Analysis 3(3-0)**

Introduction to statistical programming for managing and analyzing data, including programming logic, data manipulation, missing data handling, basic techniques for analyzing data and creating reports. Prerequisites: STA 282 or 382 or 392; or graduate standing.

**STA 580 Applied Statistical Methods I 3(3-0)**

Applications of statistical analysis methods including the usage of computer software packages. Topics include simple and multiple regression, diagnostics, forecasting, and analysis of variance. This course may be offered in an online or hybrid format. Prerequisites: STA 282 or 382 or 392; or graduate standing.

**STA 581 Probability and Statistics for Data Science 3(3-0)**

Probability concepts, conditional probability, independence, expectations, discrete and continuous distributions, sampling distributions, estimation, hypothesis testing, goodness of fit tests. Credit may not be earned in more than one of these courses: STA 581, STA 584. Prerequisite: MTH 133 or graduate standing.

**STA 582 Experimental Designs 3(3-0)**

Randomized block designs, Latin square designs, factorial designs, fractional factorial designs, response surface methods, robust designs. Prerequisite: STA 580.

**STA 583 Nonparametric Statistics 3(3-0)**

Theory and applications of nonparametric methods. Topics include one, two, and several sample problems, rank correlation and regression, Kolmogorov-Smirnov tests and contingency tables. Prerequisites: STA 282 or 382 or 392; or graduate standing.

**STA 584 Mathematical Statistics I 3(3-0)**

Probability defined on finite and infinite samples spaces, conditional probability and independence, random variables, expectations, moment-generating functions, probability models, limit theorems. Prerequisite: MTH 233.

**STA 585 Mathematical Statistics II 3(3-0)**

Introductory topics from mathematical theory of statistics: population distributions, sampling distributions, point and interval estimation, tests of hypotheses. Prerequisite: STA 584.

**STA 586 Clinical Trials and Survival Analysis 3(3-0)**

Simple and advanced statistical techniques used in the analysis and interpretation of clinical research data. Emphasis on statistical techniques commonly used in chronic disease analysis. Prerequisite: STA 282 or 382 or 392; or graduate standing.

**STA 587 Statistical Theory and Methods for Quality Improvement 3(3-0)**

Statistical theory and methods for optimizing quality and minimizing costs: classical and recently developed on-line methods and Taguchi's off-line quality and robust designs. Prerequisites: STA 580.

**STA 588 Sampling Techniques 3(3-0)**

Principles of sampling; simple random sampling; stratified random sampling; systematic sampling; cluster sampling; sample size determination; ratio and regression estimates; comparisons among the designs. Prerequisites: STA 282 or 382 or 392; or graduate standing.

**STA 589 Time Series Forecasting 3(3-0)**

Introduction to basic time series forecasting techniques. Topics include forecasting, basic stochastic models, time series regression, stationary and nonstationary models. Prerequisite: STA 580.

**STA 590 Applied Statistical Methods II 3(3-0)**

Linear models with autocorrelated errors, non-linear regression, logistic regression, multiway ANOVA, simultaneous comparison procedures, ANOVA diagnostics, analysis of covariance, unbalanced data and missing data analysis. Prerequisites: MTH 223; STA 580; or graduate standing.

**STA 591 Data Mining Techniques I 3(3-0)**

Data mining techniques for analyzing large and high dimensional data. Topics include data mining strategy, exploratory analysis, predictive modeling techniques, model assessment and comparison. Prerequisite: STA 580 or graduate standing.

**STA 592 Six Sigma: Foundations and Techniques for Green Belts 3(3-0)**

Six Sigma problem solving strategy for continuous improvement. Topics include DMAIC and PDSA strategies and applications, tools and statistical techniques used in the strategies. Prerequisites: STA 282 or 382 or 392; or graduate standing.

**STA 595 Introduction to Bayesian Statistics 3(3-0)**

Introduction to Bayesian analysis and applications. Topics include principles of Bayesian statistics, Bayesian linear models and generalized linear models. Prerequisites: STA 580; STA 581 or 584; or graduate standing.

**STA 596 Special Topics in Statistics 1-6(Spec)**

Subject matter not included in regular courses. May be taken for credit more than once, total credit not to exceed 6 hours. Prerequisite: permission of the instructor.

**STA 597 Independent Study 1-6(Spec)**

The in-depth study of a topic in statistics under the direction of a faculty member. May be taken for credit more than once, total credit not to exceed six hours. Prerequisite: Permission of instructor.

**STA 675 Advanced Statistical Data Management and Simulation 3(3-0)**

Advanced computational techniques for data management, statistical computing and simulation, including SAS Macro programming language, R, and SAS SQL. Prerequisite: STA 575.

**STA 678 Categorical Data and Survival Analysis 3(3-0)**

Contingency tables, logistic and Poisson regression models, log-linear models, nonparametric methods of survival analysis, Cox proportional hazard models and accelerated failure time models. Prerequisites: STA 580; STA 581 or 584.

**STA 682 Linear Models 3(3-0)**

Theory and application of least squares method and hypothesis testing for the linear regression models. Prerequisites: MTH 525; STA 584.

**STA 684 Theory of Statistical Inference 3(3-0)**

Stochastic convergence and limiting theorems, sampling distributions, theory of point estimation and hypothesis testing, general linear hypotheses, sequential probability ratio test. Prerequisites: MTH 532 and STA 584.

**STA 686 Multivariate Analysis 3(3-0)**

Multivariate normal distributions, multivariate methods including multivariate analysis of variance, multivariate regression, principal component analysis, factor analysis, canonical correlation, discriminant analysis and cluster analysis. Prerequisites: STA 580; STA 581 or 584.

**STA 691 Advanced Data Mining Techniques 3(3-0)**

Data mining techniques for analyzing big data: include advanced topics in linear and nonlinear regression, and tree modeling, resampling methods, support vector machine, rare-event modeling. Prerequisite: STA 591.

**STA 694 Theory and Applications of Bayesian Statistics 3(3-0)**

Topics include single and multiple parameter models, Bayesian computation, Markov Chain Monte Carlo methods, hierarchical models, model comparisons and regression models. Prerequisite: STA 684.

**STA 695 Practicum/Internship 3(Spec)**

In-depth capstone practicum project supervised by a faculty member or advanced internship experience in external agency supervised by a faculty member and a professional supervisor. CR/NC only. Prerequisite: Permission of the program advisor.

**STA 696 Special Topics in Statistics and Analytics 1-6(Spec)**

Topics that are not included in regular courses. Course may be taken for credit more than once, total credit not to exceed six hours. Prerequisites: Graduate student status; permission of instructor.

**STA 697 Independent Study 1-9(Spec)**

The in-depth study of a topic in statistics under the direction of a faculty member. May be taken for credit more than once, total credit not to exceed nine hours. Prerequisites: Permission of instructor.

**STA 698 Plan B Project 3(Spec)**

A project in an area of statistics or analytics related to, but extending beyond, material covered in required coursework. CR/NC only. Prerequisite: Permission of advisor.

**STA 782 Generalized Linear Models 3(3-0)**

Theory and applications of generalized linear models, models for continuous data, models for binary and polytomous data, log-linear models, quasi-likelihood functions and model checking. Prerequisite: STA 682.

**STA 784 Theory of Estimation 3(3-0)**

Theory of point estimation in Euclidean sample spaces. Topics include unbiasedness, equivariance, global properties, large-sample theory, and asymptotic optimality. Prerequisite: STA 684.

**STA 785 Distribution Theory and Applications 3(3-0)**

Generating functions and inversion theorem, advanced methods for generating univariate and multivariate discrete and continuous probability distributions, distribution properties, estimation and their applications. Prerequisite: STA 684.

**STA 794 Internship: College Teaching 3(Spec)**

Teaching of approved undergraduate statistics, actuarial or data science courses. Students will conduct their teaching internship under the supervision of a graduate faculty member. CR/NC only. Prerequisite: Successful completion of all qualifying examinations.

**STA 795 Advanced Practicum/Internship 3(Spec)**

In-depth advanced practicum project supervised by a faculty member or a field supervisor in an external agency. CR/NR only. Prerequisites: Successful completion of all required Ph.D. qualifying examinations; permission of the faculty supervisor.

**STA 796 Special Topics in Advanced Statistics and Analytics 1-6(Spec)**

Advanced topics that are not included in regular courses. Course may be taken for credit more than once, total credit not to exceed six hours. Prerequisites: doctoral student status; permission of instructor.

**STA 797 Independent Study 1-9(Spec)**

The in-depth study of a topic in statistics under the direction of a faculty member. May be taken for credit more than once, total credit not to exceed nine hours. Prerequisites: Permission of instructor.

**STA 898 Dissertation 1-30(Spec)**

Doctoral dissertation research. CR/NC only. Prerequisites: Completion of all qualifying exams; permission of dissertation advisor.

**SWK - Social Work**

See the Department of Sociology, Anthropology, and Social Work for more information.

**SWK 597 Independent Study 1-12(Spec)**

Directed reading or research on approved topic. Prerequisite: Completion of at least 75 undergraduate credits or graduate standing. Recommended: SWK 100.

**SWK 599 Special Topics in Social Work 1-12(Spec)**

Consideration of subject matter not included in courses currently listed in the Bulletin. Prerequisite: Completion of at least 75 undergraduate credits or graduate standing. Recommended: SWK 100.

**TAI - Theatre and Interpretation**

See the Department of Theatre and Dance for more information.

**TAI 518 Advanced Make-up 3(2-2)**

Practical application of advanced make-up materials and techniques, including both two-dimensional and three-dimensional make-up. Prerequisite: TAI 278. Recommended: ART 260, 261.

**TAI 569 History of American Theatre 3(3-0)**

Development of drama and theater in America from colonial times to the present. Prerequisites: 6 hours of TAI coursework.

**TAI 570 Oral Interpretation of Prose Fiction 3(3-0)**

Specialized study of the short story and novel, in both individual and group performances. Prerequisites: one course in oral interpretation; one course in fictional literature.

**TAI 571 Oral Interpretation of Poetry 3(3-0)**

Specialized study of poetry. Prerequisites: one course in oral interpretation and one course in poetic literature.

**TAI 572 Special Topics in Oral Interpretation 1-9(Spec)**

Current topics for each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours. Prerequisite: one course in oral interpretation and/or a major in English.

**TAI 573 Seminar: Interpretative Reading 3(3-0)**

History of the art of interpretative reading, its current theories and possible trends. Prerequisite: one course in interpretative reading.

**TAI 574 History of Drama and Theatre I 3(3-0)**

Development of drama and theatre in Western Culture from ancient origins to 1700. Prerequisites: 6 hours of TAI coursework.

**TAI 575 History of Drama and Theatre II 3(3-0)**

Continuation of TAI 574, History of Drama and Theatre I. Development of drama and theatre in Western Culture from 1700 to 1945. Prerequisites: 6 hours of TAI coursework.

**TAI 577 Special Topics in Technical Theatre 1-9(Spec)**

Current topics for each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours. Prerequisites: Two from the following: TAI 177, TAI 278, TAI 377, TAI 477.

**TAI 578 Special Topics in Theatre 1-9(Spec)**

Current topics for each semester listed in Course Search and Registration. 3 hours each; maximum credit 9 hours. Prerequisites: Two undergraduate courses in theatrical production.

**TAI 579 Costume Design and Construction 3(3-0)**

Concentration in the problems of design, pattern drafting, and construction of costumes for the theatre. Prerequisites: TAI 377; FMD 140.

**TAI 580 Dramatic Theory and Criticism 3(3-0)**

Analysis of significant theories of theatre and drama. Prerequisite: TAI 574 or TAI 575.

**TAI 581 Advanced Directing 3(3-0)**

Continuation of TAI 481, Directing. Emphasis on the rehearsal and performance of one-act plays for public presentation. Prerequisites: TAI 177 and TAI 481. Admission by approval of instructor only (contact CDA office for procedure).

**TAI 583 Women in the Contemporary American Theatre 3(3-0)**

Examines the contributions of women producers, directors, playwrights, actors, designers, and critics to the development of the contemporary American theatre. Prerequisites: 6 hours of TAI coursework.

**TAI 584 Field Course in Theatre 1-4(Spec)**

A travel course to metropolitan theatrical productions and institutions. Required are a pre-travel reading program and final reaction/evaluation paper.

**TAI 585 Creative Dramatics 3(2-2)**

Techniques of guiding children through original dramatizations. Primarily for the classroom teacher.

**TAI 586WI Playwriting 3(3-0)**

Theory and practice in writing original plays; discussion and critical evaluation of student plays. Writing Intensive. Prerequisites: ENG 201; ENG 294 or one course in history of drama and theatre.

**TAI 587 Irish Theatre and Drama 3(3-0)**

Development of theatre and drama in Ireland. Course requires travel to Dublin during Spring Break. Prerequisites: Permission of Instructor.

**TAI 588 Contemporary Theatre 3(3-0)**

Development of drama and theater in Western Culture from 1945 to the present. Prerequisites: 6 hours of TAI coursework.

**TAI 589 Theatre Workshop 2-6(Spec)**

Theoretical and practical work in productions of the University Theatre. Prerequisite: minimum of one course in theatre.

**TAI 590 Summer Repertory Theatre 3(3-0)**

Intensive practical theatre experience in the repertory situation under professional direction and guidance. Prerequisite: applicant admitted to course only through audition.

**TAI 602 Modern Performance Theory 3(3-0)**

Intensive examination of the growth and development of major assumptions underlying modern approaches to theatrical production.

**TAI 619 Continuing Registration for Final Research Project 1(1-0)**

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**TAI 790 Advanced Independent Study 1-4(Spec)**

Intensive study of some special problem under guidance of a faculty member or faculty committee. Prerequisite: permission of advisor and instructor (and completion of form).

**UNV - Prior Learning****UNV 697 Prior Learning 1-10(Spec)****WGS - Women's and Gender Studies**

Contact the College of Liberal Arts and Social Sciences for more information.

**WGS 590 Gender, Culture, and Society 3(3-0)**

Analysis of gender roles in various cultures; theoretical approaches to explaining gender role variation. Identical to ANT 590 and SOC 590. Credit may not be earned in more than one of these courses. Prerequisites: 6 hours of anthropology and/or sociology and /or women's studies.



# 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:** Subject 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 acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

#### Clarification

1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.

2. When material from another source is paraphrased or summarized in whole or in part in one's own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

### C. Fabrication, Forgery and Obstruction Definition

Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences. Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.

Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

#### Clarification

1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
4. Students may not steal, change, or destroy another student's work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

### D. Multiple Submission Definition

Multiple 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.

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*

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# 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 over-rule 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 Graduate Studies Bulletin for 19-20

- **Page 14 - Information regarding Rematriculation for Global Campus students - Page 14** - the following information should be included:

### Rematriculation

#### Graduate Studies:

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.

See *Graduate Academic and Retention Standards* in the Index.

#### Undergraduate Studies:

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

A student enrolled on the main Mt. Pleasant campus 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.

See Undergraduate Academic Probation, Suspension, Dismissal, and Rematriculation Policies and Procedures in the Undergraduate Bulletin.

- **Page 47 - Refunds** - the second paragraph has been corrected to show the current process for receiving refunds.
- **Page 64 - Class Attendance** - This article was added to this pdf and online.
- **Page 164 - MSA: Integrated Homeland Security** - Required Courses was bolded, and the total hours corrected to 36.
- **Page 115 - MHA** - Admission info was updated: Item 8.b. was changed to five years, Item 8.d. was deleted, and a new Item 9 was added. As of 11/5/19 Item 8 regarding MSA 602 was deleted.
- **Page 110 - MS in Apparel Product Development and Merchandising Technology** - Accelerated admission info was updated: 2nd bullet deleted, last two bullet points were added, and paragraph on admission procedures was removed.
- **Page 97 - MA in Educational Leadership: Rural Leadership Emphasis** - The Rural Leadership Emphasis is on hiatus and not accepting admissions. All other emphases are offered.
- **Page 209 - GEO 591** - Sentence about being identical to ESC 591 was deleted because ESC 591 was deleted as of Fall, 2016.
- **Page 116 - Doctor of Health Administration** - Application deadline was changed to April 15, and Item 5 in the Admissions section was changed, Item 6 was deleted, and Item 7 regarding references was changed.
- **Page 95 - Accelerated MA in Economics** - the GPA listed in the accelerated section under Admission Requirements should be 3.00.
- **Courses approved for Spring 2020:** DHA 619.
- **Page 15-16 - Authorization:** Information for Georgia and Virginia was updated.
- **Page 43 - Application fees** were updated.
- **Page 43 - Credit by Examination fee** information was updated.
- **Page 101 - Doctor of Philosophy (Ph.D.) in Educational Leadership** will not be accepting admissions during 19-20 and 20-21.
- The **Ph.D. in Physics** was approved as a new program.
- **Course Deletions** approved for Spring 2020: BIO 559, CHM 513, MTH 522, 594, 694.
- The **M.S. in Information Systems** was updated with another choice of track, Business Data Analytics.
- **Page 34-36 - Admissions** - The Academic Senate approved a revised policy on September 10, 2019.
- **Thesis/Doctoral Project/Dessertation/Journal Article Submission** - (online bulletin) - the year on the February 24 deadline online was corrected to 2020.
- **BIO 570** - New title, description, prerequisites.
- **Page 37 - Continuous Registration Policy** - Senate approved revised policy with Spring 2020 implementation date on November 5, 2019.
- **Page 76 - MS in Biology** - GRE score has been removed as a requirement for admission.
- **Page 150 - MS in Applied Statistics and Analytics** - in the print version, the Practicum requirement was omitted by error. The pdf has been updated.
- **Page 118-123 - History Programs - Admission Retention and Termination Requirements** sections were updated for the MA in History, the Joint M.A. in History, and the Joint Ph.D. in History. The major changes were: MA in History - change to rolling deadline and updated information for funding; Joint M.A. - delete GRE and TOEFL exam requirements and update Statement of Purpose information; Ph.D. - delete GRE exam requirement and update TOEFL exam information.
- **Page 99 - Ed.D.** - Admissions regarding GRE or alternate and second due date updated.
- **Military and Veterans Section** - Rate of Pursuit added (see online version).
- **MSA: Health Services Administration** - Under Required Courses, the note should say "...one of HSC 507 or HSL 611..." (not HSC 611).
- **Page 145 - Ph.D. in School Psychology** - the words "years" was left out of this sentence: Students are required to complete at least two (2) years of academic training at Central Michigan University.
- **Page 178 - PHD in EES** - GRE not required.

*Check back for updates to this page: 3/29/21*

# Office of Research and Graduate Studies

The Office of Research and Graduate Studies and the Graduate Student Services office are open Monday through Friday, 8:00 a.m. to 5:00 p.m. all year.

## Important Dates and Deadlines

### Admission - Graduate Studies

See page 33 of this Bulletin for domestic and international student application processes and requirements.

### Graduate Fellowships

*King/Chavez/Parks Future Faculty Awards* are due December 1 by 5:00 p.m. EST to the Center for Inclusion and Diversity, Multicultural Academic Student Services, 100 Bovee University Center, Suite 112.

### Graduate Student Grants

Electronic submission is required. Grant applications are available on the College of Graduate Studies website.

See [grad.cmich.edu](http://grad.cmich.edu) for more information on the following as it becomes available:

- *Graduate Research & Creative Endeavors Grants*
- *Graduate Presentation Grants*
- *Outstanding Thesis, Dissertation, and Plan B Award*
- *Graduate Assistant Conference Grant*

### Thesis/Doctoral Project/Dissertation/Journal Article Submission

All final, defended, committee-approved documents must be submitted electronically by 5:00 p.m. EST. Students should consult the most recent version of the *Guidelines for the Preparation of Theses, Doctoral Projects, Dissertations, and Journal Articles* on the College of Graduate Studies website for formatting assistance.

#### Graduation Semester: Submission Deadline:

August 2019	June 10, 2019
December 2019	Oct. 21, 2019
May 2020	Feb. 24, 2020
August 2020	June 8, 2020

### Graduation

See *Graduation Procedures* in the Index for the page number.

Graduation Semester:	Application Deadline:
----------------------	-----------------------

August 2019*	February 1, 2019
December 2019	April 1, 2019
May 2020	October 1, 2019
August 2020*	February 1, 2020

\*There is no August commencement ceremony, but degrees are conferred in August. Students whose degrees are conferred in August may participate in the following December ceremony.

CMU, an AA/EO institution, strongly and actively strives to increase diversity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, familial status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight (see [https://centrallink.cmich.edu/about/Diversity\\_Programs\\_Initiatives/OCRIE/Pages/Affirmative\\_Action\\_Statements.aspx](https://centrallink.cmich.edu/about/Diversity_Programs_Initiatives/OCRIE/Pages/Affirmative_Action_Statements.aspx)).

Bulletins website: <https://bulletins.cmich.edu>

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Office of Research and Graduate Studies: Foust 251 • Graduate Student Services: Ronan 260 • Mount Pleasant, MI 48859

989-774-6777 • Fax 989-774-1857 • [www.grad.cmich.edu](http://www.grad.cmich.edu)

# Information Sources

**CENTRAL MICHIGAN UNIVERSITY**, Mt. Pleasant, Michigan 48859; **989-774-4000**, on campus dial "O"

Website: <https://www.cmich.edu>

To find websites for the following departments, see <http://www.cmich.edu/search/Pages/Departments.aspx>. If you can't find the department, type a key word in the search box.

Bookstore: 774-7493, Bovee University Center; [www.cmubookstore.com](http://www.cmubookstore.com)

Bovee University Center: 774-7526; Bovee UC 206

Bulletins: Park Library 413Q; 774-1590; <https://bulletins.cmich.edu/>

Campus Dining: [dining@cmich.edu](mailto:dining@cmich.edu) or [catering@cmich.edu](mailto:catering@cmich.edu); <https://cmu.campusdish.com>

Carls Center for Clinical Care and Education: Voice/TTY: 774-3904; Health Professions Building 1101

Career Development Center: 774-3068, Ronan 240

Center for Excellence in Teaching and Learning: Park Library 413, 774-3615

Central Card Office: 774-7775, Bovee UC 209

Certified Testing Center: 774-1092; Park Library 319 (CLEP, Gen. Ed. Competency, graduate admissions tests)

Civil Rights and Institutional Equity/Title IX Coordinator: 774-3253, Bovee UC 306, 774-2022 (fax)

CMU Police: (Emergency, dial 911) 774-3081, Combined Services Building; Parking Services: 774-3083; Safe Rides: 774-4357

Counseling Center (personal counseling, crisis intervention, consultation & referral): 774-3381, Foust 102

Counselors in Residence: in Success Centers: *Towers* - 774-6601; *South* - 774-3089; *North* - 774-3947; *East* - 774-1879

Curriculum and Instructional Support: 774-4456; Park Library 413

Diversity Education, Office of: 774-7318, Warriner 306

Global Engagement, Office of: 774-4308, Ronan Hall 330

Graduate Student Services: (Admissions: 774-4444; Graduate Recruitment: 774-4723)

Graduate Studies, College of: 989-774-6777; Foust 251

Health Services: 774-6599, (Fax) 989-774-4335; Foust Hall 200

Honors and Centralis Programs: 774-3902, Powers 104

Inclusion & Diversity, Center for: Bovee University Center 108

Information Line: 774-7500

Information Technology/Help Desk: 774-3662 or (TDD) 774-2131, Park Library 101

Institutional Diversity, Office of: 774-3700, Warriner 319

Global Engagement, Office of: 774-4308, Ronan Hall 330

Leadership Institute: 774-5323, Powers 100

LGBTQ Services, 774-3637; Bovee University Center 125

McNair Scholars Program: 774-1364, Ronan 260

Multicultural Academic Student Services: 774-3945, Bovee UC 108, Suite 112; [mass@cmich.edu](mailto:mass@cmich.edu)

Native American Programs: 774-2508, Bovee UC 110C

President's Office: 774-3131, Warriner Hall

Provost's Office: 774-3931, Warriner Hall

Registrar: 774-3261; Warriner 212

Residence Life: 774-3111, Ronan 270

Scholarships and Financial Aid: 774-3674, Warriner 201

Sexual Aggression Services: 774-6677, 24-hour hotline: 774-2255; Foust Hall

Student Account Services & University Billing: 774-3618, Bovee UC 119

Student Affairs: 774-3346, Ronan 290

Student Activities & Involvement: 774-3016; Bovee UC 101

Student Conduct: 774-1345; Ronan 280

Student Disability Services: 774-3018, TDD: 774-2586, Park Library 120

Student Employment Services: 774-3881, Bovee UC 121

Student Ombuds Office 774-3010, Ronan 220

Student Service Court: 774-3618, Bovee UC 119

Study Abroad, Office of 774-4308, Ronan Hall 330

Ticket Central: 774-3045, Events Center, 360 E. Broomfield Road, Mt. Pleasant

University Events: 774-3355, 1303B West Campus Drive

Veterans Resource Center: 774-7991; Warriner Hall 114

Volunteer Center, Mary Ellen Brandell: 774-7685, Bovee University Center 106

University Office Hours: Administrative offices are open Monday through Friday, 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. (some offices are also open 12:00 to 1:00 p.m.). The University observes the following holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas. Offices are also closed the Friday following Thanksgiving and the week between Christmas and New Year's Day. See the calendar on the Registrar's website for official dates.