



# 2024-25 Graduate Studies Bulletin

**Volume 127**

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Graduate Catalog

The purpose of this bulletin is to provide information about CMU's academic programs available in the 2024-25 academic year and information concerning admissions, academic regulations and requirements, services available to students, and CMU staff and faculty. For updates and corrections, see the website <https://bulletins.cmich.edu>

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 <<

## **Welcome to Central Michigan University.**

Our mission statement reads: *Central Michigan University is defined by the success of our students and alumni, and by our collective impact with the communities we serve.*

From the moment you joined our university community, 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 and leaders 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 an inclusive, supportive environment.

While you are here, you will take classes in state-of-the-art classrooms, learn from faculty who are experts in their fields and engage in hands-on learning. You also will have the opportunity to explore your interests and passions through one of nearly 400 registered student organizations, and to hone your leadership skills through our nationally recognized leadership development programs.

Hands-on learning is a hallmark of a CMU education, and you will have plenty of opportunities to put your knowledge and skills to work in the classroom, in the field and in the community. Many of our students connect their talents and passion by serving communities in Michigan and around the world through volunteer and service-learning projects. They complete internships and field experiences, and they travel the world through study abroad.

We focus on the teamwork, critical thinking, and problem-solving skills that make CMU graduates attractive to top employers. We have been recognized by employers throughout the state and around the nation as a top recruiting university. We emphasize the real-world experience you will need to take the next steps on your journey. And, when you complete your degree, you'll join a worldwide network of more than 246,000 proud alumni.

Use this bulletin to explore the many educational opportunities offered here at CMU. Whether you are enrolling in your first class or preparing for your final semester, we thank you for allowing us to play a role on your educational journey.

## Administration

### Board of Trustees

	Term Expires December 31,
<b>Mr. Todd J. Anson</b> , Charlevoix	2026
<b>Ms. Regine C. Beauboeuf</b> , Bloomfield Hills	2028
<b>Ms. Sharon L. Heath</b> , Novi	2028
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**Gregory R. Zimmerman** (2019) Interim Dean/Health Professions, The H.H. & G.A. Dow College Of Health Professions; Ph.D., Nova Southeastern University

*\*The year in parentheses behind each name indicates the date first employed by the university.*



## Accreditation, Assessment, and Faculty

### Accreditations

Institutional accreditation has been granted to nearly 4,000 higher education institutions throughout the United States. This accreditation is awarded by one of six organizations, each historically focusing on a specific region of the country. Accreditation is recognized by the U.S. Department of Education and federal financial aid is typically only 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 received reaffirmation of its accreditation 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 master's degree programs in business offered by the College. AACSB International is the premier accrediting agency and service organization for business schools.

Other programs hold national accreditation by one or more of the following organizations: ABET (<http://www.abet.org>); Accreditation Council for Continuing Medical Education; Accreditation Council for Education in Nutrition and Dietetics; Accreditation Review Commission on Education for the Physician Assistant, Inc.; Accrediting Council of Education in Journalism and Mass Communication; American Chemical Society; American Psychological Association<sup>1</sup>; American Society for Biochemistry and Molecular Biology; Association of University Programs in Health Administration; Commission on Accreditation in Physical Therapy Education; Commission on Accreditation of Athletic Training Education; Commission on Collegiate Nursing Education; Committee on Accreditation for the Exercise Sciences; Council for Accreditation of Counseling and Related Education Programs; Council for Interior Design Accreditation; Council on Academic Accreditation in Audiology and Speech-Language Pathology; Council on Accreditation of Parks, Recreation, Tourism, and Related Professions; Council on Education for Public Health; Council on Social Work Education; Liaison Committee on Medical Education; National Association for the Education of Young Children (includes CMU's Human Growth and Development Pre-School Lab); National Association of School Psychologists; National Association of Schools of Art and Design; National Association of Schools of Music; National Council on Family Relations; National Environmental Health Science and Protection Accreditation Council; Network of Schools of Public Policy, Affairs and Administration.

<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)

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/offices-departments/academic-affairs/higher-learning-accreditation-commission/specialized-professional-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 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.

**Online Faculty.** The distinctive character and flexible course schedules of CMU Online attract leaders from a variety of fields. Instruction is provided by CMU's expert full-time faculty and by CMU's part-time instructors who also serve as public officials, practicing specialists, and leaders in business and industry.

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

Central Michigan University has approximately 400 approved part-time instructors, recruited to teach on a course-by-course basis.

## University Calendar

### Mount Pleasant Campus

*Tentative*

Summer Sessions	2024	2025	2026**
<b>First Session (Six Weeks)</b>			
Classes Begin	May 13	May 19	May 18
Memorial Day Recess	May 27	May 26	May 25
Classes End	June 20	June 26	June 25
Grades Due	June 25	July 1	June 30
<b>Second Session (Six Weeks)</b>			
Classes Begin	June 24	June 30	June 29
Independence Day Recess	July 4	July 4	July 3
Classes End	Aug. 1	Aug. 7	Aug. 6
Grades Due	Aug. 6	Aug. 12	Aug. 11
<b>Fall Semester</b>	<b>2024**</b>	<b>2025**</b>	<b>2026**</b>
Faculty Preparation Week Begins	Aug. 19	Aug. 18	Aug. 24
Classes Begin	Aug. 26	Aug. 25	Aug. 31
Labor Day Recess	Sept. 2	Sept. 1	Sept. 7
Fall Wellness Break	Oct. 7-8	TBD***	TBD***
Thanksgiving Recess (5:00 p.m. Wed - 8:00 a.m. Mon.)	Nov. 27-Dec. 2	Nov. 26-Dec. 1	Nov. 25-Nov. 29
Classes End	Dec. 7	Dec. 6	Dec. 12
Examination Week	Dec. 9-13	Dec. 8-12	Dec. 14-18
Semester Ends	Dec. 14	Dec. 13	Dec. 19
Commencement Weekend	Dec. 13-15	Dec. 12-14	Dec. 18-20
Grades due by 11:59 p.m.	Dec. 18	Dec. 17	Dec. 21
<b>Spring Semester</b>	<b>2025**</b>	<b>2026**</b>	<b>2027**</b>
Faculty Preparation Week Begins	Jan. 9	Jan. 8	Jan. 7
Classes Begin	Jan. 13	Jan. 12	Jan. 11
Martin Luther King Jr. Day (no classes)	Jan. 20	Jan. 19	Jan. 18
Spring Recess 1:00 p.m. Sat -8:00 a.m. Mon.	Mar. 8-17	Mar. 7-16	Mar. 6-15
Gentle Break Days - No Classes	Mar. 27-28	April 2-3	April 1-2
Classes End	May 3	May 2	May 1
Examination Week	May 5-9	May 4-8	May 3-7
Semester Ends	May 10	May 9	May 8
Commencement Weekend	May 9-11	May 8-10	May 7-9
Grades due by 11:59 p.m.	May 14	May 13	May 12

See <https://www.cmich.edu/offices-departments/registrars-office/calendars> for updates to calendars.

See <https://www.cmich.edu/offices-departments/registrars-office/calendars/registration-schedule> for registration deadlines.

\*See <https://www.cmich.edu/academics/innovation-online/cmu-online/CMU-online-academic-calendar> for CMU Online academic calendar.

\*\*Subject to future Faculty Association collective bargaining and Academic Senate approval.

\*\*\*Based on CMU events schedule

## CMU - A Brief History

More than 25 years into its second century as an institution of higher learning, Central Michigan University is focused on creating a caring and engaging environment where students achieve success.

Central opened its doors on Sept. 13, 1892, as the Central Michigan Normal School and Business Institute, with classes in teaching, business, and stenography. At that time, few Michigan 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 at 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 25 acres with five buildings, one of which — Grawn Hall — is still in use, though substantially expanded and upgraded. 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. In 1903, students completing two years of schooling beyond high school began receiving their life teaching certificates. In 1915, the school was accredited by the North Central Association for the first time. In 1918, the Bachelor of Arts degree was first awarded, followed by the Bachelor of Science in 1927. In 1938, Central offered its first graduate courses.

Before 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 postwar years of 1949-59, the first large student residence halls were built, and the North Central Association accredited Central's first master's degree.

On June 1, 1959, with 40 buildings 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 postwar 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 40 master's degree programs, 30 graduate certificates, 18 doctoral programs, and two specialist degrees. Seventeen master's degree programs have accelerated bachelor's-to-master's admissions, which allow undergraduate students at CMU to reduce the total number of credits required to complete their undergraduate and graduate degrees.

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 the 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 add academic, athletic, and residential buildings through the 1990s and 2000s. The modern Music Building opened in 1997, followed by a \$50 million expansion of Park Library in 2002, the state-of-the-art Health Professions Building and several residence halls in 2003, the technologically advanced and LEED-certified Education and Human Services Building in 2009, and the CMU Events Center in 2010. In 2012, CMU opened its College of Medicine Building.

In addition, the technologically cutting-edge Biosciences Building — the largest capital project in CMU history — opened for classes in January 2017. The facility serves students and faculty in biological science disciplines from molecular biology and biochemistry to biology of organisms and ecology. It houses research-active faculty members and provides classroom and laboratory space.

Grawn Hall, home of the College of Business Administration, was upgraded and expanded in fall 2017. In January 2020, the new 50,000-square-foot Center for Integrated Health Studies opened, allowing CMU health care programs to expand.

Even though so much has changed over the past two centuries, CMU's values today reflect those inscribed upon its seal in 1892: Sapientia, Virtus, Amicitia — wisdom, virtue, friendship.

### Presidents of the University

Charles F. R. Bellows	1892 - 1896	Arthur E. Ellis	1985 - 1988
Charles McKenny	1896 - 1900	Edward B. Jakubauskas	1988 - 1992
Charles T. Grawn	1900 - 1918	Leonard E. Plachta	1992 - 2000
Eugene C. Warriner	1918 - 1939	Michael Rao	2000 - 2009
Charles L. Anspach	1939 - 1959	Kathleen M. Wilbur	2009 - 2010
Judson W. Foust	1959 - 1968	George E. Ross	2010 - 2018
William B. Boyd	1968 - 1975	Robert O. Davies	2018-2024
Harold Abel	1975 - 1985	Neil J. MacKinnon	2024-Present

## CMU Today

Central Michigan University serves nearly 15,500 students on its Mount Pleasant campus and through flexible online programs anywhere in the world.

In each of the university's approximately 300 undergraduate, master's, specialist, and doctoral programs, CMU students get their hands on real-world learning to help them achieve their educational goals. Whether in the arts, media, business, education, human services, health professions, liberal arts, medicine, social sciences, science, and engineering, CMU Chippewas graduate with the experience they need to launch their careers.

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 is one of four institutions nationally, and 14 globally, certified as a Celonis Academic Center of Excellence.
- The Honors Program administers the prestigious Centralis Scholarship Program and oversees approximately 200 faculty-mentored honors undergraduate capstone projects annually.
- Thousands of students work through the Mary Ellen Brandell Volunteer Center to help others locally, nationally and around the world.
- CMU's Alternative Breaks program ranks first in Michigan and is consistently ranked in the top 5 nationally for the number of Alternative Break trips according to Break Away.
- Leadership Safari, a five-day leadership experience for new students, has 2,000 students participate each year, led by nearly 300 student staff volunteers.
- CMU received a gold level ranking from the Michigan Veterans Affairs Agency.
- CMU is one of only two Adobe Creative Campuses in Michigan, which allows students to expand their digital literacy skills and enables them to design and create images, websites, videos, podcasts and more.
- CMU was named the US EPA's 2020 WasteWise College Partner of the Year and the 2021 US EPA WasteWise national narrative Sustainability Public Education Award winners. CMU holds a STARS rating from the Association for the Advancement of Sustainability in Higher Education (AASHE) through 2024.

### Cutting-edge Student Research

CMU is among just 6% of universities classified by the Carnegie Foundation for the Advancement of Teaching as a Carnegie R2 research institution. R2 indicates a high level of research activity in a smaller university setting.

Students conduct cutting-edge research in Parkinson's and Alzheimer's diseases, help create biofuels and longer-lasting batteries, develop improved methods of water purification and more. 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 3D printing installation. 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's main campus is in Mount Pleasant, a community that blends small-town living and big-city amenities. It's part of Michigan's culturally varied and vibrant Great Lakes Bay Region that also includes Saginaw; Bay City; Midland; and the state's largest Native American community, centered on the Saginaw Chippewa Isabella Reservation in Mount Pleasant.

Other major Michigan destinations and attractions — Lansing, Grand Rapids, Detroit, Traverse City, wineries, beaches, golf, and ski resorts, and many more — are within easy reach of the city's central location in Michigan's Lower Peninsula.

Mount Pleasant is the seat of Isabella County and home to more than 25,000 of the growing county's nearly 70,000 people. The community offers natural beauty, family attractions and small-town life complemented by university culture. Friends and family 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 has won almost 100 Mid-American Conference championships in 15 different sports, and the football program has participated in a postseason bowl game in 10 of the past 15 years. CMU won the league's top award, the Cartwright Award for overall excellence, in 2009 and 2015, and the department also earned three consecutive MAC Institutional Sportsmanship awards from 2015-17. CMU's student-athletes have averaged a GPA of 3.0 or higher for 45 straight semesters.

**Charles V. Park Library.** Central Michigan University's Park Library houses more than 275 computers for student use and provides access to more than 800,000 print books, 900,000 electronic books, 250 databases, access to the full-text content of 150,000 journals, and more than 125,000 multimedia items. Electronic collections are accessible around the clock, from both on and off campus. The library's 1 North Study Room is open 24 hours a day, seven nights a week for extended hours study. The Clarke Historical Library, located along the main corridor of the library, regularly displays items from its extensive holdings of materials about local and Michigan history, Native American history, books for children and young adults, the life and writings of Ernest Hemingway, as well as CMU history.



## Mission, Vision, Values, and Strategic Plan

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### Vision Statement

Central Michigan University will be nationally known for preparing innovators, learners, and leaders who positively impact their local and global communities.

### Mission Statement

Central Michigan University is defined by the success of our students and alumni, and by our collective impact with the communities we serve.

### 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

- **Inspire Student and Scholarly Success** – Prepare bold leaders and learners who innovate and adapt in a rapidly changing world.
- **Engage Communities** – Cultivate and enrich reciprocal partnerships with university stakeholders to ensure a lasting impact in the communities we serve.
- **Enhance Organizational Culture** – Raise our national profile as a vibrant and nurturing university community where all members feel valued, empowered to thrive, and experience a strong sense of belonging.
- **Ensure Institutional Sustainability** – Embrace sustainable campus operations that ensure wise stewardship of our resources.

See <https://www.cmich.edu/about/university-mission-vision-values/cmu-s-2023-2028-strategic-plan>

*Adopted by the Board of Trustees, September 28, 2023*

### 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 Technology (D.E.T.)  
 Health Administration (D.H.A.)  
 Mathematical Sciences (Ph.D.)  
 Medicine (M.D.)  
 Neuroscience (Ph.D.)  
 Physical Therapy (D.P.T.)  
 Physics (Ph.D.)  
 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.)  
 Athletic Training (M.S.A.T.)  
 Biology (M.S.)  
 Biochemistry, Cell and Molecular Biology (M.S.)  
 Business Administration (M.B.A.)  
 Chemistry (M.S.)  
 Communication (M.A.)  
 Computer Science (M.S.)  
 Counseling (M.A.)  
 Creative Writing (M.A.)  
 Economics (M.A.)  
 Education (M.A.)  
 Educational Leadership (M.A.)  
 Engineering (M.S.)  
 Exercise Physiology (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.)  
 Media Arts (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.)

### Graduate Certificates

Actuarial Science  
 Administrative Essentials  
 Cybersecurity  
 Data Mining  
 Digital Management  
 Disability Studies and Community Inclusion  
 Engineering Management  
 Enterprise Systems  
 Equity-Centered Teaching and Learning  
 Finance  
 General Administration  
 Health and Physical Education  
 Health Geographic Information Systems  
 Health Services Administration  
 Health Systems Leadership  
 Human Resources Administration  
 International Health  
 Leadership  
 Learning, Design and Technology  
 Logistics and Acquisitions  
 Logistics Management  
 Nonprofit Leadership  
 Philanthropy and Nonprofit Organizations  
 Postgraduate School Counseling  
 Project Management  
 Public Administration  
 Structured Language and Literacy Intervention  
 Talent Development  
 Venture Financing

### Accelerated Admissions for Graduate Programs

*See Types of Admissions in the Admissions section.*

Administration (MSA)  
 Apparel Product Development & Merchandising Technology (MS)  
 Applied Statistics and Analytics (MS)  
 Biology (MS)  
 Business Administration (MBA)  
 Chemistry (MS)  
 Communication (MA)  
 Computer Science (MS)  
 Creative Writing (MA)  
 Economics (MA)  
 Engineering (MS)  
 Health Administration (MHA)  
 Higher Education Administration and Social Justice (MA)  
 History (MA)  
 Mathematics (MA)  
 Neuroscience (MS)  
 Psychology, Experimental (MS)  
 Public Administration (MPA)  
 Public Health (MPH)  
 Special Education: The Master Teacher (MA)  
 Sport Administration (MA)  
 Structured Language & Literacy (Graduate Certificate)

Many graduate programs listed here are offered online. See <https://www.cmich.edu/academics/innovation-online>.

## 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 (3+2 BSAT/MSAT Program)  
 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 Environmental Engineering  
 Bachelor of Science in Engineering Technology  
 Bachelor of Science in Mechanical Engineering  
 Bachelor of Science in Nursing  
 Bachelor of Social Work

## Undergraduate Certificates:

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

African and African Diaspora Studies  
 Applied Ethics  
 Applied Forensic Studies  
 Cartographic Design  
 Cloud Computing  
 Corporate Video  
 Creative Writing  
 Critical Reasoning  
 Cultural Competency  
 Cybersecurity  
 Database Development  
 Deaf and Hard-of-Hearing Studies  
 Deafblind Intervener  
 Drone Regulations, Operations, and Applications  
 East Asian Studies  
 Entrepreneurial Studies  
 Environmental Justice  
 Fermentation Science  
 Integration of Science, Technology and Engineering (InSciTE)  
 International Non-Governmental Organization (NGO) Administration  
 International Security Studies  
 Latin American and Latino Studies  
 Lawmaking and Legal Processes  
 LGBTQ+ Studies  
 Mobile Computing  
 Native American and Indigenous Studies  
 Network Administration  
 Political Advocacy and Elections  
 Professional Communication and Presentation Skills  
 Social Media  
 Translation (English and Spanish)  
 Web Development

## Colleges of the University

### College of the Arts and Media

Department of Art and Design  
 School of Communication, Journalism, and Media  
 School of Music  
 Department of Theatre and Dance

### College of Business Administration

The Philip L. Kintzele 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, and Logistics

### College of Education and Human Services

Department of Counseling, Educational Leadership, and Higher Education  
 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 and Special Education

### 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, World Languages, and Cultures  
 Department of Military Science  
 Department of Philosophy, Anthropology, and Religion  
 School of Politics, Society, Justice, and Public Service  
 Department of Psychology

### 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

## Graduate Studies

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

### Graduate Studies

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The Office of Graduate Studies is the primary administrative unit for graduate students enrolled at CMU and is part of the Office of Research and Graduate Studies. On a daily basis, Graduate Studies assists with many issues affecting graduate students.

Working in partnership with CMU's six colleges, Graduate Studies ensures 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 Central Michigan University.

Graduate Studies Recruitment assists prospective graduate students and Admissions assists new and current graduate students with the admissions process at CMU. They are here to assist and support your educational endeavors.

If you have questions of an academic nature, we encourage you to contact your academic program, or the Office of Graduate Studies. Any of our staff are happy to be of assistance.

#### Contact information:

##### Office of Graduate Studies

Foust 251, Central Michigan University  
Mount Pleasant, Michigan 48859  
[www.grad.cmich.edu](http://www.grad.cmich.edu)  
[grad@cmich.edu](mailto:grad@cmich.edu)  
989-774-6777

##### Graduate Recruitment and Admissions

Ronan 260  
989-774-4444

### Campus Visits

Graduate Studies welcomes visits from prospective students and their families to Mount Pleasant and the CMU community. Staff 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.

## Innovation and Online

Central Michigan University  
802 Industrial Drive  
Mount Pleasant, Michigan 48858  
877-268-4636

Or visit the website at <https://www.cmich.edu/admissions-aid/global-campus>

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

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 Innovation & Online was established to help meet that goal.

Using flexible scheduling, compressed class formats and a sophisticated and comprehensive network of program centers in several 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 guidelines, 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.

### Student Success Network

Each student is assigned a success network comprised of online support staff, academic advisors, faculty advisors, financial advisors, and career coaches in addition to the services provided across campus. This group helps their students navigate from the start of their educational journey through graduation and beyond.

### CMU Online Courses

Online course delivery provides each student with a virtual classroom where engaging lectures, multimedia study materials and class discussions 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.

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/admissions-aid/global-campus/cmu-online>.

### 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 Office 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 Office 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:

See *Undergraduate Academic Probation, Suspension, Dismissal, and Rematriculation Policies and Procedures* in the *Undergraduate Bulletin*.

### 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 Certification/Licensure

Federal Regulations require that Central Michigan University (CMU) publicly disclose information concerning programs that are designed to meet the educational requirements for professional certification/licensure ("professional licensure") in order to secure employment, regardless of the modality. These educational programs satisfy the Higher Learning Commission accreditation requirements and State of Michigan academic requirements. **However, completion of a CMU program may not meet the educational requirements for professional licensure in a state or U.S. Territory ("state") outside of Michigan.**

CMU makes every effort to offer current information on the educational requirements for professional licensure; however, state licensure requirements may change. Additionally, state licensure boards may require applicants to complete other requirements such as a background check, fingerprinting, years of experience, or professional examinations. If you are planning to pursue professional licensure, particularly outside of the state of Michigan, it is highly recommended that you contact the appropriate licensing entity in the state of your interest to seek information and guidance regarding professional licensure requirements before beginning an academic program.

Additionally, if your program leads to a professional licensure, authorization may be required from a state professional licensing board prior to beginning a clinical or field experience in that state. Please work directly with your program director prior to beginning an internship or field experience in another state.

Students relocating to a different state during a program should also keep in mind that since licensure requirements vary by state that locating to another state could impact whether the program meets licensure requirements in the new state. **If you are planning to locate to another state outside of the state of Michigan, it is highly recommended that you contact the appropriate licensing entity in the state to seek information and guidance regarding licensure requirements.**

Completion of a CMU degree does not guarantee employment in any profession. It is highly recommended, prior to enrollment, that students confirm all educational and licensure requirements in their chosen profession for their state of interest, e.g., Indiana.

Requirements for licensure, certification and/or endorsement eligibility may vary by state. You will find a dedicated webpage at <https://www.cmich.edu/admissions-aid/global-campus/professional-certification-licensure-disclosures> for each CMU College that lists programs designed to meet the educational requirements leading to professional certification/licensure, and whether that program meets/does not meet the educational requirements in a particular state. CMU also provides the relevant state board links and highly recommends that you contact the appropriate licensing entity in your state of interest to seek information and guidance regarding licensure or certification requirements before beginning an academic program.

## Authorization

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

**Ontario, Canada:** "This program is offered under the written consent of the Ontario Ministry of Colleges and Universities granted for a seven-year term commencing on September 18, 2020. 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 additional locations are accredited by the Higher Learning Commission. Students will generally find that CMU credits are transferable to any institution that accepts credits from appropriately 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

CMU Online delivers undergraduate and graduate degrees and certificates in Michigan, and degree and certificate programs in other states, and Canada. Undergraduate degrees lead to a bachelor of applied arts degree with a major in administration, early childhood development and learning, entrepreneurship, fashion merchandising and design, or organizational leadership; a bachelor of science degree with an option in community development; a bachelor of science in business administration degree; a bachelor of science degree with a major in administration, early childhood development and learning, fashion merchandising and design, international relations, organizational leadership, political science, psychology, or public and nonprofit administration; a bachelor of science in education degree, standard certificate (early childhood and elementary education); or a bachelor of science in nursing. Undergraduate certificates are also offered in cybersecurity, DeafBlind intervener, and entrepreneurial studies. Students may use an approved 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, higher education administration and social justice, learning, design and technology, reading and literacy K-12, or special education; a master of business administration; 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 in educational leadership, a doctor of educational technology, or a doctor of health administration. In addition, graduate certificates are offered in administrative essentials, cybersecurity, digital management, disability studies and community inclusion, emergency management and homeland security, engineering management, ERP using SAP software, equity-centered teaching and learning, general administration, health services administration, health systems leadership, human resources administration, international administration, international health, leadership, logistics and acquisitions, logistics management, philanthropy and non-profit organizations, project management, public administration, research administration, and talent development.

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.

## Curricular Programs

This section describes the curricular programs available through CMU Online. A general listing of the programs available can be found at <https://www.cmich.edu/program-finder>.

### 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.

Degrees include:

- Bachelor of Applied Arts (Administration Major: Ergonomics Administration and Personnel Administration; Early Childhood Development and Learning Major; Entrepreneurship Major; Fashion Merchandising and Design Major: Fashion Buying, Product Development and Visual Merchandising concentrations; or Organizational Leadership Major)
- Bachelor of Science with an option in Community Development with concentrations in Community Services, Health Sciences, and Public Administration
- Bachelor of Science (Administration Major: Ergonomics Administration and Personnel Administration concentrations; Early Childhood Development and Learning Major; Fashion Merchandising and Design Major: Fashion Buying, Product Development and Visual Merchandising concentrations; International Relations Major; Organizational Leadership Major; Political Science Major; Psychology Major; or Public and Nonprofit Administration Major)
- Bachelor of Science in Business Administration: General Business Administration Major and Information Systems
- Bachelor of Science in Education (B.S. in Ed.) degree, Standard Certificate (Early Childhood and Elementary Education): Teaching Early Childhood B-K & Early Childhood Special Education Major and Standard Certificate (Early Childhood and Elementary Education): Teaching Grades PK-6 Major. Please contact an advisor.
- Bachelor of Science in Nursing

Undergraduate Certificates include: Cybersecurity, Entrepreneurial Studies, and Deafblind Intervener.

## 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 and intended to lead military members to a more secure future whether they remain in the military, or enter into civilian life after service. CMU has been a partner in military education for over 50 years and supports the concept of the "Life Long Learner" and has been continually recognized as a Gold Level Veteran-Friendly School by the Michigan Veterans Affairs Agency (MVAA) and as a *Military Times* Best for Vets College.

### Veterans' Resource Center

The Veterans' Resource Center (VRC) serves all students who are veterans, spouses, dependents or military students. VRC staff will help these 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/offices-departments/veterans-resource-center>.

### 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.

### 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), or
- Active military ID if you are applying in person at a CMU center.

### Resident Tuition

Unless otherwise qualified for one of CMU's 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 (Veteran Readiness & Employment), 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), and Chapter 1606 (Montgomery GI Bill® - Selected Reserve).

Please see [https://www.benefits.va.gov/gibill/post911\\_resident\\_requirements.asp](https://www.benefits.va.gov/gibill/post911_resident_requirements.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 23-24 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.

Undergraduate, Military	250.00
Graduate, Military	399.00
Master of Business Administration, Master of Science in Information Systems, and Master of Entrepreneurial Ventures - Online Military Rate	783.00
Doctor of Health Administration Military Rate	808.00

**Note:** 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 and Specialist in Education programs.

### 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, Coast Guard, and Space Force 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 veterans and 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 current military ID or 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 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 affiliated students will receive earliest Priority Date based on their official course registration date and class availability.

Current Servicemembers must speak with their Education Services Officer (ESO) or military service counselor regarding the approval of tuition assistance benefits prior to enrolling in courses.

## 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://Veterans.cmich.edu/VeteransAward>.
- 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 a special rate are not eligible for this award. Eligibility is based on the students Expected Family Contribution (EFC) from the current 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 (<https://globalapp.cmich.edu/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:

- All undergraduate and graduate students utilizing veterans benefits must consult with their academic advisor upon admission to CMU to develop an appropriate degree plan.
- Undergraduate students utilizing veterans benefits must officially declare a major prior to earning 56 credit hours.

**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 the student's 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 <https://globalapp.cmich.edu/ECR/#/>.

**Enrollment Changes.** Students must promptly notify their School Certifying Official of any schedule changes (i.e., dropping, adding, or withdrawing from a course) by emailing a description of their change to [Veterans@cmich.edu](mailto:Veterans@cmich.edu).

**Incomplete (I) and Deferred (Z) Grades.** An incomplete or deferred grade 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.

**Rate of Pursuit.** Below is the university rate of pursuit enrollment status standard for undergraduate and graduate non-standard courses\*. Federal Student Aid (FSA) has a different enrollment status standard for determining aid eligibility.

#### *Undergraduate Rate of Pursuit (5-week courses)*

- 4 or more credits=full time
- 3 credits=three-quarter time
- 2 credits=half time

#### *Undergraduate Rate of Pursuit (8-week courses)*

- 6 or more credits=full time
- 4-5 credits= three-quarter time
- 3 credits=half time

#### *Undergraduate Rate of Pursuit (12-week courses)*

- 8 or more credits=full time
- 6-7 credits=three-quarter time
- 4-5 credits= half time



*Undergraduate Rate of Pursuit (15 or 16-week courses)*

- 12 or more credits=full time
- 9-11 credits=three-quarter time
- 6-8 credits=half time

*Graduate Rate of Pursuit (1 or 2-day courses)*

- 1 or more credits=full time

*Graduate Rate of Pursuit (1 or 2-week courses)*

- 1 or more credits=full time

*Graduate Rate of Pursuit (3-week courses)*

- 2 or more credits=full time
- 1 credit=half time

*Graduate Rate of Pursuit (5 or 6-week courses)*

- 3 or more credits= full time
- 2 credits=half time

*Graduate Rate of Pursuit (7 or 8-week courses)*

- 3 or more credits= full time
- 2 credits= half time

*Graduate Rate of Pursuit (9 week-courses)*

- 5 or more credits= full time
- 3-4 credits=half time

*Graduate Rate of Pursuit (12-week courses)*

- 6 or more credits= full time
- 3-5 credits=half time

*Graduate Rate of Pursuit (15 or 16-week courses)*

- 9 or more credits=full time
- 6-8 credits=three-quarter time
- 5 credits=half time

\*For the rate of pursuit of course lengths not listed, please contact the Registrar's Office.

**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.

**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 [Undergraduate Academic Probation, Suspension, Dismissal, and Reinstatement Policies and Procedures](#) or [Graduate Academic and Retention Standards](#) in the Academic Policies and Information 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), Community College of the Air Force (CCFA), or Air University (AU) transcript 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 (<https://studentaid.gov/>) provides detailed information about Title IV Federal Financial Aid programs and loans and how you can apply for these programs.

A grant is often referred to as "gift aid" because this program provides students with financial aid that does not have to be repaid. Federal Grants and Scholarships (<https://studentaid.gov/understand-aid/types/grants/pell>) include Federal Pell Grant, Teach Grant, Federal Supplemental Educational Opportunity Grants and the Iraq and Afghanistan Service Grants.

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

The amount (<https://studentaid.gov/understand-aid/types/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 or students' parents may qualify for a Federal Direct PLUS loan (<https://studentaid.gov/plus-app/>) based on the cost of attendance (<https://studentaid.gov/h/apply-for-aid/fafsa>).

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

The Free Application for Federal Student Aid or FAFSA (<https://studentaid.gov/h/apply-for-aid/fafsa>) is required for the school to determine your eligibility for Title IV financial aid. Undergraduate dependency (<https://studentaid.gov/apply-for-aid/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 accepting, reducing, or declining the offered student loans within their student financial aid portal. Student may contact the Office of Scholarships and Financial Aid via email at [FinancialAid@cmich.edu](mailto:FinancialAid@cmich.edu) with any questions.

*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 <https://www.cmich.edu/offices-departments/office-scholarships-financial-aid/loans> 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/offices-departments/finance-administrative-services/financial-services-reporting/student-account-services-university-billing/withdrawal-information>

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



### Additional Information on Title IV Federal Financial Aid

Contact the Office of Scholarships and Financial Aid (OSFA) via email at [FinancialAid@cmich.edu](mailto:FinancialAid@cmich.edu) or by phone at 989-774-3674.

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://cmich.studentaidcalculator.com/survey.aspx>
- **College Scorecard** - <https://collegescorecard.ed.gov/>
- **GI Bill® Comparison Tool** - <https://www.va.gov/gi-bill-comparison-tool/>
- **Estimate Your Federal Student Aid** - <https://studentaid.gov/aid-estimator/>
- **Paying for College** - <https://studentaid.gov/h/understand-aid>

Upon admission to CMU, the College Financing Plan is also available to students through Central Link.

### 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 (<https://www.dodmou.com/TADECIDE>).

- 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/admissions-aid/military-veteran-students/additional-resources>)
- CMU Veterans' Resource Center (<https://www.cmich.edu/offices-departments/veterans-resource-center>)

## Transfer Credit for Military Training and Experience

- Military service school experiences.** Granting of academic credit for military service school experiences will be guided by the evaluations prepared by the American Council on Education and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services." All Military Service School experiences that are recommended for undergraduate level credit will transfer to Central Michigan University. Acceptability of credit for military service school experiences to fulfill CMU major or minor requirements is at the discretion of the individual department.
- Military occupational specialties.** Granting of academic credit for military occupational specialties will be guided by the evaluations prepared by the American Council on Education and published in the "Guide to the Evaluation of Educational Experiences in the Armed Services." All Military Occupational Specialties that are recommended and for undergraduate level credit and are germane to CMU 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. To be considered for transfer credit student must provide an official Joint Service Transcript (JST) with the American Council of Education (ACE) Recommendation. CMU follows the ACE Recommendations as it relates to military experience and training; to be considered for transfer, students should provide official transcripts or official documentation that includes an ACE Recommendation.

## Army Tuition Assistance

The ArmyIgnitED portal is exclusively the reference point for requesting 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 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 the student is informed of the dates of military service. The student must provide documentation of the mandatory military service in the form of orders or equivalent documents as proof of legitimate absence to the office of the AVP for Student Affairs as soon as these documents are available. When documentation is presented to the office of the AVP for Student Affairs a verified absence notification will be sent to the student's instructors.

With a verified absence notification for the office of the AVP 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, the student 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 their 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/offices-departments/general-counsel>.

## 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 Post 9/11 or Veteran Readiness & Employment benefits toward tuition of an online 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.

## Diversity and Inclusion

### Office of Institutional Diversity, Equity & Inclusion

**Shawna Patterson-Stephens**, Vice President for Inclusive Excellence and Belonging  
Warriner 319; 989-774-3700

The **Office of Institutional Diversity, Equity & 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, equity 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.

The Office for Institutional Diversity, Equity & Inclusion 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.

### Center for Student Inclusion and Diversity

Bovee University Center 108, 989-774-3711, email: [cid108@cmich.edu](mailto:cid108@cmich.edu)

Opening its doors in 2011, The Center for Student Inclusion and Diversity (CSID) houses several offices, programs and resources to support students' academic, social and cultural education. Those offices include Multicultural Academic Student Services, Office of Indigenous Affairs, LGBTQ Services and Gender Equity Programs, and Student Transition Enrichment Program (STEP).

The CSID 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 CSID 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 Student Inclusion and Diversity foster academic achievement, leadership development, and advancement of all students at Central Michigan University. The CSID includes a conference room and a space for exhibits and receptions.

### 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 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).

### Office of Indigenous Affairs

The cultural and social programs offered by the Office of Indigenous Affairs (OIA) allows the campus and local community to come together to learn about Indigenous culture and history. The office serves several purposes. OIA attracts Indigenous 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 tribal communities to determine their educational needs; and sponsors programs that provide opportunities for everyone to experience Indigenous cultures through activities, workshops, and events. Contact Information: Bovee University Center 110C; 989-774-2508; e-mail: [Indigenous@cmich.edu](mailto:Indigenous@cmich.edu).

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

The purpose of the Office of Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) Services and Gender Equity Programs 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 125; 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).

## International Students and Scholar Services

Ronan 330  
Mount Pleasant, MI 48859  
Email: [isr@cmich.edu](mailto:isr@cmich.edu)  
Phone: 989-774-1619

Support for international students and scholars:

- Responsible for ensuring that CMU is compliant with federal regulations governing the enrollment of nonimmigrant students.
- Advise international students on F and J immigration status issues, including enrollment requirements and on-campus employment.
- Provide pre-arrival information and orientation for new students, and coordinate with campus partners to facilitate the arrival of new students.
- Sponsor programming that supports international student success and cultural integration.
- Advise students on Curricular Practical Training and Optional Practical Training.
- Respond to international student emergencies as needed.

### Advising Resources

Students should seek advice on issues related to financial aid, scholarships, housing, degree progress, registration and course selection, tutoring, campus involvement activities, etc., from the appropriate campus office. Students are expected to understand the regulations they must follow to maintain their status and are welcome to ask OGE for clarification at any time if they are unsure about appropriate actions following conversations with campus partners. The ISSS section of our website has extensive information online to assist students through their programs of study.

## Study Abroad

Dianne De Salvo, Director  
Ronan 230  
Mount Pleasant, MI 48859  
Phone: 989-774-4308  
[www.studyabroad.cmich.edu](http://www.studyabroad.cmich.edu)

The Office of Study Abroad provides transformative global learning opportunities to CMU students that enhance their intercultural knowledge and competence, and prepare them for the global workforce. CMU students can:

- Choose from over 150 approved study and internship programs in more than 50 countries;
- Select a short-term, semester or year-long study or internship program;
- Study a world language;
- Take courses taught in English in countries around the world (i.e. Italy, Spain, Czech Republic, Japan, South Korea, Argentina, Morocco, South Africa and more!)
- Work closely with advisors to ensure study abroad programs contribute to academic progress and on-time graduation.

Students work with our experienced study abroad advisors to choose an appropriate study site that matches their budget and academic interests. All students participating in a CMU approved program will receive academic credit for courses completed and may know, in advance, what course credit will be awarded.

All students in good standing at CMU are invited to apply! Some programs may have a required minimum GPA. This information can be found on the program page on our website.

Studying abroad does not have to be expensive! Students looking for affordable programs can choose from a variety of tuition exchange and low-cost programs offered around the world through CMU partners and affiliates. There are many scholarships campuswide and nationwide available to help fund study abroad. The Office of Study Abroad offers scholarships each year and 90% of eligible applicants receive an award. Students participating in a CMU-approved study or internship program abroad may also continue to receive financial aid from CMU and may apply for additional funds through the Office of Scholarships and Financial Aid to cover the study abroad program costs.

Students are invited to attend our Annual Study Abroad Fair in September and make an appointment with a study abroad advisor during the first year at CMU to start planning for the life-changing learning adventure abroad!



## University Services and Resources

### Division of Student Affairs

**Stan Shingles, Interim Vice President for Student Affairs**

Ronan Hall 220; 989-774-3346;

<https://www.cmich.edu/offices-departments/division-of-student-affairs>

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 Student Affairs for assistance with courtesy notifications to instructors regarding extended absence from campus due to illness or other personal issues.

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 division enables the university to focus on fostering students' intellectual, professional, and social development.

### Student Activities and Involvement

Students connect with many aspects of university life through Student Activities and Involvement. Students may contact 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 their 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 Student Activities and Involvement. See <https://www.cmich.edu/student-life/clubs-and-recreation/student-activities-involvement> for more information.

**Program Board.** Program Board is a student committee which reports to 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.

### 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 in 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 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/offices-departments/sexual-aggression-peer-advocates>.

### 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).

CMU does not discriminate on the basis of sex in the education program or activity that it operates, including admission and employment, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a matter.

(continued)



Inquiries about the application of Title IX can be made to CMU's Title IX Coordinator, the US Department of Education's Assistant Secretary, or both.

CMU's Title IX Coordinator can be reached at: **Office:** 103 E. Preston St.; Bovee University Center, Suite 306; Mount Pleasant, MI 48858; **Email:** [titleix@cmich.edu](mailto:titleix@cmich.edu); **Phone:** 989-774-3253

### 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, familial status, 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/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03006ffe017e7-9581-42b6-9527-5e13229e85ae.pdf?sfvrsn=574578bb\\_3](https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03006ffe017e7-9581-42b6-9527-5e13229e85ae.pdf?sfvrsn=574578bb_3).

### Sexual and Gender-Based Misconduct Policy

CMU's Sexual and Gender-Based Misconduct Policy prohibits sexual and gender-based 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 who are considered a Designated Official, as outlined in the Sexual and Gender-Based Misconduct Policy, are required, under CMU's policies, to report any information they know about possible sexual and gender-based 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 and Gender-Based 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 or gender-based 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 and Gender-Based Misconduct Policy, [https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03039234fa7f0-94b6-414a-9dcd-24994cd030d3.pdf?sfvrsn=2f7e3db9\\_5](https://www.cmich.edu/docs/default-source/president's-division/general-counsel/administrative-policy-docs/3/p03039234fa7f0-94b6-414a-9dcd-24994cd030d3.pdf?sfvrsn=2f7e3db9_5)

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 and gender-based misconduct on behalf of the University receive mandatory annual training regarding responding to incidents of sexual and gender-based 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.

### University Ombuds Office

#### Deborah Dodge, University Ombuds

**Email:** [ombuds@cmich.edu](mailto:ombuds@cmich.edu)

**Phone:** 989-774-3010

**Office:** Warriner Hall 214 (1200 S. Franklin St., Mount Pleasant, MI 48858)

The Office of the University Ombudsperson was established to serve the institution in accordance with its core values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation by welcoming students, staff, and faculty into a confidential space for discussion regarding university-related matters of concern. The Ombuds assists in opening avenues of communication for those in pursuit of resolution and in promoting fair and equitable treatment for all members of the CMU community.

The Ombuds handles all matters in a confidential, impartial, informal, and independent manner.

**Confidentiality** – Visitor concerns are private. The Ombuds will not reveal visitor identity or situation particulars without explicit permission. Visitors may speak openly and privately, but for two exceptions which require formal reporting: 1) an instance of imminent risk to the visitor or others; 2) when a potential violation of the Sexual and Gender-Based Misconduct Policy is made known.

**Impartiality** – The Ombuds may not advocate for a particular visitor but rather, acts as a designated neutral, a resource, championing fair and equitable treatment for all groups and individuals within the institution.

**Informality** – The office does not serve as a point of notice to the university nor does the officeholder act on behalf of the university. The Ombuds has no authority or role in formal processes and neither participates in them nor represents visitors at grievance, disciplinary, or other such hearings.

**Independence** – Ombuds operate independently from other university entities and offices. The Ombuds has sole discretion in determining whether and how to proceed within the scope of its institutional role.

In addition to assisting CMU community members clarify or resolve matters, the Ombuds may identify policies for review or revision and may alert university administration to discernible trends or patterns in the caseload of visitor concerns and inquiries.

The Ombuds can advise those who wish to file a formal complaint or grievance. Seeking consultation with the Ombuds is not a requirement to process, it is strictly voluntary, however doing so provides opportunity to ask questions about formal processes and to make informed decisions about existing options such as which, if any, to pursue.

After listening to visitor concerns, the Ombuds may take one or more of the following actions: 1) review relevant rights, responsibilities, policies, or regulations; 2) aid in generating fair, equitable options; 3) identify other appropriate university resources; or, 4) request supplemental information from the visitor, or with visitor permission, from other parties to better understand context and consider resolution possibilities.

The Ombuds assists all CMU students, staff, and faculty regardless of age, citizenship, disability, economic class, ethnicity, faith, gender identity, gender expression, national origin, race, religion, sex, sexual orientation, social class, and all other identities expressed among CMU's community of scholars.

## 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 or graduate studies) (<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 access to students with disabilities. Student Disability Services provides accommodations for CMU students with permanent or temporary disabilities who choose to register with our office. Students are encouraged to register as early as possible, as accommodations are not retroactive and do not automatically carry over from high school or another institution. For more information about services, contact Student Disability Services, 120 Park Library, 989-774-3018; <https://www.cmich.edu/ess/studentaffairs/SDS>.

## University Libraries

### Kathy Irwin, Dean

The University Library in the Charles V. Park Library building offers a wide range of resources and services in support of CMU students, faculty, and staff. Its collections contain more than 800,000 print books, 900,000 electronic books, 200 databases, access to the full-text content of 150,000 journals, and more than 140,000 multimedia items. The library's electronic collections are available 24/7, from both on campus and off campus, to all currently enrolled students. The University Library is a 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. Librarians are available to assist students, faculty, and staff with research projects and to help users effectively access information. 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 250 computer workstations, including both Windows and Macs, are available within the building, and wireless access is available for personal laptops and mobile devices. Printers, photocopiers, and scanners are also available. A variety of study spaces exist, including open study tables and carrels, individual study rooms, group study rooms, and collaborative study areas. During the fall and spring semesters, the main library is open more than 100 hours per week and an extended-hours study space is available 24/7. 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 Disability Services, the IT Help Desk, the Certified Testing Center, and the Curriculum and Instructional Support office.

Students enrolled in CMU's online and off-campus programs have full access to the library's services and resources. Librarians will provide research help and instruction to online and off campus users. Documents on Demand will deliver electronic and print materials to remote students upon request.

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 is home to CMU's distinctive, historical special collections that document many aspects of life in Michigan and the Old Northwest Territory. The Clarke has also developed several other special collections, including the Lucile Clarke Memorial Children's Library, one of the finest collections of children's literature in the country; a large collection of Native American material documenting the Anishinaabe people; and the Central Michigan University archives. CMU students, faculty, and staff, as well as outside scholars and community members, are welcome to use the Clarke's collections and services. The Clarke offers an array of services including walk-in assistance, research appointments, and research copies by request, and we welcome partnering with faculty on planning assignments and teaching with the Clarke's materials. Among the Clarke's signature programs is microfilming and digitizing historical Michigan newspapers and making them openly accessible online through the Digital Michigan Newspaper database. Because of the rarity of the physical collections, they are consulted only in the Clarke's reading room. The Clarke is open to everyone from 9:00 am - 5:00 pm on weekdays. Contact us at [clarke@cmich.edu](mailto:clarke@cmich.edu) or 989-774-3864 for more information.

## Office of Information Technology

### Jim Bujaki, Vice President/Technology/CIO

Technology plays a significant role in higher education and the world in general. CMU's Office of Information Technology (OIT) is responsible for providing and supporting a diverse and technically robust teaching, learning, research, and work environment.

While primarily targeted at new members of the CMU community and their supporters, [it.cmich.edu/orientation](http://it.cmich.edu/orientation) is a terrific resource for current and returning students alike. You will find up-to-date information related to managing your CMU account, accessing email, hardware recommendations and discounts, free software and cloud storage, technical support resources, the wired and wireless network, campus-wide printing, cybersecurity, CMU's emergency notification system, employment opportunities, policies to abide by, and much more.

The OIT Help Desk is the first point of contact for all technology-related matters. The team is ready, willing, and able to assist students, faculty, and staff with general and CMU-specific technology questions. Support tickets are created for every inquiry and assigned to staff for follow-up as necessary. Updates are provided through final resolution of the matter.

- Web: [helpdesk.cmich.edu](http://helpdesk.cmich.edu) (chat feature available)
- Phone: 989-774-3662
- Email: [helpdesk@cmich.edu](mailto:helpdesk@cmich.edu)
- In-person: Park Library 101

#### Additional OIT Resources

- Department website: [it.cmich.edu](http://it.cmich.edu):
- Knowledge Base and Service Catalog: ([kb.cmich.edu](http://kb.cmich.edu)): CMU-specific information, services, tutorials, guides and more.
- CONNECT CMU Cellular Services: ([connect.cmich.edu](http://connect.cmich.edu)): CMU-exclusive contracts and devices for multiple major carriers.

## CMU Police and Parking Services

### Police Department Overview and Information

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 to keep our campus safe, while also continuing our focus on service. 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).

**Address:** 1720 S. East Campus Dr., Mount Pleasant, MI 48859

**Telephone:** 989-774-3081 (Please call 911 for all EMERGENCIES)

**Email:** [police@cmich.edu](mailto: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 [www.cmich.edu/asr](http://www.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/Parking Services Department. Parking permits are required year-round. For more information see the Parking Services website at <https://www.cmich.edu/about/campus-safety/cmu-police/parking-services>.

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 permits are published with the campus map, available at the CMU Police/Parking Services Department or online at [https://www.cmich.edu/docs/default-source/finance-and-administrative-services-division/cmu-police/parking-services/cmu-campus-map.pdf?sfvrsn=1d7afa32\\_8](https://www.cmich.edu/docs/default-source/finance-and-administrative-services-division/cmu-police/parking-services/cmu-campus-map.pdf?sfvrsn=1d7afa32_8).

See the index for information on bicycles and campus registration.

### Smartphone Safety App

The Rave Guardian app is a public safety smartphone app that works alongside the Central Alert system to connect students, faculty and staff with campus safety resources.

## Counseling Center

**Melissa Hutchinson, Executive Director/Counseling Services**

**Kristie Miner, Associate Director**

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

**[www.counsel.cmich.edu](http://www.counsel.cmich.edu)**

The CMU Counseling Center provides mental health support for students with personal concerns that can negatively impact their academic success, interpersonal relationships, health, or well-being. We recognize that each student is a unique individual with different stories, experiences, and needs. We strive to create an open, safe, and inclusive environment where students can freely explore and express all identities, beliefs, and values they hold.

Taking care of your mental health is essential for your own personal and academic success. We offer a variety of services to meet each student where they are, and honor individual needs. Individual counseling services are short term and provided in person on the main campus, or via tele-mental health for students living in the State of Michigan. Community referrals are made for concerns requiring long term care. Urgent appointments are available for students with concerns requiring immediate attention. Support groups provide opportunities to connect with peers who share similar concerns. Drop-in activities offer stress relief and development of coping skills. To schedule an appointment, students can call or complete a request for services. All Counseling Center services are free to currently enrolled CMU students. Please visit our website for detailed information regarding staff, services, resources, and self-help.

## Residence Life Care Advocate Program

Sponsored by the Office of Residence Life, the Care Advocate Program places licensed mental health professionals 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. Services are free.

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

## 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. Emphasis on educating students to become informed health care consumers, encouraging them to be an active partner in their treatment plan, and supporting them in healthy decision-making is key.

**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 CMU Health.

#### Location and Hours:

- **Foust Health Clinic** is located in Foust Hall, Room 200. It is open year around Monday-Friday, 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 Troutman Hall, Room 103. 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 board-certified and fully qualified to provide holistic care and psychiatry services. CMU Health provides acute care and other specialty services for CMU students while they are away from home. Our professional medical staff can work hand-in-hand with your primary care doctor or specialist to manage ongoing treatments and services while you are attending CMU.

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 and immunizations. Our clinic also provides physical exams including sports physicals, study abroad clearances, and a travel health clinic. See us for anxiety, depression, sleep disturbance management; referrals are available. CMU Health also has a behavioral health clinic 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 off-site radiology clinic.

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

**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 process claims 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, and attending CMU. Patient balances deemed to be patient responsibility will be sent directly via a monthly statement. If a balance becomes "Past Due", accounts will 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 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 have health insurance coverage. Insurance helps protect the student's physical, mental 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; however, information is readily available on-line and through local and state agencies. Students who are uninsured or underinsured qualify for self-pay discounts on most services. Please discuss this option with Registration staff when calling for an appointment.

**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 CMU Health website at [www.cmuhealth.org](http://www.cmuhealth.org).

## Living on Campus

Graduate students may live in housing of their own choice. CMU offers one-, two-, and four-bedroom apartments in Graduate Housing. Graduate Housing residents are expected to maintain at least 6 credit hours per semester. All units are air-conditioned and semi-furnished. Dishwashers, microwaves, washer and dryers are included in each unit. For more information and apartment rates, see [reslife.cmich.edu](http://reslife.cmich.edu). Questions should be addressed to the Office of Resident Life at [reslife@cmich.edu](mailto:reslife@cmich.edu) or 989-774-311.

For information concerning meal plan options, visit [www.dineon-campus.com/cmichdining](http://www.dineon-campus.com/cmichdining).

## 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 Student 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. Several food service operations are offered, including the Down Under Food Court, Starbucks® Coffee, and more..

## 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 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 125 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

**Amy Folan, Zyzelewski Family Associate Vice President/Director of Athletics**

Rose Center 100A; 989-774-3041

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, and wrestling.

The women's athletic program includes basketball, cross country, field hockey, gymnastics, golf, 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 <https://greatstarttoquality.org/central-resource-center>.



## Student Enrichment

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### 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/academics/colleges/college-science-engineering/centers/cmu-biological-station>.

### 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/academics/colleges/college-science-engineering/centers/brooks-astronomical-observatory>.

### Neithercut Woodland

Neithercut Woodland is a 252-acre Central Michigan University property located 30 miles north of campus and about 4.5 miles northwest of Farwell on Michigan state highway 115 (M-115). This natural woodland was a gift to CMU by William A. Neithercut, class of 1909. The Woodland contains three hiking trails. The forested property consists of upland and lowland habitats, wetlands, a stream (Elm Creek), and can be used for academic, research, and/or other community and educational functions. The McNeel Nature Center building located on site is constructed of cedar logs, and its 1,900 square feet of floor space provides a central meeting room, kitchenette, side meeting room, and restrooms. 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, contact [neithercut@cmich.edu](mailto:neithercut@cmich.edu) or see <https://www.cmich.edu/academics/colleges/college-science-engineering/centers/neithercut-woodland-area>.

### 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.

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 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; 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/academics/colleges/college-arts-media/departments-schools/school-of-music>.

## 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/academics/colleges/college-arts-media/departments-schools/theatre-dance/university-theatre>.

## 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/academics/colleges/college-arts-media/departments-schools/art-design/university-art-gallery>.

## Student Media

### Student Publications

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

- *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 Communication, Journalism, and Media Arts operates the following facilities to provide Media Arts 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

#### Jennifer Cotter, Vice President/Advancement

Carlin Alumni House; 989-774-7161

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 office 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

#### Toby A. Roth, Associate 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

#### John Veilleux, Vice President & Chief Marketing Officer

West Hall; 989-774-3197

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

Four units in University Communications provide strategic communication and marketing 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 feature stories, news releases, media relations, photos and video, electronic news digests, executive communications, and social media.

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 website.

The visual media team produces and provides consultation on visually compelling products such as university publications, videos, college and alumni magazines, graphics, admissions materials, and CMU signage.

The digital strategy team works with partners across campus to provide training and consultation on everything digital media, including website best practices, email marketing, mobile app development and more.

## » 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 indicated in their Bulletin description. 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 <https://fireup.cmich.edu/apply/>.
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 the academic record from the undergraduate degree-granting institution, and all academic records with graduate course work (*Academic Senate 8-16-21*). 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. Graduate Admissions 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 Office of Graduate Studies for review;
3. The Office 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 the Office 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 academic records from the undergraduate degree-granting institution, and all academic records with graduate course work are expected at the time a non-degree student applies to ensure they have successfully completed or will complete an undergraduate degree. Official academic records from the undergraduate degree-granting institution, and all academic records with graduate course work are expected by the third week of the first semester of enrollment. Failure to provide these academic records will prohibit any future registrations. Once official academic records 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. (*Academic Senate 9/7/21*)

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 Office of Graduate Studies and the selected program will be required.

## Graduate Concurrent Admission Policy

(*Concurrent as a Graduating Senior*)

A CMU undergraduate student may be permitted to register concurrently for graduate credit for the semester or session in which requirements will be completed for a baccalaureate degree, provided 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) the student's total credit load (graduate and undergraduate courses) will not exceed 15 credits during the semester of concurrent registration; 4) the student has an undergraduate GPA of at least 2.7 or a 3.0 in the last 60 semester hours of graded coursework toward the bachelor's degree.

Students may appeal to the Director of Graduate Studies for a policy exception to grant admission as concurrent students.

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. All credits taken prior to the awarding of the undergraduate degree, regardless of course level and the degree to which they are being applied, will be charged at the undergraduate tuition rate.

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.

(*Academic Senate, 5/4/2021*)

## Accelerated Graduate Degree Program

Generally, courses required on the undergraduate major may not be counted on the graduate program, however, the Accelerated Graduate Degree Program (AGDP) allows CMU undergraduate students who possess a strong academic background and are maintaining a "B" average in their undergraduate coursework to apply typically as juniors to specific graduate programs that offer an AGDP. Students with less than a "B" average may apply to the AGDP, but they should submit information as to why they believe they can be successful in graduate-level coursework. An AGDP allows students to reduce the total number of credits required to complete their undergraduate and graduate degrees by applying a percentage of the graduate program (500- and 600-level courses toward graduation requirements on both degree programs. The percentage of credits allowed to count at the undergraduate and graduate level through AGDP is at the discretion of the department and can be up to 50% of a graduate certificate or master's degree. Students must enroll for the courses at the undergraduate level and may not be enrolled in more than 15 credit hours (UG and graduate level combined) per semester. The courses will be added to the graduate transcript once the student satisfactorily completes their undergraduate degree. Not all graduate programs offer the Accelerated Graduate Degree Program. Check the Graduate Studies website for the most recent list of Accelerated Graduate Degree Programs. All credits taken prior to the awarding of the undergraduate degree, regardless of course level and the degree to which they are being applied, will be charged at the undergraduate tuition rate.

## Admission Procedures

Each program will determine admission criteria to any Accelerated Graduate Degree Program (AGDP) which will be at least as rigorous as the admission requirements to the department's graduate program. Generally, students will apply during their junior year for admission into the AGDP to begin the first semester of their senior year. To seek approval to enroll in an AGDP students should 1) submit an online admission application to be an Accelerated Graduate student and 2) complete and submit the Accelerated Graduate Degree Acknowledgement and Approval Form found on the Graduate Studies website. If approved for admission, students must average a "B" or higher in the credits that apply to the graduate degree. AGDP student grades will be monitored by Graduate Studies, and any student who does not average a "B" or higher in the credits that apply to the graduate degree will be removed from the AGDP, unless the student obtains an exception from Graduate Studies. To request an exception, the student must have the support of their AGDP advisor and present a viable plan to obtain the minimum "B" average in the credits that apply to the graduate degree prior to the completion of the baccalaureate degree. Students removed from the AGDP must apply for readmission into the graduate program. If removed from the AGDP, the completed courses may still be used at the undergraduate level but cannot subsequently be used at a graduate level.

(*Academic Senate, 2/27/2018, Revised 3/16/2021, 4/6/21*)

If you are admitted to an AGDP, 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).

(continued)



## 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 their 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 their own college, provided that they have written permission from the dean of their 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 their own college.

## English Proficiency

Prospective international students who are not citizens or permanent residents of an exempt country must demonstrate proficiency in English.

Prospective students may demonstrate proficiency by any one of the following methods:

- Test of English as a Foreign Language (TOEFL) score of 550 PBT/79 IBT.
- International English Language Testing System (IELTS) score of 6.5.
- Pearson Test of English (PTE) score of 53.
- Michigan English Test (MET) score of 52.
- International Baccalaureate (IB) grade of 5 in English at the Higher Level.
- Advanced Placement (AP) score of 4 on the English Language or English Literature Exams.
- General Certificate of Secondary Education (GCSE) or General Certificate of Education (GSE) score of A or B on the English Language Exam.
- SAT Evidence-based Reading and Writing (EBRW) score of 520 or ACT English score of 21.
- ELS Language Center Program: Completion of Level 112 for regular admission.
- Graduate of a U.S. high school with at least three years of attendance.
- Completion of courses that meet CMU's requirements for Oral English (i.e. COM 101) and Writing Competency (i.e. ENG 101/103 and ENG 201).
- Successful completion of a course of study (e.g. high school diploma, associate degree, baccalaureate degree) at a recognized institution where the language of instruction is English.
- Successful completion of 24+ graded, academic, postsecondary credits with a GPA of 2.50 at a recognized institution where the institution's language of instruction is English.

Test scores are valid for two (2) years from the test date. When tests provide "best scores" in specific areas, CMU will use the composite score generated by using the highest from each section.

Students who believe that they can demonstrate proficiency by means other than those listed should contact the International Outreach and Recruitment Office for individual consideration at 989-774-1619, email [intlrecruit@cmich.edu](mailto:intlrecruit@cmich.edu), or message us on WhatsApp (989-774-1619).

## 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 graduate courses, 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.

## 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 Director of Graduate Studies or, optionally, non-degree admission at the discretion of the Director. 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 the applicant 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, 9/10/2019)*

## 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, 11/5/2019)*

## Extension of Time Requests

Extension of time requests are serious and approval by the advisor and department do not guarantee approval by the Office of Graduate Studies. Extension of time requests 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 Office 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 Office 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 <https://www.cmich.edu/offices-departments/office-research-graduate-studies/graduate-studies>. *(Graduate Committee, 10/11/17)*

## 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.

## Period of Inactivity

Once a graduate student enrolls and the semester starts, they are considered a matriculated student. A matriculated student who does not continuously enroll has up to three years from the last semester of enrollment to return and register for courses. A matriculated student who does not enroll for more than three years will be considered an inactive student. An inactive student will not be eligible to enroll in courses until they submit a new admission application and are approved for registration. An inactive student is not required to pay the application fee when they submit a new application. As of Fall 2017, the electronic files for inactive students are kept indefinitely.

*(Approved by the Academic Senate, 11/19/2019)*

# » Registration

## The Registrar's Office

Warriner Hall 212; 989-774-3261; Email: [registrar@cmich.edu](mailto:registrar@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 their registration. Students who receive this message should contact Graduate Admissions 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 CMU Online courses, registration, drop and withdrawal dates, see <https://www.cmich.edu/offices-departments/registrar-office/calendars/drop-withdrawal-deadlines>.

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.

**Online Enrollment for Graduate Students**

Main campus students who have been admitted to Graduate Studies may enroll in graduate courses scheduled through CMU Online. Non-degree admission is available for students who wish to take continuing education courses without pursuing a degree or certificate. Courses taken through CMU Online may count toward the satisfaction of requirements in appropriate authorized graduate degree or certificate programs. It is the student's responsibility to consult their 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 online course per semester. The department chair or graduate program coordinator must approve any coursework done through CMU Online.

**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. This is to ensure that if the Prospectus is not approved by the Director of Graduate Studies, then the student has not wasted valuable time, credits, and resources. Projects undertaken prior to the Director of 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 Director of Graduate Studies.

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. To qualify for financial benefits as a full-time student under programs of the Veteran's Administration, please refer to Rate of Pursuit (*see the index*) in the Military and Veteran Services section 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 primary goals of the Career Development Center are to assist individuals in recognizing career development as a lifelong process and to develop decision-making and job search skills that are useful throughout life. Career development is an important element of an individual's sense of identity and personal happiness. Successful career development is dependent on two factors: self-knowledge and knowledge of the world of work. The likelihood of career success is increased dramatically when individuals invest incremental effort over a significant period of time. We believe you should continue the process of career exploration and selection during your first semester and throughout your CMU experience. By utilizing the Career Development Center, you will enhance your ability to make an informed career decision. All of us at CMU are committed to providing you with quality experiences and helping you prepare for your career.

### Support Services

**Career Coaching.** A professional staff member in the Career Development Center is available to advise students in all fields of study. You can schedule an appointment by visiting our website at (<https://www.cmich.edu/offices-departments/career-development-center/students>) to discuss career exploration, resumes, cover letters, networking, interviewing, the job search, graduate school and more! You are encouraged to communicate with a career coach throughout your CMU career beginning with your first semester. Frequent contacts will enhance the quality of your career development and increase your knowledge of resources and job market trends. Visit [www.careers](http://www.careers).

**Resume Critiques.** The Career Development Center offers individual assistance in the development of this most critical tool.

**Mock Interview Program.** These are designed to provide an opportunity to practice your interviewing skills prior to actual scheduled interviews with employers. This practice interview is a session with an intern who is trained to provide feedback about verbal and nonverbal techniques.

**Career Assessments.** Try the free FOCUS2 assessment tool to help clarify your interests, values, skills, personality, education preferences and leisure time interests. Use this information as a basis for further discussions about your choice of major and future with a career coach, friends, and family members. Additionally, this tool can be used to research job titles that fit your personal profile. Also available through the Career Development Center, for a fee that can be charged to your student account, are the Myer's-Briggs Type Indicator (MBTI) and the Strong Interest Inventory (SII). You must make an appointment with a career coach to receive and discuss your results.

Visit <https://www.cmich.edu/offices-departments/career-development-center/students/career-assessments> to take an assessment, or learn more!

**Career Events.** There are numerous Career events held throughout the academic year. These events are focused on the following career-related activities:

*Career/Job Fairs  
Employer Spotlights  
Etiquette Dinners  
And many more!*

## 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/academics/certified-testing-center/proctored-exams-for-cmu-courses>.

## » Financial Information

### Student Account Services and University Billing

Central Michigan University  
Bovee University Center 119  
Mount Pleasant MI 48859  
989-774-3618  
Fax: 989-774-1452  
e-mail: [billing@cmich.edu](mailto:billing@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 the student's Student Identification Number. This account includes all charges or payments made by the student or university.

#### Billing Procedures and Delinquent Account Policy

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

Students may incur late fees if the monthly balances are not paid by the scheduled due date. Financial holds will be placed on accounts with a past due balance, preventing course registration and release of transcripts and diplomas.

Visit [https://www2.cmich.edu/fas/fsr/student\\_acct\\_university\\_billing/Pages/Delinquent\\_Account\\_Policy.aspx](https://www2.cmich.edu/fas/fsr/student_acct_university_billing/Pages/Delinquent_Account_Policy.aspx) to view the current late fee policy.

Past due accounts may be referred to an outside collection agency, and, if referred, the account will be assessed collection fees of up to 28% which will be added to the student's account and becomes due immediately. Students will also be responsible for all court costs and attorney's fees to pursue the debt. Once the account is referred to a collection agency, the past due account may be reported to the Credit Bureaus by the collection agency. Students are encouraged to visit OneCentral on the lower level of the Bovee University Center to receive advice regarding financial options that could possibly prevent collection referral. Please be advised that CMU reserves the right to suspend campus ID privileges and charging privileges to the student account at any time due to a past due balance, including, but not limited to, meal plan, flex, computer lab, library, bookstore, SAC, and telecom. Any delinquencies from the University Apartments may result in the initiation of eviction proceedings. 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, acts of dishonesty or misconduct as determined by Central Michigan University, may be involuntarily withdrawn from classes by CMU Administration.

### Past Due Balance Drop Policy

Students registered for the new academic year with a past due balance of \$200.00 or greater will be removed from all registered courses on August 1. All students will receive prior notification of the possible registration removal after the July billing statements have been issued (approximately the first week in July). Students may be removed from their Spring and Summer semester courses as well if a past due balance is owed prior to the start of each semester. Students will receive an email notification at least 30 days prior to the removal date alerting them of the past due balance.

### Delinquency Policy for Past Due Accounts

Central Michigan University issues monthly billing statements online via QuikPAY. Notifications are sent by email when a bill is ready for review. Students are responsible for accessing their QuikPAY accounts and/or monthly statements for current balance and due date information. Late fees will be charged according to the Late Fee Policy. In addition, financial holds will be applied, suspending services until the balance is paid in full. You may read the entire policy at <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/student-account-services-university-billing/past-due-accounts>.

### 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, as well as all late fees waived pending the third-party payment.

### 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://www2.cmich.edu/ess/registrar/RegistrarRecords/Pages/Confidentiality.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 989-774-3618 for updated information, or see <https://www.cmich.edu/offices-departments/finance-administrative-services/financial-services-reporting/student-account-services-university-billing/tuition-and-fee-rates> for updates and for frequently asked questions about the upper/lower tuition model.

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

CMU has a convenient and affordable tuition payment plan. The payment plan is an interest-free way to help you pay for college. You can enroll online for this option, which allows you to have more flexibility with tuition payments. For more information, ask a Student Service 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, online by electronic check, 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://www2.cmich.edu/fas/fsr/student\\_acct\\_university\\_billing/SASUBBillingandPaymentInformation/Pages/Tuition-and-Fee-Rates.aspx](https://www2.cmich.edu/fas/fsr/student_acct_university_billing/SASUBBillingandPaymentInformation/Pages/Tuition-and-Fee-Rates.aspx).

Tuition Rates* for On-Campus Courses		
Level of Courses	23-24 Rates Per Credit Hour*	
	U.S. Residents	Non-U.S. Residents
Undergraduate students:		
<i>New, Incoming, Lower Level</i>	458.00	825.00
<i>New, Incoming, Upper Level</i>	498.00	875.00
<i>Continuing Students</i>	493.00	825.00
Master's/Specialist:	758.00	957.00
Doctoral:	858.00	1,040.00

\*Tuition rates are set prior to the start of each academic year by the Board of Trustees.

### CMU Online Tuition (23-24)

The President or designee may vary these tuition rates and fees according to cohorts, programs, or terms of contracts. See <https://www.cmich.edu/academics/innovation-online/cmu-online/tuition-fees>.

#### Undergraduate Courses:

<sup>1</sup> New, Incoming Students (lower level)	
<i>Standard</i> .....	\$458
<sup>2</sup> <i>Military</i> .....	250
<i>State of Michigan or Federal Employee</i> .....	389
<sup>1</sup> New, Incoming Students (Upper Level)	
<i>Standard</i> .....	498
<i>Military</i> .....	250
<i>State of Michigan or Federal Employee</i> .....	423

#### Continuing Students

<i>Standard</i> .....	493
<i>Military Rate</i> .....	250
<i>State of Michigan or Federal Employee</i> .....	419

#### Graduate Courses:

<i>Standard</i> .....	\$758
<i>Active Military</i> .....	399
<i>Federal or State of Michigan Employee</i> .....	644
<i>Federal Employee MBA Discount Rate</i> .....	687
<i>State Employee MBA, MSIS and MEV Discount Rate</i> .....	687
<i>Enterprise Systems Graduate Certificate</i> .....	808
<i>MBA Courses, online or on campus</i> .....	808
<i>MEV, online or on campus</i> .....	808
<i>MS - Information Systems, online or on campus</i> .....	808
<i>MBA courses, Military Rate</i> .....	783
<i>MS - Information Systems, online or on campus</i> .....	783
<i>MEV, Military Rate</i> .....	783
<i>Specialist in Education (Ed.S.)</i> .....	758
<i>Military Rate</i> .....	399
<i>Doctor of Education (Ed.D.)</i> .....	858
<i>Doctor of Health Administration (DHA)</i> .....	858
<i>Military Rate</i> .....	808
<i>Doctor of Educational Technology (DET)</i> .....	858
<i>Educational &amp; Professional Development</i> .....	550
<i>Disney - US Students</i> .....	295

#### Notes:

<sup>1</sup> Lower level = less than 56 credit hours; Upper level = 56 or more credit hours

<sup>2</sup> Military Rates are applicable to programs that do not exceed the standard undergraduate rates.

### Application Fees

- **Undergraduate:** \$40.00 to be submitted with the application.
- **Graduate:** \$50.00 to be submitted with the application.
- **Rematriculation:** \$35 to be submitted with the application form.

### Student Services Fee

The CMU Student Services 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://www2.cmich.edu/fas/fpb/Documents/FY22%20University%20Fee%20Listing%207.1.2021.pdf>.

### 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 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/e-mailed from the university upon receipt of a returned check.

In addition, if payment is not received within 5 business days, CMU may pursue legal action, seek criminal prosecution and/or assign the account to a collection agency.

### 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 about auditing courses.

### 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 Course Search & Registration.

**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 Development and Family Studies, Engineering Technology, and Journalism will be charged for the cost of those materials.

**Flight Training.** Students enrolled in flight training courses will be charged for aircraft and instructor time at rates established by the flight school.

**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.

(continued)

### Credit by Examination Fee

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

### Graduation Fee

- Undergraduate - No application fee.
- Graduate - Application for graduation fee is \$50.00 (per degree).

### Transcript Fees

In addition to a \$15 per order fee, the National Student Clearinghouse has processing fees depending on the method of delivery. Transcripts of students with financial obligations to the university are not released until the obligation is paid.

### Diploma Replacement Charge and Hold

\$25.00 - Bachelor's, Master's, and Specialist's degrees

\$35.00 - Doctoral degrees and Graduate Certificates

Diplomas of students with financial obligations to the university are not released until the obligation is paid.

### Library Fees

Library Materials Policies, including fees, may be found on the Libraries [website](#).

### 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.

#### Housing Application and Penalty Fees

- Meal Plan Changes (Assessed to cover costs): \$15.00
- Housing Contract Breakage - Contract breakage fees will be assessed according to the Cancellation of Housing Agreement 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://www.cmich.edu/fas/ras/central\\_card/pages/centralcard.aspx](https://www.cmich.edu/fas/ras/central_card/pages/centralcard.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 201D, 989-774-1897.

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. However, if the account becomes uncollectible, and the patient has an active account through

University Billing, the charge will be transferred to that account, and at which time, will be subject to the CMU's delinquency policy. Please contact the University Health Services Business Office at 989-774-1897 if you have billing questions.

### Vehicle Registration Fee

- **Commuter:** \$195.00 per academic year
- **Resident:** \$165.00 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/about/campus-safety/cmu-police/parking-services>.

### Bicycle Registration

Bicycles must be registered and a free license affixed. Unregistered bicycles may be cited and impounded. Register online at <https://www.cmich.edu/about/campus-safety/cmu-police/parking-services>. We also accept City of Mount Pleasant and Union Township licenses. Bicycles must be locked to a bike rack. It is recommended to use a U-bolt style lock.

### 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 the student's transcript. Both undergraduate and graduate students are assessed a prior learning assessment credit recording fee of \$100 per undergraduate credit hour and \$115 per graduate 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

- 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.
  - 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, Space Force, 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).
  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.

*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).*

(continued)



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 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 Director 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 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 Director 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 each initial monthly transaction 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 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.

Refunds are issued either by direct deposit to a personal U.S. bank account of the student's choice or a check issued by BankMobile. Students must make a selection for their preferred method on CentralLink under Finances, Refund Payment Option.

### **Vehicle Registration Refunds**

Students graduating or leaving the university might be entitled to a refund of the virtual permit price. The amount of refund varies based on semester and week into classes. Requests for refunds should be made to Parking Services.

Please visit the [Parking Services website](#) for more information on vehicle registration refunds.

### **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):**

- **All Cancellation Requests must be in writing.**
- 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.

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.

	16 WEEKS	12 WEEKS	10 WEEKS	8 WEEKS	6 WEEKS	5 WEEKS	4 WEEKS
<b>COURSE DROPS</b>							
During the first week of the term	100%	100%	100%	100%	100%	100%	100%
<b>COURSE WITHDRAWALS:</b>							
During the second week of the term	50%	50%	50%	50%	50%	50%	50%
After the second week of the term	0%	0%	0%	0%	0%	0%	0%

**Important Drop or Withdrawal Information:**

- Drops and withdrawals are initiated by the student through the Course Search and Registration System within CentralLink. Each course identifies the drop and withdrawal deadlines.
- A Drop occurs prior to the course start or during the first week of class.
- A Withdrawal occurs during or after the second week of class.
- Drops and withdrawals can and do affect financial aid eligibility.
- Financial aid recipients that withdraw from or drop classes, resulting in your enrollment being less than half-time for the semester after financial aid has been disbursed and a refund check has been issued, may be required to repay the full amount of the disbursement.
- Active participation in courses is required. Students reported as having not participated by the second Friday of class may be administratively dropped from the course and have their financial aid award re-evaluated.

**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.

**Tuition Credits for Dropped and Withdrawn Courses**

The Student Account Services and University Billing Office will automatically process tuition credits or charges due to changes in class registration. Any credit resulting from such changes will first be applied to any outstanding university balances before a refund is issued.

The percentage of the tuition credit amount is determined by the timeframe in which the drop/withdrawal is completed. Fees are equal to the percentage of the tuition credit received.

See <https://www.cmich.edu/offices-departments/office-scholarships-financial-aid/applying-for-financial-aid/enrollment-status>.

- Students who stop attending (either virtually or in person) and do not formally withdraw from a course will receive a grade of "E." Additionally, they may be required to repay any financial aid received, based on their last day of attendance.
- Application fees, main campus enrollment fees, prior learning assessment credit fees, and graduation fees are not refundable.
- Telephone requests to drop or withdraw will not be accepted.
- The start time for online courses is 12:01 a.m. on the first day of class. 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. Holidays do not have any effect on this definition of a week. Online classes follow the Eastern Standard Time (EST) zone.





## » 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 Office for Institutional Diversity, Equity and Inclusion. 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:

#### CMU Office of Scholarships and Financial Aid (OSFA)

202 Warriner Hall

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/med/Education/MD/Aid>. 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 program. Not all certificate programs are eligible for federal aid. Graduate students with an admission status of 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.
9. Students must begin participation in their courses of study to establish aid eligibility for that course. If the student does not begin participating in their course(s) by the 2nd Friday of the term/module that the course falls into (this date will differ depending on the course start date), the student will be administratively dropped from that course, and financial aid will be re-evaluated, which may have an impact on eligibility. This process follows federal regulations for the purpose of establishing financial aid eligibility.

### Verification

Verification is a process of review that determines the accuracy of information submitted by financial aid applicants. The Office of Scholarships and Financial Aid (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 Student 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/diversity/OID/Pages/King%20Chavez%20Parks%20-%20Future%20Faculty%20Fellowship.aspx>.

## Small Grants and Awards

Applications, current deadline and award amounts are available on the 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 2.50 (4.0 scale), scholar, athlete, and leader attributes, and a minimum of two years remaining in graduate school.

Each scholarship pays tuition, laboratory fees, on-campus educational fees, and \$1,200 for the purchase of textbooks, class supplies and equipment. Army ROTC scholarship recipients receive a tax-free subsistence allowance of \$420 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 Federal 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).

(continued)

### Eligibility

To be eligible for an assistantship, a student must be admitted to 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 Director of 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:

- 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 Director of 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 (SAP)

### Satisfactory Academic Progress toward your Degree

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:

### Standards of Satisfactory Academic Progress (SAP)

SAP will be monitored at the end of each semester. A student's eligibility for financial aid may be in jeopardy for the next semester if SAP is not met.

- **Quantitative standard:** Complete and pass a minimum of 67% of all attempted hours at CMU.
- **Qualitative standard:** Undergraduate students must maintain a 2.00 cumulative GPA and a 3.00 cumulative GPA as a graduate student.
- **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 (this includes credit hours transferred to CMU). Total credit hour limits apply whether or not the student has actually received financial aid for the entire time at CMU. (124 minimum x 150% = 186 credit hours).

### Credit Hours Passed

Credit hours passed are defined as having grades of: A, A-, B, B+, B-, C, C+, C-, D, D+, D-, or CR (Credit).

### Credit Hours Not Passed

Grades of I (Incomplete), W (official Withdrawal), NC, (No Credit), Z and X (Deferred Grade), and E (Failing) are not considered as hours passed.

Any of these may negatively impact your completion percentage as well as count towards maximum credit hours attempted.

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.

### Change of Grade

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 an 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 attempted credits and are not eligible for financial aid.

### Change of Major/Double Major/Extended Programs/Second bachelor's degree/Transfer Credit

If a student elects to double major, complete more than one degree and/or start a degree then change majors, all credits previously attempted will count towards SAP.

Transfer credits from a previous school count toward credit hour limits.

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.

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.

### Dropping or Withdrawing from Courses

Reducing a student's enrollment may have serious consequences.

Students who withdraw from all classes in a semester may be required to return some or all financial aid paid to their student account.

Dropping or withdrawing from classes after the drop/add period will negatively impact the student's 67% completion rate and the credits will be included in total attempted hours.

If a student is considering dropping or withdrawing should contact the Office of Scholarships and Financial Aid to determine how this may impact their financial aid.

### Review Procedures

The Office of Scholarships and Financial Aid will review all SAP standards for all students at the end of each semester. Students who received financial aid during the semester and do not meet one or more standard will be notified via their CMU email address.

## SAP Status

### Satisfactory

- The student met all standards for financial aid.
- The student is eligible for financial aid.

### Warning

- The first semester a student falls below with the 67% completion rate, or the 2.00 cumulative GPA for undergraduate or 3.00 for graduate students; and the overall attempted credits do not exceed 150% of the program length
- The student is eligible for financial aid, however, must meet SAL standards at the end of the following semester of warning.

### Denial/Suspension

- The student has not met one or more of the standards.
- Is not eligible for financial aid.



- May regain eligibility for financial aid if the student is either:
  - Able to bring their academic record within the standards (bring cumulative GPA to meet required standard, or is able to bring completion percentage over 67%) or
  - Files a Satisfactory Academic Progress Appeal, and that appeal is approved.

#### Probation

- The student has not met one of more of the standards for SAP and is not eligible for warning status; has filed an appeal which has been approved on the condition that all standards of SAP will be met by the end of the semester.
- Student is eligible for financial aid for the semester of probation.

#### Academic Plan

- The student has not met one or more of the standards and is not eligible for warning status; has filed an appeal which has been approved.
- Student is eligible for financial aid for the semester in which the appeal was approved.
- Will maintain eligibility for future semesters if the student meets the terms of the academic plan or meets the overall SAP standards by the end of the semester.

#### Regaining Financial Aid Eligibility

A student can regain eligibility by successfully completing the following:

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

#### Appeal Process

If the student has received a financial aid denial notification, the student may appeal for reinstatement of their financial aid eligibility based on extenuating circumstances. An SAP appeal must be submitted by the appeal deadline dates noted below.

Examples of appealable 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 2023, appeal by October 1, 2023
  - receiving aid in Spring 2024, appeal by February 1, 2024
  - receiving aid in Summer 2024, appeal due by July 1, 2024

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 Denial/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 Denial/Suspension** and become ineligible for Federal Student Aid.

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 offer 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 One Central 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 <https://studentaid.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 <https://studentaid.gov/>.

#### Complete Loan Agreement (Master Promissory Note)

First time borrowers who have applied for a Federal Direct Student Loan will need to complete a loan agreement before the funds may be applied to their account. The loan agreement is completed online at <https://studentaid.gov/>

#### Annual Student Loan Acknowledgment

First time borrowers and students with existing federal student loans are required to acknowledge that they understand the responsibility of borrowing and how loans affect future finances. The annual online session is completed at <https://studentaid.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: <https://studentaid.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. 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, 2020 must be reduced by 5.70% 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 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://studentaid.gov/>
- Sign a TEACH Grant Agreement to Serve and Promise to Pay each year at <https://studentaid.gov/>
- 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 <https://www2.ed.gov/about/offices/list/oep/pol/tsa.html>.

### 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.ed.gov/>.

### 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.

### Employment for Students

Job opportunities on campus are available to CMU students enrolled at least half-time each semester, regardless of financial need. 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. Employment in moderation can be beneficial to a student's educational experience, and earnings can often reduce or eliminate the necessity to borrow. Approximately 2,000 students work on campus earning over \$8 million yearly.

### 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.)

### 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.

### 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, <https://www.michigan.gov/mdcr/divisions/dei/indian-tuition-waiver>. 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 and members of the M. Ruth Evans family and members of the Mt. Pleasant, Michigan, Branch of the American Association of University Women (AAUW) in memory of M. Ruth Evans, their friend, mother and wife. Endowment earnings will provide an annual stipend to a CMU sophomore, junior or senior or graduate student who has been a resident of Isabella County for two or more years who has a GPA of 2.86 or higher.

#### Frank N. Andersen Foundation Endowed Medical Scholarship

Established in 2019 by the Frank N. Anderson Foundation to support a renewable award for third or fourth-year medical students that are enrolled in the College of Medicine who are continuing their studies in Saginaw.

#### Jack and Patricia Anson Endowed Scholarship

Established in 2005 by Todd '77 and Teresa '74 Anson in honor of Jack '50 and Patricia '47 Anson. Income from the endowment will be used to support an undergraduate or graduate scholarship for a graduate of Mount Pleasant Public Schools. The recipient must have a minimum GPA of 3.0 on a 4.0 scale.

#### 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.

#### The Harry J. Brunet Specialist in Education Scholarship

Established in 2022 by the Brunet and Foiles families in memory of Harry J. Brunet '56, '81. Harry had a long career in teaching, coaching, and administration in public education. Qualified recipients must be pursuing a Specialist in Education degree in General Educational Administration (Ed.S) in the Pk-12 Educational Leadership Program in the Department of Counseling, Educational Leadership and Higher Education within the College of Education and Human Services.

#### 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.

#### Dr. Angela Freymuth Caveney Dissertation Endowment

Established in 2020 by Dr. Angela Freymuth Caveney '96, '98, '02 and Mr. Forest Caveney in the Department of psychology within the College of Liberal Arts and Social Sciences. Award will be used to facilitate graduate research in clinical psychology and behavioral neuroscience by providing funding for dissertation research. Applicants will be graduate students in good standing within either the clinical psychology or behavioral neuroscience programs and admitted to doctoral candidacy. Candidate must also have a dissertation proposal that has been approved by the full dissertation committee.

#### 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.

#### Central Michigan University General Scholarship Endowment

Established in 2020 from the estate of Robert and Mary Elizabeth Byram '45. Mrs. Byram earned her Central Michigan University Bachelor



of Science in Home Economics in 1945. During her time here she was the Student Body President for two years. Income from this endowment will support a general scholarship fund, for an endowment to provide scholarships for its students.

#### **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).

#### **Norman Cohen Memorial Scholarship**

This scholarship was established in 2022 by the estate of Norman Cohen after he and his surviving wife passed away, in 2006 and 2021 respectively. This gift will honor Norman's career and lifelong contributions, most notably his service to the Department of Defense, as well as his educational pursuits through CMU's Global Campus by supporting students who follow in his footsteps. Qualified recipients must be enrolled within the Central Michigan University Global Campus and must have a cumulative minimum GPA of 3.0 on a 4.0 scale. First preference is given to student(s) pursuing a Master of Science in Administration (MSA) degree with a concentration in Leadership or Logistics and Acquisition (or their equivalent), who are actively employed by the Department of Defense, and/or have been Honorably Discharged Veterans of the U.S. Military Services, and/or are currently serving in the Military active-duty guard or active reserve. Second preference is given to student(s) pursuing a Master of Science in Administration (MSA) degree who are actively employed by the Department of Defense, and/or have been Honorably Discharged Veterans of the U.S. Military Services, and/or are currently serving in the Military active-duty guard or active reserve. Third preference is given to student(s) pursuing a Master of Science in Administration (MSA) degree with a concentration in Leadership or Logistics and Acquisition (or their equivalent). Fourth preference is given to student(s) pursuing a Master of Science in Administration (MSA) degree. The scholarship may be renewed up to one time following the initial award, up to 2 times total, and qualified recipients must be enrolled in a minimum of six credit hours.

#### **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.

#### **Davies Family Endowed Fund**

Established in 2019 by President Robert O. Davies, his spouse, Mrs. Cindy Davies and their daughter Kaitlyn. Income from this endowment will support a renewable award for a full-time student regardless of major or field of study. The recipient will embody the traits upon which Central Michigan University was founded, and which appear on the university's seal: Sapientia (Wisdom), Virtus (Virtue), and Amicitia (Friendship). Examples of such traits include (but are not limited to): Civic Leadership, Volunteerism, Academic Achievement, Honors or Recognition within a Field of Study.

#### **Dr. Dan C. Dean Endowed Medical Scholarship**

Established in 2022 by James Shannon Dean '96 in memory of his father, Dr. Dan C. Dean, in order to honor him and to encourage new medical students to serve as he did. Dr. Dean served the medical needs of the Mt. Pleasant area for 42 years as a family practice physician. Recipient(s) will be a student in the CMU College of Medicine with an interest in pursuing a career in the primary care field, demonstrating financial need. First preference will be given to recipient(s) who are residents of the State of Michigan.

#### **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 a nonrenewable award for graduate student(s) that resides within the state of Ohio. Recipient must be enrolled in the Global Campus program and pursuing a graduate level degree with a cumulative minimum GPA of 3.0. Half-time attendance per semester (or comparable units) is allowed..

#### **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.

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**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.

**Jack Furnari Memorial Leadership Award**

Established in 2019 by friends and family in memory of Jack Furnari. Jack was a fourth year CMU medical student who passed away in 2016, due to complications of brain cancer. Jack positively influenced countless lives within the medical school and throughout the mid-Michigan community as he battled illness with unwavering grace and humility. The endowment will support an award for a first-year student enrolled in the College of Medicine and is intended to help support the purchase of at least one stethoscope or other appropriate medical equipment. Recipient will submit a statement that articulates their 1) sense of purpose in medical school; 2) the ways in which they will support their classmates; and 3) the mark they hope to leave on the CMU College of Medicine and broader mid-Michigan region.

**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 Klopac Endowed Scholarship**

Established in 2018 by John and Carol Grossa and Roy '59 and Joan Klopac '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.

**Don and Mary Harter Family College of Medicine Endowment**

Established in 2022 by Donald and Mary Harter '65 to help alleviate financial burden of medical students upon graduation. Income from this endowment will be for a renewable scholarship for a CMU student enrolled in the College of Medicine.

**Dr. W.E. and Idonea Hersee Memorial Medical Scholarship**

Established in 2021 by Sandra and Dennis Olson in honor of Sandra's parents, Dr. W.E. Hersee '31 and Idonea Lewis Hersee '31. Dr. Hersee and his wife Idonea served the medical needs of the Mt. Pleasant area for 50 years and the Olsons would like to honor them and encourage new medical students to serve as they did by inspiring medical students to stay in Michigan and practice in underserved communities. Scholarships will support a renewable award for a medical student enrolled in the College of Medicine. The recipient must be from Michigan and express a strong interest in practicing in an underserved area.

### **The Robert W. and Eileen E. Hesse Memorial Fund**

Established in 2019 by The Robert W. and Eileen E. Hesse Memorial Fund. Available to students exclusively within the College of Medicine, this renewable award will support a medical student scholarship. The recipient(s) will be medical students (M1 -M4) with preference given to students based out of the Great Lakes Bay region or surrounding communities.

### **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 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.

### **Dr. Thomas and Mrs. Jayne Keating Athletic Training Program Scholarship**

Income from this endowment will support a scholarship for a student entering his/her third semester in the professional phase of the Athletic Training Program in the School of Rehabilitation and Medical Sciences. The recipient must be full time with a signed major in Athletic Training with a minimum cumulative GPA of 3.0 or higher. Leadership skills, accomplishments, co-curricular activities, and financial need will also be considered.

### **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.

### **The Dr. George E. and Mona Kikano Scholarship Fund**

Dr. George E. Kikano, MD, became dean of the CMU College of Medicine in July 2015, and CMU vice president for Health Affairs in August 2018. He also serves as chairman of the board of CMU Medical Education Partners. Dean Kikano is passionately committed to teaching, community partnerships, access to care and the College's mission to educate diverse students and train culturally competent physicians to provide comprehensive health care and services to under-served populations in Michigan and beyond. Reducing medical school debt makes it more financially feasible for new physicians to work in under-served communities so the creation of endowed scholarship funds for medical students is therefore a priority for CMED. To be awarded to a student enrolled in the College of Medicine.

### **Dr. Donald Kilbourn Endowed Scholarship in Counseling**

Established in 2021 by Margaret Ann Bogle '79 in honor of Dr. Donald Kilbourn, the first Director for CMU's Counseling Center. Income from the endowment is intended to help a student pursue and graduate with a master's degree in Counseling at Central Michigan University. The hope is to produce counselors that resemble the same skill and

passion as that of Don Kilbourn. According to Dr. Kilbourn's past colleagues, he excelled at building strong, trustworthy relationships and always had a deep passion for helping everyone with whom he came in contact. Recipients will be students currently enrolled in the master's level Counseling Program in the College of Education and Human Services. Students pursuing completion in either single or dual concentration plan are eligible. First preference given to those students pursuing the Addiction Counseling concentration and/or preference is given to students from historically underrepresented populations. If no student applications are pursuing those two preferences, any student enrolled in master's level Counseling Program in EHS is eligible. The recipient does not need to demonstrate financial need.

### **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.

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**Mark McDonald O.I.T. Endowed Award**

Established in 2019 through the collective giving of OIT staff, this award is available to undergraduate and graduate students university-wide, regardless of major or field of study. The recipient(s) will maintain a minimum cumulative GPA of 3.0 or higher. The recipient must have been employed by the Office of Information Technology for at least one full semester and be employed by the Office of Information Technology at the time upon which the award is made. The scholarship is not renewable following its initial award.

**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.

**The Mello Primary Care Endowed Medical Scholarship**

Established in 2019 by Joseph and Virginia Mello '84. Available to students exclusively within the College of Medicine, this renewable award will support a medical student scholarship (M1 -M4). Recipient must be from Michigan and demonstrate a strong interest in primary care. The award may be renewable up to three years following its initial award.

**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.

**Robert and Lura Myers Scholarship**

Established in 1997 by Robert and Lura Myers of Lapeer, Michigan, for undergraduate or graduate students with demonstrated financial need as determined by the Office of Scholarship and Financial Aid. Preference will be given to students from Lapeer County.

**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.

**Parr Student Professional Development Fund**

Established in 2021 by Donna Parr '91 to carry out the legacy of her late husband, Dr. Richard Parr, emeritus faculty in the School of Health Sciences in The Herbert H. and Grace A. Dow College of Health Professions. The Donor wishes to provide support for motivated, hard-working students who will benefit from participating in professional development. The non-renewable award should provide financial support for costs associated with professional development, such as, attendance at professional conferences when presenting, professional organization annual membership dues, professional journal subscription costs, or writing certification test costs. Recipient will be a sophomore or higher undergraduate student or a graduate student in the current School of Health Sciences in The Herbert H. and Grace A. Dow College of Health Professions majoring in Exercise Science or enrolled in the M.S. in Exercise Physiology Program. Preference will be given to students who have financial need. Financial need should outweigh GPA.

**Parr Internship Fund**

Established in 2021 by Donna Parr '91 to carry out the legacy of her late husband, Dr. Richard Parr, emeritus faculty in the School of Health Sciences in The Herbert H. and Grace A. Dow College of Health Professions. The Donor wishes to provide support for motivated, hard-working students who may not have had the opportunity to be highly involved in extra-curricular activities or who are in need of financial support to enable them to complete the best possible internship experience for their professional goals. Recipient will be an undergraduate or graduate student in the current School of Health Sciences in The Herbert H. and Grace A. Dow College of Health Professions and be majoring in Exercise Science (Clinical Exercise Science or Health Fitness) or will be enrolled in the M.S. in Exercise Physiology Program. Recipients will have a cumulative minimum GPA of 2.5 and must have their internship application approved by the faculty Internship Coordinator in order to be eligible for this award. A recipient of this fund is not eligible to receive support for more than one academic year and must demonstrate financial need. Financial need should outweigh GPA.



### **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 Memorial Endowment**

Established in 1998 by colleagues in memory of Dr. Nicholas P. Redfield. Income from the endowment shall be used for a doctoral audiology student with a "client centered" approach to clinical audiology, academic performance, clinical performance, volunteer work, and efforts to better the audiology program at CMU.

### **College of Medicine Rotary Scholarship**

Established in 2017 by Rotary Clubs of Mid-Michigan and Friends. Income from the endowment will support a non-renewable award for a fourth year student enrolled in the College of Medicine in good academic standing. Recipient will demonstrate financial need and will have successfully matched in a residency located within the following counties: Alcona, Alpena, Arenac, Bay, Clare, Gladwin, Gratiot, Huron, Iosco, Isabella, Midland, Montmorency, Ogemaw, Presque Isle, Saginaw, Shiawassee, or Tuscola. Applicant will submit a brief essay describing their interest in their matched residency and future practice plans.

### **Thanks For Staying 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.

### **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.

### **The Louis & Yvette Saravolatz Research Scholar Fund**

Established in 2020 by Dr. & Mrs. Louis and Yvette Saravolatz. Available to students exclusively within the College of Medicine for the purpose of excellence in medical research. Award will support medical students (M1 -M4). Applications will be reviewed by a committee of medical faculty and is non-renewable. An application and brief proposal must be submitted. Contact the CMU College of Medicine financial aid office or research department for further details.

### **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 Graduate Research Endowed Award**

Established in 2015 by Dr. Gail M. Shields to honor her late husband Dr. Michael P. Shields. Both Michael and Gail served as faculty at CMU in the Economics Department. Michael was a professor from 1993 until his retirement in 2012. While at CMU, Michael served as Chair and Graduate Director for the department. Upon his retirement, CMU awarded Michael the rank of Professor Emeritus. Michael was recognized in his profession for his many publications, both professional articles and textbooks. Michael passed away in 2014. Award will support graduate students pursuing a Master of Arts in Economics who are working with a faculty member on research. Qualified recipients (and the faculty member if applicable) must provide a written document, two page maximum, that includes the focus of the research. First preference will be given to international students. Second preference will be given to students who will co-author with the faculty member.

### **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.

(continued)



**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.

**Stanley and Madalin Vihtelic Study Abroad Scholarship**

The recipient(s) of this scholarship will be student(s) with good academic standing (a 3.0 GPA for undergraduate students and a 3.2 GPA for graduate students) who choose to study abroad for a length of up to a year. The student(s) must be approved to study abroad through CMU, be a U.S. citizen or a permanent resident enrolled full time at CMU at the time of the award and during the term of study abroad. The Office of the President with the assistance of the Office of International Education and the Office of Scholarships and Financial Aid will determine the number, amount, and recipient(s) of the Scholarship. The Office of the President may set up processes for a Scholarship Award Committee to recommend recipients of the Scholarship, as appropriate for the gift. The expenditure of the income from this gift will be approved by the Office of the President at least annually.

**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.

**Jett W. Whitehead Poetry Award**

Established by Jett W. Whitehead '77 to create a contest to award to a student (either undergraduate or graduate) who has taken a creative writing class in the current academic year that they are applying for this award. To be eligible, in addition to taking a creative writing class, a student must submit up to three typed poems of any length. The creative writing faculty within the Department of English Language and Literature have the authority to create the selection process, including but not limited to, appointing a selection committee, appointing a guest judge, etc.

**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, as individual programs may have more rigorous standards for admission, program completion, or graduation indicated in their Bulletin description.

## 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 their 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 their 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 their 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, they 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 College Committee on Review of Change of Grade Appeal and accompanying documentation explaining the basis for the allegation that the grade was the result of capricious grading and presenting any evidence they 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 completed College Committee on Review of Change of Grade Appeal and accompanying documentation to the instructor of the course with a request that the instructor promptly submit a written response thereto, a copy of which shall be made available to the student. If, upon the basis of these papers, the dispute appears to be attributable to inadequate or incomplete communication between the parties, the committee may arrange to meet individually or together with the student and instructor to discuss the problem. A teleconference can be arranged for an individual 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, they shall be disqualified from considering the appeal.

*Approved by Academic Senate: 10/22/2019*

## 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 the student's 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. Students will not be allowed to register for the same course with an outstanding grade of I.

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.

*(Academic Senate, 2/16/2021)*

## 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 Office 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 Office 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 their 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 Office of Graduate Studies concurs, the student will be granted a third and final semester to raise their 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 Office of Graduate Studies will also take into consideration course offering schedules that will affect a student's ability to repeat a course. Programs may have more rigorous requirements regarding length of probation indicated in their Bulletin description.

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 Office 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 Office 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 Office of Graduate Studies. Admission to a graduate program will be decided by the procedures normally used for that program.

*(Approved by Academic Senate, 11/7/2017)*

## 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 email the Registrar's Office at [records@cmich.edu](mailto:records@cmich.edu). This will ensure that the repeat will be noted and will be included in the current semester calculations. 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 Office 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 Director of 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 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 advisor, in consultation with the student. The advisor will determine if the plan will be sent to the academic director for approval.

## 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 amended in Degree Progress 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 and the Veteran's Resource Center.

## Changing Degree Programs

To change graduate programs, the student should submit an online application for admission to the new program. The request will be handled by Admissions and reviewed by the appropriate program. 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 degree plan in the Degree Progress System.

## 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, the faculty member 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.

## Missed Class Policy

Students are expected to comply with an instructor's established attendance policy, and they should avoid classes where there would be significant absences. In the case of an absence due to required attendance at a university-sponsored event such as a department trip, performing arts activity, ROTC function, or athletic competition, reasonable attempts should be made by faculty members to allow the student to make up missed work. Students are responsible for completing the work assigned or due on the days they are absent for these events. Both the sponsoring unit and the student should inform the faculty member as soon as possible in the semester so arrangements can be made for completing missed assignments or tests. The student is required to provide each instructor with an official notification in advance of the absence (e.g., a letter from the department chair or the coach). Optimally, this would be done by the third week of the semester, at the latest, so that the necessary arrangements for missed work can be made well in advance.

## 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/](https://www.cmich.edu/office_president/general_counsel/)

## 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 the student's 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 their 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 their 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, gradu-

ate, 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.

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.

## 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:

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

- b. engage or threaten to engage in behavior that would cause significant property damage, or directly and substantially impede the lawful activities of others.

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

### Withdrawal or Leave of Absence to Enter Military Service

A graduate or undergraduate student who receives orders to perform a period of military service (i.e., active duty, inactive duty training, or state service) is entitled to receive (a) a full refund of tuition and fees for the semester, or (b) an incomplete (I) grade. A student who has completed the majority of a given semester may request an incomplete (I) grade for their enrolled courses, instead of receiving a refund.

**For verification of impending military service, military service orders should be sent to the Veterans' Resource Center at [veterans@cmich.edu](mailto:veterans@cmich.edu).**

#### For a Withdrawal because of Military Service:

The Veterans' Resource Center will compile all required documentation and inform the Registrar of the student's eligibility for the withdrawal (drop exception).

**If a student is utilizing GI Bill® or other military benefits, any funds paid by those benefits must be returned to the source of the funding.**

#### For a Leave of Absence/ Incomplete (I) Grade:

The student shall work with their instructor(s) for confirmation of the student's eligibility to receive an incomplete (I) grade. See the Index for the incomplete (I) grade policy.

In addition to tuition and fees, the student is also entitled to a refund of all housing fees paid to the university. Meal plan charges will be prorated based upon the date the student leaves campus.

Students who are also receiving Title IV Financial Aid must contact the Office of Scholarships and Financial Aid ([financialaid@cmich.edu](mailto:financialaid@cmich.edu)) to determine the impact of their withdrawal on Title IV funds.

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. Interactive online tools offer students the opportunity to connect with faculty and peers to discuss course content. 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 989-774-4371.

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/academics/innovation-online/cmu-online>.

### Drop and Withdrawal Policy for Online Courses

All CMU Online courses start on a Monday and end on a Friday.  
(continued)



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 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 at: <https://www.cmich.edu/academics/certified-testing-center/proctored-exams-for-cmu-courses>.

The student is responsible for any proctor's fees. If one of the CMU centers is to be used as a proctor, please check with that center to determine available times and dates for testing. Should you have any questions, call 989-774-4461.

## CMU Online Information

### Classes and Seminars

Classes are usually scheduled during compressed time blocks to maximize degree progression and to minimize scheduling conflicts. Course modality options include face-to-face classes, online, hyflex, or hybrid courses.

**Online Asynchronous:** Online asynchronous courses are completely online with no required meeting days and times, but may offer optional synchronous meetings. All formalized instruction and coursework are completed online. Students will complete assignments by established deadlines. Proctored or monitored exams may be required.

**Online Synchronous:** Online synchronous courses are completely online with required specific meeting days and times where students are expected to be actively engaged in a virtual setting. All formalized instruction and coursework are completed online. Proctored or monitored exams may be required.

**Face-to-Face:** Face-to-face courses meet in a CMU approved location with required specific meeting days, times, and location as noted in the course registration system. Internet-based and other technology may be used to enhance instruction in and outside of class. Proctored or monitored exams may be required.

**Hybrid:** Hybrid courses have required specific meeting days and times outlined in the course registration system and require face-to-face class sessions in a CMU approved location while other required class sessions can be a mixture of synchronous online meetings and

asynchronous online activity. Instructors will determine which class sessions will be held in which modality within the specified course day and time range and these will be announced in the course syllabus. Proctored or monitored exams may be required.

**HyFlex:** HyFlex courses meet on specific days and times simultaneously face-to-face and synchronously online. Course meeting dates, times, and location(s) are noted in the course registration system, and face-to-face meetings occur in a CMU approved location. Students can change their mode of attendance freely according to their need or preference. At the instructor's discretion, access to course content may be available online asynchronously. Proctored or monitored exams may be required.

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, 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 CMU Online Students

Any student admitted to CMU Online 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 on the Registrar's website at <https://www.cmich.edu/offices-departments/registrars-office>.

### 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 33% of their 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 their 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 - CMU Online

All courses offered through CMU Online carry Central Michigan University credit, 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 online

experiences. To fulfill graduate certificate requirements, a graduate student must successfully complete at least five 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. 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. (Academic Senate, 5/4/2021)

## 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 the student's 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 Director of Graduate Studies sign the application to indicate that the student is qualified and eligible, and Graduate Admissions 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.

## Options for Earning Credit

### 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 Graduate Admissions. 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.

(Approved by the Graduate Committee, October 11, 2017)

### 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 33% 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 post-baccalaureate semester hours. Minimum percentage that must be earned at CMU can vary among academic programs (exception: maximum of 30 semester hours on the 54 credit hour joint master's degree in history are transferable).
- **Specialist's Degree:** 50% of the post-baccalaureate semester hours. Minimum percentage that must be earned at CMU can vary among academic programs. Exception: see the Specialist in Education (Ed.S.) degree.
- **Doctoral Degree:** maximum of 50% of the post-baccalaureate semester hours. Minimum percentage that must be earned at CMU can vary among academic programs.
- **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. CMU Online 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 Graduate Studies;
2. The credits are not in violation of any pertinent university or Office of Graduate Studies regulation, procedure, or policy;
3. The credits do not correspond to a course previously taken at CMU;
4. The credits were earned within the time limit for program completion. Credits from a prior graduate degree or certificate that are to be applied to a doctoral degree may be exempt for the time limit for doctoral degree completion (see individual program description);
5. The credits are appropriate to the student's program and are not in conflict with credit limitation specified elsewhere in the *Graduate Bulletin*;
6. As certified on the official graduate transcript, courses must be at the graduate level.
7. The grade for the credits must be B or higher. Ungraded 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 Graduate Admissions 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.

(Approved by Senate, 9/6/11, 5/4/21, 5/5/22, 2/27/24; Graduate Committee 2/20/13)

### 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. Students should consult with their advisor, the Prior Learning coordinator and review the materials and guidelines on the website prior to starting a portfolio.

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 their degree program more efficiently. The evaluation of portfolios is usually completed within 4-6 weeks.

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.

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 that has jurisdiction over the curriculum;
3. A completed degree plan in the Degree Progress System;
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;
5. Filed an Admission to Candidacy - Specialist Degree form approved by the advisor and the department chair.

**Doctoral Degree.** Admission to graduate study does not imply Admission to Candidacy for a doctoral degree. Admission to Candidacy is granted only after the applicant has:

1. Fulfilled all the prerequisites for admission to the degree program;
2. Fulfilled all special requirements, such as admissions tests, letters of recommendation, and additional student background information specified by the department;
3. A completed degree plan in the Degree Progress System;
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/qualifying 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.

## 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 and graduation 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 of 3.0 (B) or higher in all coursework on the student's degree program.
5. Not be permitted to use any courses in which the student earns below a grade of C 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 outside 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 9-21 hours of prescribed graduate work. A maximum of 33% of the 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 acceptable. 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 9-21 hour graduate coursework requirement. (*Academic Senate, 5/4/21*)

**Note:** Graduate Certificates as described in this section are not related to earning a teaching certificate. See *Standards Leading to Teacher Certification* in the Index for Teacher Certification information.

### 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 master's 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 the 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 (e.g., Ph.D., Ed.D., or D.H.A. 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 15 hours at the 700 level or above (excluding dissertation, doctoral project, and internship credits) and 45 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 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 full 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, Journal Article, or Book

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. Satisfactory completion is determined by the student's committee, department, college, and the Office of Graduate Studies. A student may replace a thesis with a journal article in which the student is the lead author or a dissertation with a compilation of journal articles in which the student is the lead author of each article at the discretion of the student's department.

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 Office of Graduate Studies' requirements, which are explained in the *Guidelines for the Preparation of Theses, Doctoral Projects, Dissertations, Journal Articles, and Books*. 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/books 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. Post-doctoral scholars may be included on committees provided that their post-doctoral advisor is not also a member of the committee. All members of the committee must have graduate faculty status as defined by the Academic Senate's Graduate Education Policy. Students can check their prospective committee members' status by contacting the Office of Graduate Studies.

The chairperson of the thesis/doctoral project/dissertation/journal article/book 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. (*Academic Senate, 5/2/23*)

### Prospectus Approval

After a committee has been selected and a topic chosen, a *Prospectus - Theses, Doctoral Projects, Dissertations, Journal Articles, and Books form* must be completed by the student and approved at the department level as well as by the Director 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/journal article/book process anew. The department may require a more detailed prospectus.

### Credits and Grading

Each student who writes a thesis/doctoral project/dissertation/journal article/book 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/book; 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/book 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/book. For a doctoral project/dissertation/journal article/book, a minimum of twelve and a maximum of thirty-six semester credit hours may be earned depending on the guidelines for the specific department.

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

The final draft of the defended, committee-approved thesis/doctoral project/dissertation/journal article/book must be submitted to the Office of Graduate Studies for approval according to the deadlines set forth by the Office of Graduate Studies. These dates are listed below and also online within the *Guidelines for the Preparation of Theses, Doctoral Projects, Dissertations, Journal Articles, and Books*. 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, Journal Articles, and Books* 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.

*Approved by the Academic Senate 2/16/21; 4/19/22.*

## 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 Director of Graduate Studies, 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 50% of the post-baccalaureate semester hours may be counted toward another degree, provided the hours apply to the stated requirements of the subsequent program and were earned within time to complete requirement of the student's additional degree. Note that the maximum percentage of previously earned credits able to be counted toward a certificate is 33%.

*Approved by the Academic Senate 5/5/21, 2/27/24*

## 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. Degrees are conferred six times each year: March, May, June, August, October, and December. Submissions should be based on the following timeline: October 1 for spring graduation, February 1 for summer graduation, and April 1 for fall graduation. There is a \$50 application fee.

**Application for Graduation.** Degrees are not awarded automatically upon completion of scholastic requirements. Students should submit a graduation application by the semester prior to their anticipated graduation date. Applications can be found on CentralLink or the Registrar's website. It is the responsibility of the student to contact their 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

### The Philip L. Kintzele 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 Hong, Ph.D., Managerial Accounting

Kuan-Chen Lin, Ph.D., Earnings Management, Financial Accounting

Lori Olsen, Ph.D., Managerial 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*

#### Dr. Scott de Brestian, Chair

132 Wightman Hall, 989-774-3025

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

Rose Brauner, M.F.A., Animation

Israel Davis, M.F.A., Ceramics

Jeremy Davis, M.F.A., Sculpture

Scott de Brestian, Ph.D., Art History

Brian Elder, M.F.A., Painting

Steve Leeper, M.F.A., Animation

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

Johanna Paas, M.F.A., Printmaking

Kris Sanford, M.F.A., Photography

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

#### 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. Steven Gorsich, Chair

2100 Biosciences, 989-774-1865;

<https://www.cmich.edu/colleges/se/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

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

Wilene 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

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

**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

#### Justin Dickerson Memorial Research Scholarship

This scholarship is sponsored by a Detroit-based nonprofit called the Great Lakes Soil Bank in memory of Justin Dickerson, who was killed in a motorcycle accident. This award is for a biology Master's student who is pursuing thesis research in the subject of soil microbiology, aquatic biology, or the soil microbiome. Preference is given to students doing soil microbiome research. The award may be used to pay for tuition, books, room and board, research support, or research supplies.

#### 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

Marian was a strong advocate for women in science who taught in the Biology Department for 18 years. The award was established by her estate after her death. The award is 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

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
See Admission Requirement Details Below	

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/se/biology/Graduate%20Programs/>). 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.

See next page for Accelerated Admissions.

### 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.

(continued)



**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 3(2-3)

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**

**ACCELERATED ADMISSIONS TO THE MASTER OF SCIENCE IN BIOLOGY OR THE MASTER OF SCIENCE IN BIOLOGY: CONSERVATION CONCENTRATION**

CMU Undergraduate students can pursue a Master of Science (M.S.) degree in Biology or an M.S. in Biology: Conservation Concentration while still fulfilling the requirements for their Bachelor's degree. Accelerated admission is available for the Plan A option (thesis, 30 credits) in either the M.S. in Biology or the M.S. in Biology: Conservation Concentration. Accelerated admission for the Plan B option (non-thesis, 36 credits) is an option for the M.S. in Biology only.

The Biology Plan A Accelerated MS Degree Program allows students to reduce the total number of credits to complete their undergraduate and graduate level degrees by applying up to 15 credits (500 or 600 level courses) towards graduate requirements on both degree programs.

The Biology Plan B Accelerated MS Degree Program allows students to reduce the total number of credits to complete their undergraduate and graduate level degrees by applying up to 18 credits (500 or 600 level courses) towards graduate requirements on both degree programs.

Students admitted to the Accelerated MS Degree Program may be eligible for a Graduate Assistantship upon completion of their Bachelor's degree.

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 Criteria:**

Students must have an undergraduate grade point average (GPA) of at least 3.0 overall and 3.0 in BIO courses, have completed at least BIO 111, BIO 112, and BIO 211 or BIO 213, and have completed a minimum of 36 credits toward a Bachelor's degree the semester that they apply for admission to the Accelerated MS program in Biology. Students will typically apply for the Accelerated MS program in their sophomore (2nd) or junior (3rd) year, prior to enrolling in 500-level or higher BIO courses. To be eligible for the accelerated program, students must meet the admission requirements for the MS program in Biology. Students applying to the MS program must have a CMU Biology graduate faculty member agree to support and advise them in their MS degree prior to acceptance.

**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.*

## College of Business Administration

250 Grawn Hall; 989-774-3150

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

#### Departments:

The Philip L. Kintzele 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, and Logistics

#### 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, 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 MBA 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 55 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

Minimum GPA: 2.7	Statement of Purpose	Resume
International Application Deadline: March 15 (Fall), November 15 (Spring)		
See Admission Requirement Details Below		

#### Admission Requirements

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 MBA program has limited seats for students taking it online 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.

##### Minimum GPA: 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.** The minimum requirements for regular admission to the Master of Business Administration program, are that the applicant meet the university requirements for admission to Graduate Studies; and meet the minimum GPA. We evaluate all submitted materials and encourage applicants to provide any information they think would demonstrate their interest in and/or potential for being a successful MBA student and a future business leader. 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.

**Regular Admission with Stipulations.** 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. In some cases, we may contact applicants to participate in an entrance interview before making a decision about regular admission with stipulations.

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 and Strategy Simulation 3(3-0)

(continued)

**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  
Cybersecurity  
Entrepreneurship  
Finance  
General Business  
Health Systems Leadership  
Human Resource Management  
Information Systems  
Logistics Management  
Marketing  
Project Management  
Value-Driven Organization

**Total: 36 semester hours**

**ACCELERATED ADMISSIONS TO THE MASTER OF BUSINESS ADMINISTRATION**

Students admitted to the Accelerated Master's Degree Program (AMDP) 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.

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:** 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:** 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.

1. Complete the application for admission to CMU's Graduate Studies (<https://fireup.cmich.edu/apply/>). 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

2. 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.

**Note:** Students will take BIS 647 as their first course, then BIS 658. The third course in this sequence is BUS 698. BIS 656, BIS 657, and BUS 697 may be taken in any sequence.

**Graduate Certificate in Logistics Management**

**Minimum Totals for Graduation: 9 hours**

The Graduate Certificate in Logistics Management is designed for learners who hold a Bachelor's degree and who desire advanced knowledge and skills in logistics.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

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

1. Bachelor's degree with cumulative GPA of at least 2.7.
2. Prior knowledge or on-the-job experience with statistics and marketing.

If the student is admitted MBA program, some of the credits successfully earned with this certificate program may be used towards the Logistics Management emphasis in the MBA program. The number of credits that can be counted towards both this certificate and another graduate program, like MBA, are governed by credit-sharing policies in the Graduate Bulletin. Students will not be allowed to use the same course for two different emphases.

**Required Courses I (6 hours)**

MKT 631 - Lean Logistics Operations 3(3-0)  
MKT 632 - Integrated Logistics Strategy 3(3-0)

**Required Courses II (3 hours)**

Select one of the following:  
MKT 555 - Market and Sales Forecasting 3(3-0)  
MKT 633 - Risk-based Logistics Networks 3(3-0)

**Total: 9 semester hours**

## Department of Business Information Systems

College of Business Administration

### Dr. James Melton, 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: 36-39 hours**

### The Program

The mission of the Master of Science in Information Systems Program (MSIS) is to prepare students to be effective information systems professionals. Graduates from the program will be able to:

- Demonstrate the ability to collaboratively develop information systems to solve business problems.
- Demonstrate the ability to provide accurate information to key stakeholders.
- Demonstrate competency in core business knowledge.
- Demonstrate effective business writing and oral communication skills.

### Degree Requirements:

Students are required to complete a minimum of 36 graduate credits and pass a comprehensive examination.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7 (or 3.0 in the last two years of study)

Application Deadline: See below.

See Admission Requirement Details Below

Admission is valid only for the semester stated in Letter of Admission or Certificate of Admission.

### Admissions Process and Deadlines for Master of Science in Information Systems

Main Campus Process and Deadlines		
Who may apply	Application Due Date*	Decision Notification
Fall Admission, classes begin late August:		
U.S. Applicants	June 1*	June 30
International Applicants	March 1*	March 31
Spring Admission, classes begin January:		
U.S. Applicants	September 15*	October 15
International Applicants	July 1*	September 1
*Completed Applications with all required supporting materials 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.		

Online Program Process and Deadlines		
Who may apply	Application Due Date*	Decision Notification
Fall Admission, classes begin late August:		
All Applicants	June 1*	June 30
Spring Admission, classes begin January:		
All Applicants	September 15*	October 15
*Completed Applications with all required supporting materials only.		

The admissions committee reviews completed applications according to the preceding schedule. Therefore, it is prudent to apply early.

### 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)

(continued)



**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**

**Graduate Certificate in Enterprise Systems (SAP)****Minimum Totals for Graduation: 16 hours****ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS**

The Graduate Certificate in Enterprise Systems is designed for regularly admitted graduate students who desire to acquire advanced knowledge and skills in the enterprise software, SAP. If admission requirements to the MBA program are met and the MBA core courses are taken by the students, credits successfully earned with this certificate program may be used towards the MIS (SAP emphasis) concentration in the MBA program. Students will not be allowed to use the same course for two different concentrations. To be considered for regular admission, an applicant must have:

1. Admission into the graduate college.
2. Computer literacy as demonstrated by BIS 104 or CPS 100 or equivalent.

**Required Courses (13 hours)**

BIS 647 - Enterprise Systems for Management using SAP Software3(3-0)  
 BIS 656 - Enterprise Analytics 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**

**Master of Business Administration (MBA)**

*See the College of Business Administration for information.*

## Department of Chemistry and Biochemistry

College of Science and Engineering

### Dr. Anton W. Jensen, Chair

268 Dow, 989-774-3981

<https://www.cmich.edu/academics/colleges/college-science-engineering/departments-schools/chemistry-and-biochemistry>

**Gabriel Caruntu**, Ph.D., University of Orleans, Inorganic/Materials Chemistry

**Bradley D. Fahlman**, Ph.D., Rice University, Inorganic Materials 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. Squattrito**, 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, Chemistry

### 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. The M.S. is a research degree and specializations are possible in biochemistry, and in analytical, inorganic, organic, materials, physical and polymer chemistry, and teaching college chemistry focus.

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 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, LCMS, ICP-OES, 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. Individual faculty research grants support fellowship or summer research activities as well.

## 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)

*Application Deadlines:*

February 1 (Fall Admission with Graduate Assistantship)

July 1 (Fall Admission without Graduate Assistantship)

October 1 (Spring Admission without Graduate Assistantship)

*See Admission Requirement Details Below*

Applicants for admission to the Chemistry M.S. program must be admitted initially to Graduate Studies at CMU (<https://fireup.cmich.edu/apply/>). In addition to the CMU admission materials, the applicant must provide two letters of reference and a statement of purpose. GRE exam scores are not required. The Statement of Purpose 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, Graduate Studies forwards the materials to the Department of Chemistry and Biochemistry for admission recommendation. Final notice of admission comes from 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.

The Department of Chemistry and Biochemistry awards a limited number of merit-based Graduate Assistantships for students admitted in fall semester. In order to receive full consideration for Graduate Assistantships, completed applications and all transcripts, scores, and letters must be received by February 1.

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 (6-7 hours)

Select two from the following:

CHM 511 - Advanced Analytical Chemistry 4(1-6)

CHM 520 - Introductory Biochemistry 3(3-0)

CHM 531 - Advanced Inorganic Chemistry 3(3-0)

CHM 541 - Advanced Organic Chemistry: Mechanisms 3(3-0)

CHM 551 - Materials Chemistry 3(3-0)

CHM 555 - Advanced Physical Chemistry 3(3-0)

**Note:** Selection of these courses will be done in consultation with the graduate program committee or graduate advisor.

**Required Courses I (2 hours)**

Select one of the following:

CHM 601 - Chemistry Seminar Presentations 2(2-0)

SCI 731 - Biochemistry, Cell and Molecular Biology Colloquium 1-2(Spec)

**Required Courses II (1 hour)**

Select one of the following:

CHM 602 - Scientific Writing in Chemistry 1(1-0)

SCI 740 - Research Ethics and Responsible Conduct of Research 1(1-0)

**Electives (8-9 hours)**

Select three from the following:

**Note:** Courses may not double count toward Electives and Foundation Courses and credit cannot be earned in both CHM 520 & CHM 521

CHM 511 - Advanced Analytical Chemistry 4(1-6)

CHM 515 - Environmental Chemistry of the Great Lakes 2(1-3)

CHM 520 - Introductory Biochemistry 3(3-0)

CHM 521 - Biochemistry I 3(3-0)

CHM 522 - Biochemistry II 3(3-0)

CHM 527 - Biochemistry Laboratory 2(1-3)

CHM 531 - Advanced Inorganic Chemistry 3(3-0)

CHM 541 - Advanced Organic Chemistry: Mechanisms 3(3-0)

CHM 542 - Structure Determination Using Spectroscopic and Related Methods 3(3-0)

CHM 551 - Materials Chemistry 3(3-0)

CHM 555 - Advanced Physical Chemistry 3(3-0)

CHM 560 - Biomimetic Nanotechnology 3(3-0)

CHM 566 - Introduction to Biomaterials 3(3-0)

CHM 568 - Pharmaceutical Chemistry 3(3-0)

CHM 571 - Topics in Chemistry 1-9(Spec)

CHM 575 - Internship in Chemistry or Biochemistry 1-6(Spec)

CHM 583 - Seminar in Chemistry 1-2(Spec)

CHM 611 - Advanced Topics in Analytical Chemistry 1-9(Spec)

CHM 621 - Advanced Biochemistry 3(3-0)

CHM 624 - Advanced Topics in Biochemistry 1-9(Spec)

CHM 631 - Coordination Chemistry 3(3-0)

CHM 632 - Advanced Topics in Inorganic Chemistry 1-9(Spec)

CHM 641 - Advanced Topics in Organic Chemistry 1-9(Spec)

CHM 644 - Advanced Organic Chemistry: Reactions and Synthesis 3(3-0)

CHM 651 - Advanced Topics in Physical Chemistry 1-9(Spec)

CHM 655 - Quantum and Computational Chemistry 3(3-0)

CHM 665 - Advanced Topics in Polymer Chemistry 1-9(Spec)

CHM 667 - Polymer Additives 3(3-0)

CHM 669 - Polymer Processing 3(3-0)

CHM 781 - Chemistry Teaching Practicum 2(Spec)

CHM 791 - Directed Research 1-6(Spec)

CHM 793 - Chemistry Teaching Internship 1-9(Spec)

CHM 794 - Experimentation in the Teaching of Chemistry 1-6(Spec)

**Plan Option (12 hours)**

Select one of the following plans:

**Plan A: Thesis Option (12 hours)**

CHM 791 - Directed Research 1-6(Spec)

CHM 798 - Thesis 1-9(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 Chairperson.

**Plan B: Non-Thesis Option (12 hours)****Required Course (9 hours)**

CHM 698 - Plan B Project 1-9(Spec)

**Elective Course (3 hours)**

Select one 600 level or greater course from the Electives list.

**Total: 30 semester hours**

**ACCELERATED ADMISSIONS TO THE M.S. IN CHEMISTRY**

Undergraduate students in Chemistry and Biochemistry can pursue a Master of Science degree in Chemistry while still fulfilling the requirements for their Bachelor's degree. The Accelerated Master's Degree Program 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 3.0 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 Chemistry. To be eligible for the accelerated program, students must complete the admission requirements for the MS program in Chemistry and CHM 211 & CHM 349.

Depending on the student's undergraduate degree (Biochemistry or Chemistry) and their selected concentration, the following table indicates the graduate level designated course hours that can be completed before the bachelor's degree is awarded. Courses must be approved by a graduate advisor and must be used toward both undergraduate and graduate degrees.

	Chemistry Major Concentrations				
	Biochemistry Major	Chemical Technology	Chemistry	Materials Chemistry	Environmental Chemistry
500 level required credit hours	CHM 521 CHM 522 CHM 527 8	CHM 520 CHM 511 CHM 527 9	CHM 520 3	CHM 520 CHM 551 6	CHM 520 CHM 511 7
500 level required elective credit hours	0	3	6	3	0
TOTAL 500 level required credit hours	8	12	9	9	7

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).

**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.*

## School of Communication, Journalism, and Media

College of the Arts and Media

### Dr. Heather Polinsky, Director

333 Moore Hall Hall, 989-774-3177; <https://www.scjm.cmich.edu>

**William Anderson**, Ed.D., Copywriting, Promotion, Public Relations

**Sean Baker**, Ph.D., Visual/Digital Communication, Research

**Jim Bollella**, M.A., Audio Labs Manager, Radio Operations, Audio Production

**Lori F. Brost**, Ph.D., Press and Society, New Media, Electronic Media, Pop Culture, Research

**Mario Caballero**, M.A., Video Labs Manager, Television Operations

**Minwoong Chung**, Ph.D., Communication

**Kevin Corbett**, Ph.D., Film Studies, Screenwriting

**Trevor Diehl**, Ph.D., Online and Multi-platform Media, Quantitative Research Methods

**Elina Erzikova**, Ph.D., Public Relations, Research

**Edward Hinck**, Ph.D., Communication

**Aiden Kosciesza**, Ph.D., Communication

**Eric Limarenko**, M.F.A., Video & Film Production, Video Editing & Post Production

**Carol McGinnis**, M.A., Advertising, Multimedia, Press and Society, Research

**Joseph Packer**, Ph.D., Communication

**Wendy Papa**, Ph.D., Communication

**Heather Polinsky**, Ph.D., Audio Production, Mass Communication Theory, Telecommunication Policy

**Richard Ren**, Ph.D., Integrative Public Relations, Research

**Amy Sindik**, Ph.D., Media Law, Media Management, Media Entrepreneurship

**Trey Stohman**, Ed.D., Media Scriptwriting, Media Criticism, Qualitative Research Methods

**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

**Kirsten Weber**, COM Area Coordinator, Ph.D., Communication

**Patty Williamson**, Ph.D., Media Criticism, Film Studies

**Lesley Withers**, Ph.D., Communication

**James Wojcik**, M.A., Public Relations

**Jiafei Yin**, Ph.D., News Editorial, Media History and International Communications, Research

### Course Designators:

COM - Communication

IPR - Integrative Public Relations

JRN - Journalism

MCA - Media and Cinematic Arts

### Facilities

The school 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 for a student record label, Moore Media Records; video-editing suites; a newsroom for News Central and Central View Live, the area's only locally focused television newscast. The school supports a the CMU Film Society and the Central Michigan International Film Festival.

### Graduate Assistantships (MCA)

Media graduate assistants aid in teaching basic audio, video, and news production sections, as well as assist with our co-curricular activities. For an application, catalog, and graduate assistant information, contact Lara Granger, MCA Administrative Assistant at [marti11l@cmich.edu](mailto:marti11l@cmich.edu) or 989-774-3851.

### Financial Aid (Communication)

The school offers the following kinds of financial aid for Communication students: 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.

## Master of Arts (M.A.) in Media Arts

### Minimum Totals for Graduation: 30 hours

The Master of Arts program in Media 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 media studies, media management, or media production track should possess a professional or academic background in mass communication and media. Students interested in the film theory and criticism track 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.

Classes are taught by 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 Media Arts M.A. program one of the most attractive in the Midwest.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENTS SNAPSHOT

GPA: 2.7

Entrance Exam: N/A

International Application Deadline: July 1 (Fall)

Application Deadline for Assistantship Consideration: February 1

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. Students lacking appropriate preparatory course work may be admitted with stipulations.

International applicants must present a score of 250 CBT (Computer-Based Test) or 600 PBT (Paper-based Test) or 100 iBT (internet-Based test) or better on the International TOEFL, or a score of 7.0 or better on the IELTS.

### Core Courses (12 hours)

MCA 600 - Introduction to Research and Graduate Study in Media 3(3-0)

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

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

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

### Tracks (18 hours)

Select one of the following tracks:

#### Track 1: Media Production (18 hours)

##### Required Courses I (3 hours)

MCA 575 - Film Theory and Criticism 3(3-0)



**Required Courses II (9 hours)**

Select three of the following:

- MCA 521 - Advanced Cinematography 3(2-2)
- MCA 522 - Audio Post-Production 3(2-2)
- MCA 531 - Client Based Video Production 3(2-2)
- MCA 532 - Advanced Video/Multimedia Post-Production 3(2-2)
- MCA 533 - Advanced Theory and Practice for Content Creators 3(2-2)
- MCA 542 - Contemporary Recording and Mixing 3(2-2)

**Required Courses III (3 hours)**

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

**Electives (3 hours)**

Select from any graduate-level course in the School of Communication, Journalism, and Media. Courses should be selected in consultation with the school graduate coordinator.

**Track 2: Media Management (18 hours)****Required Courses I (6 hours)**

- MCA 513 - Media Entrepreneurship 3(3-0)
- MCA 516 - Media Leadership 3(3-0)

**Required Courses II (3 hours)**

Select one of the following:

- MCA 533 - Advanced Theory and Practice for Content Creators 3(2-2)
- MCA 534 - Media Content Distribution and Business 3(3-0)
- MCA 540WI - Music Industry and Business 3(3-0)
- MCA 571 - Telecommunications Media Policy 3(3-0)

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

Select one of the following:

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

**Electives (3-6 hours)**

Select from any graduate-level course in the School of Communication, Journalism, and Media. Courses should be selected in consultation with the school graduate coordinator.

**Track 3: Film Theory & Criticism (18 hours)****Required Courses I (3 hours)**

- MCA 575 - Film Theory and Criticism 3(3-0)

**Required Courses II (6 hours)**

Select two of the following:

- MCA 525 - Film Genre Study 3-9(Spec)
- MCA 527 - Film Directors 3-9(Spec)
- MCA 528 - History and Analysis of Documentary Film 3(2-2)

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

Select one of the following:

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

**Electives (3-6 hours)**

Select from any graduate-level courses in the School of Communication, Journalism, and Media. Courses should be selected in consultation with the school graduate coordinator.

MCA 525 and MCA 527 are variable content courses and can be repeated once as electives for this program if content is not replicated.

**Track 4: Media Studies (18 hours)****Required Courses I (3-6 hours)**

Select one of the following:

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

**Electives (12-15 hours)**

Select from any graduate-level courses in the School of Communication, Journalism, and Media. Courses should be selected in consultation with the school graduate coordinator.

**Total: 30 semester hours**

**Master of Arts (M.A.) in Communication****Minimum Totals for Graduation: 33 hours**

The graduate program in the study of Communication provides a strong background in communication research and theory. Graduates from the program pursue 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.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

GPA: 2.7	Entrance Exam: N/A
Application Deadline: February 15 (Fall)	
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. 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 department's director of graduate studies or their academic advisor and apply to Graduate Studies for permission to transfer credit. Please email [SCJM@cmich.edu](mailto:SCJM@cmich.edu) to inquire about assistantship information.

See below for Accelerated Admissions to this program for Undergraduate level students.

**English Language Competency Requirements for International Students**

International students who have a score of 250 CBT<sup>2</sup> (600 PBT<sup>1</sup>, 100 iBT<sup>3</sup>) or better on the International TOEFL, or 7.0 or better on the IELTS, are eligible for regular admission to the MA program in Communication if all other requirements are met. Students from an English-speaking country may be exempt from submitting an English Proficiency Test. Students who believe that they can demonstrate proficiency by means other than those listed should contact the Graduate Coordinator for the School of Communication, Journalism, and Media for individual consideration.

<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)

**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**

### ACCELERATED ADMISSIONS TO THE MASTER OF ARTS IN COMMUNICATION

(Currently enrolled CMU Undergraduate Students only.)

Student must be a signed major in Communication or a related field.

1. Overall cumulative undergraduate GPA of at least 2.7 (and 3.0 in last 15 hours of Communication).
2. Submit an application, writing sample, and cover letter (for more details, contact the School of Communication, Journalism, and Media at 989-774-3177).
3. Obtain written approval from the Graduate Director of the School of Communication, Journalism, and Media.
4. Obtain graduate school approval of courses selected to double count on both the BAA/BA/BS and MA by completing the AGDP Acknowledgement & Approval Form.

Students considering an accelerated MA program should be aware that their financial aid may be affected for courses double counting on the BAA/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). Students considering an accelerated MA program should also be aware that only traditional (i.e., two-year M.A. applicants) will be considered for graduate assistantships; other forms of funding may be available.

## Department of Communication Sciences & Disorders

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

### (Audiology, Speech Language Pathology)

#### Dr. Susan Naeve-Velguth, Chair

989-774-1323, 2186 Health Professions

**Kathryn Atkinson**, Clinical Supervisor, CCC-SLP; M.A., Central Michigan University. Adult traumatic brain injury, adult dysphagia, adult neurogenic group therapy, multidisciplinary 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

**Nicholas Barone**, Assistant Professor; CCC-SLP; M.A., Misericordia University; Ph.D., James Madison University. Neurophysiology of voice, swallowing, and communication examined using functional near-infrared spectroscopy (fNIRS).

**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

**Sarah Grinn**, Assistant Professor; CCC-A; Au.D., University of Florida; Ph.D., University of Texas at Dallas. Auditory effects of isolated or frequent recreational noise insults sustained in normal hearing populations, role of pre-cochlear amplification in noise-induced hearing loss vulnerability

**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

**Stacey Lim**, Associate 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

**Megan MacPherson**, Assistant Professor, CCC-SLP; M.A., Central Michigan University; Ph.D., Purdue University. Speech motor control, neuroscience of communication, fluency disorders, speech science and acoustics, gerontology, neurogenics.

**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**, 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**, Associate Professor and Audiology Division Director; 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

(continued)

**Stephanie Richards**, Associate Professor, CCC-SLP; M.A., Central Michigan University; Ph.D., Bowling Green State University. Adolescent and adult language and literacy

**Mary Beth 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**, Associate Professor; CCC-A; M.D., Suzhou Medical College, Sc.D., Montclair State University. Audiology diagnostics (pediatric and adult), amplification, aural rehabilitation, cochlear implant

### 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 and Master of Arts in Speech-Language Pathology, which lead to eligibility to apply for clinical certification and licensure. Both programs are accredited by the American Speech-Language-Hearing Association's (ASHA) Council on Academic Accreditation. A graduate certificate in Structured Language and Literacy Intervention is also offered.

The 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. Opportunities for applied clinical research and qualitative research are also available. The Carls Center clinical population provides appropriate opportunities to carry out research projects. Many off-campus clinical facilities welcome student training and research activity.

Students and faculty study a wide range of speech, language, and hearing disorders. The Carls Center 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. The Summer Speech-Language Specialty Clinics include a specialized five-week treatment program for children and adolescents with all types of communication disorders.

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, and others.

In addition, many students travel to local schools to work with school-aged children in programs that involve traditional speech and language therapy as well as phonemic awareness programs.

Each year, several graduate students are awarded competitive assistantships, which include a stipend and tuition waiver. Appointment to an assistantship qualifies graduate students for in-state tuition rates.

To receive full consideration for admission and financial assistance, application and all accompanying documents must be received by January 15 for both degree programs for entrance in the summer II semester for speech-language pathology and fall semester for audiology. 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 from CMU or another university, nor meeting the minimal entrance requirements of CSD or the Office of Graduate Studies guarantees admission.

### 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

GPA: 3.00 (see admission standards)

Application Deadline: January 15 (Summer II)

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

#### 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/docs/default-source/colleges/college-of-health-professions/communication-sciences-and-disorders/technical-standards-slp-masters7f383b40-83f8-4af4-89e7-a4c8b9cc3e85.pdf?sfvrsn=8b8a21bb\\_3&v=1](https://www.cmich.edu/docs/default-source/colleges/college-of-health-professions/communication-sciences-and-disorders/technical-standards-slp-masters7f383b40-83f8-4af4-89e7-a4c8b9cc3e85.pdf?sfvrsn=8b8a21bb_3&v=1).

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 3.00 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.

#### 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 and Resonance Disorders 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 3-15(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 1-9(Spec)

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 (requirement currently waived)

*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.capsd.org/csdcas-student-page/>.

The admissions committee considers the applicant's undergraduate transcript, GRE scores (currently waived) 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

(continued)



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 *Core Functions 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. 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. Two semesters on academic probation (as determined by the University).
3. Earning a grade of C or C+ in any three courses on the Au.D. curriculum.
4. 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.
5. Failure (grade of E) of any two courses (academic or on-campus practicum) on the Au.D. curriculum.
6. 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.
7. Failure (NC) of any of the fourth year clinical externship courses.
8. A lack of professional conduct and/or any behavioral patterns that may jeopardize the safety or wellbeing of patients, faculty, staff, students, or others.
9. Violations of university, clinical, or professional codes of conduct and regulations (e.g., HIPAA).
10. 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 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 757 - Geriatric Audiology 3(3-0)
- AUD 759 - Introduction to Clinical Practicum: Audiology 1-6(Spec)
- AUD 771 - Seminars in Audiology 3(3-0)
- AUD 773 - Advanced Amplification Fitting Strategies 3(2-2)

### Required Courses II (36 hours)

The following courses should be taken in the second year:

- AUD 730 - Experimental Studies in Communication Disorders 3(3-0)
- AUD 754 - Pediatric Audiology 3(3-0)
- AUD 763 - Audiological Rehabilitation Considerations in Education 3(3-0)
- AUD 764 - Audiologic Rehabilitation Across the Lifespan 3(3-0)
- AUD 765 - Cochlear Implants and Other Implantable Technologies 3(3-0)
- AUD 769 - Intermediate Clinical Practicum: Audiology 1-9(Spec)
- 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)
- AUD 863 - Professional Issues in the Practice of Audiology 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 785 - Auditory Processing Disorders 3(3-0)
- AUD 849 - Advanced Clinical Practicum: Audiology 1-12(Spec)
- AUD 898 - Doctoral Project 1-12(Spec)
- AUD 995 - Clinical Externship 1-23(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 1-23(Spec)

**Note:** 18 credit hours of AUD 995 in year 4 (9 each semester).

**Total: 115 semester hours**

## Graduate Certificate in Structured Language and Literacy Intervention

### Minimum Totals for Graduation: 18 hours

This 18-credit hour certificate is designed for degree-seeking students of any major and non-degree-seeking students who desire to offer high-quality literacy services using evidence-based instruction and interventions to students with reading disabilities, including dyslexia.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

**Admission:** Bachelor's degree and 3.0 Cumulative GPA.

**Retention:** Maintain a 3.0 cumulative GPA with no grade less than a B in the certificate classes.

**Termination:** Students who do not earn at least a B in each course in the certificate program will be terminated.

### Required Courses (18 hours)

CSD 512 - Supporting Students with Literacy Disorders 3(3-0)

CSD 595 - Literacy Clinical Practicum 3(Spec)

EDU 531 - Assessment, Instruction, and Intervention in Reading 3(3-0)

EDU 533 - Diagnosis and Treatment of Reading Difficulties 3(2-3)

EDU 537 - Knowledge of Diverse Readers, Including Dyslexia 3(3-0)

EDU 540 - Literacy Education: Theory and Practice 3(3-0)

SLP 720 - Assessment of Literacy Disorders for the SLP 3(3-0)

**Note:** Only one of EDU 531 or SLP 720 may be counted toward this certificate.

**Total: 18 semester hours**

### ACCELERATED ADMISSIONS TO THE STRUCTURED LANGUAGE AND LITERACY GRADUATE CERTIFICATE

- Accelerated Admission: Student must be currently enrolled as a CMU undergraduate student with junior or senior status. Student must have a cumulative undergraduate GPA of at least 3.0.
- To enroll in the accelerated program, students must submit both an online application for admission and an Accelerated Graduate Degree Program: Acknowledgement & Approval Form.
- Retention: Maintain a 3.0 cumulative GPA with no grade less than a B in the certificate classes.
- Termination: Students who do not earn at least a B in each course in the certificate program will be terminated.

Students granted accelerated admissions can take up to 50% of the Structured Language and Literacy Intervention Certificate Courses while enrolled as an undergraduate student and count them toward both their undergraduate degree and the Structured Language and Literacy Intervention Certificate. Courses eligible for undergraduate students to take include CSD 512, EDU 531, EDU 533, EDU 537, and EDU 540.

Students should enroll in these courses at the undergraduate level but will need to inform the instructor that they are taking them as part of an accelerated program and will need to fulfill the academic requirements for graduate students. No more than three of the listed courses should be taken while enrolled as an undergraduate student, and students must not take more than 15 credit hours (undergraduate and graduate credits combined) in a semester.

Completed courses will be added to the graduate transcript once the student satisfactorily completes their undergraduate degree. All credits taken prior to the awarding of the undergraduate degree, regardless of course level and the degree to which they are being applied, will be charged at the undergraduate tuition rate.

Students granted accelerated admissions should be aware that their financial aid may be affected for courses double counting on their undergraduate degree and graduate certificate. Contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).

## Department of Computer Science

College of Science and Engineering

### Dr. Patrick Kinnicutt, Chair

413 Pearce Hall, 989-774-3774

[https://www.cmich.edu/colleges/se/comp\\_sci/](https://www.cmich.edu/colleges/se/comp_sci/)

Jesse Eickholt, Ph.D., Machine Learning and Informatics

Patrick Kinnicutt, Ph.D., Geostatistics, Science Informatics, Signal Processing

Qi Liao, Ph.D., Computer and Network Security, Economics/Game Theory for Cybersecurity

S.N. Jayaram Murthy, Ph.D., Multimedia, Pattern Recognition, Data Mining

Patrick Seeling, Ph.D., Multimedia, Networks, Engineering Education

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 optional

International Application Deadline: July 1 (Fall), Oct. 1 (Spring)

See Admission Requirement Details Below

1. Bachelor's degree from an accredited institution that includes a two-semester sequence of algorithmic problem solving and elementary data structures in a modern programming language (CPS 180, CPS 181).
2. Completion of the following computer science courses or their equivalent:
  - Computer Architecture;
  - Data Structures and Algorithms;
  - Principles of Programming Languages;
  - Operating Systems.
3. Completion of an introductory course in Calculus.
4. An undergraduate grade point average of at least 3.0 (on a 4-point scale) in the last 60 semester hours of course work.
5. Minimum grade point average of 3.0 in the programming and computer science courses.

### Degree Requirements

#### Required Courses I (6 hours)

CPS 541 - Modern Databases 3(3-0)

ITC 510 - Software and Data Modeling 3(3-0)

#### Required Courses II (12 hours)

Select four from the following:

CPS 542 - Analysis and Design of Algorithms 3(3-0)

CPS 580 - Supervised Machine Learning 3(3-0)

CPS 585 - Applied Data Engineering 3(3-0)

CPS 680 - Artificial Intelligence 3(3-0)

CPS 685 - Pattern Recognition and Data Mining 3(3-0)

ITC 520 - Foundations of Computer Security 3(3-0)

ITC 630 - Cloud Computing 3(3-0)

ITC 686 - Big Data Analytics 3(3-0)

#### Electives (6 hours)

Select courses from CPS or ITC designators at the 510 level or above, or select from the following:

BIS 582 - Data Visualization: Theory and Practice 3(3-0)

BIS 605 - Communication in Professional Contexts 3(3-0)

BIS 628 - Application Development 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 591 - Data Mining Techniques I 3(3-0)

#### Plan Option (6 hours)

Select either Plan A or Plan B.

##### Plan A Requirement (6 hours)

A Master's thesis of 6 hours (CPS 798), and an oral examination on the thesis.

CPS 798 - Thesis 1-6(Spec)

##### Plan B Requirement (6 hours)

An overview of research design and professional practice (CPS 691) and a capstone project (CPS 698). The capstone project must include a significant, original programming component with a written defense of the programming component.

CPS 691 - Research Design and Professional Practice 3(3-0)

CPS 698 - Capstone Project 3(3-0)

**Total: 30 semester hours**

### ACCELERATED ADMISSIONS TO THE 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.

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 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

##### Year Five

###### Fall (9 hours):

Requirements for MS\* - 9 hours

###### Spring (9 hours):

Requirements and Electives for MS\* - 9 hours

**\*Note:** Students may complete CPS 798 - 6 hours over the course of two semesters for the MS Plan A Option.

## Department of Counseling, Educational Leadership, and Higher Education

College of Education and Human Services

### Dr. Sarah Marshall, Chair

321 EHS Building, 989-774-3635

Ellen Armbruster, Ph.D., Counseling

Allison Arnekrans, Ph.D., Counseling

Eric Buschlen, Ed.D., Leadership Development and Civic Engagement

Gregg Dionne, Ph.D., Curriculum & Instruction, Assessment, Supervision

Patrick Faircloth, Ph.D., Counseling

LaRhonda Flowers, Ph.D., Counseling

Anne Hornak, Ph.D., Higher Education Administration, Ethics, Student Affairs

Benjamin Jankens, Ed.D., School Leadership, Organizational Culture, Reform Efforts

Matthew Johnson, Ph.D., Leadership Theory, Student Affairs, Student Development Theory

Brandon Keene-Orton, Ph.D., Counseling

Sarah Marshall, Ph.D., Student Affairs Administration, Work-Family Issues

Reuben Mwangi, Ph.D., Counseling

Sheri Pickover, Ph.D., Counseling

Tobi Russell, Ph.D., Counseling

Pam Sickinger, Ph.D., Counselor Education and Supervision

Misty Smith, M.S., LPC, CAADC CCS, Counseling

Georgian Wilson, Ed.D., School Administration, Value-Based Leadership, Improvement

### Course Designator:

CEC - Counselor Education and Personal Development

EDL - Educational Leadership

HED - Higher Education

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 counseling, educational leadership, and higher education are:

- M.A. in Counseling (concentrations in Addiction Counseling, Clinical Mental Health, and School Counseling)
- M.A. in Educational Leadership
- M.A. in Higher Education Administration
- Specialist in Education: General Educational Administration
- Ed.D. in Educational Leadership
- The M.A. in Education (Curriculum and Instruction Concentration or Training & Development Concentration) is an interdisciplinary program. See the index for page number.
- Graduate Certificate in Equity-Centered Teaching and Learning

## Master of Arts (M.A.) in Counseling

### Minimum Totals for Graduation: 60 hours

The Counselor Education program at Central Michigan University leads to a graduate degree 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. Classes take place in the afternoons and evenings and many are online to better accommodate nontraditional students. Students who successfully complete the program of studies earn a Master of Arts in Counseling in a CACREP accredited program with a concentration in Addiction Counseling, Clinical Mental Health Counseling, or School Counseling.

Faculty members include licensed professional counselors and nationally certified counselors. Full-time counselor education faculty hold doctoral degrees in counselor education. Teaching excellence is a top priority of the faculty.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.8

Application Deadlines: February 1 for Fall admission (Mt. Pleasant or Online)

September 1 for Spring admission (Online only)

See Admission Requirement Details Below

### Admission Requirements

**Important Message for Prospective Students:** CMU Counseling Programs are CACREP accredited. We offer programs on the Mt. Pleasant campus and a fully online program. The Mt. Pleasant program is a hybrid program, with 40% of courses taught face to face and 60% of courses taught either synchronously or asynchronously online. The Mt. Pleasant program does not meet US visa requirements for international students. The fully online program consists of 55% synchronous courses (live online) and 45% asynchronous courses.

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/academics/accreditation-and-licensure-information/professional-certification-licensure-disclosures> 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.

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
- Resume or short statement of relevant work or volunteer experience
- Two completed letters of recommendation are required for your application. Both letters should be professional references from an academic instructor, current/past supervisor, professional colleague etc. Recommendation letters must speak to the applicant's ability to perform in a professional work and/or academic setting. Professional colleagues are considered individuals the applicant has worked with in a professional work or professional volunteer setting. The counseling program will not accept recommendation letters from the following sources: family members, friends; or individuals who provide the applicant with professional health services (therapist, doctor, etc).
- Written statement of purpose and general plans for graduate study.

The written statement should consist of a 3-page APA formatted essay (cover page does not count as one page) detailing the following:

1. state your career goals;
2. describe how completing an M.A. in Counseling will help you fulfill those goals;
3. Describe your readiness to engage in a digital learning environment in the hybrid (face to face and online) or fully online program; and
4. describe your strengths and areas for growth as a graduate student.

The applicant's cumulative undergraduate grade point average (GPA) (2.8 minimum), two letters of recommendation, resume (or work experience statement), written statement of purpose, and general plans for graduate study are all considered in determining admission. Students who have below a 2.8 minimum undergraduate GPA are still encouraged to apply and will receive consideration. All application materials must be received in the Department of Counseling, Educational Leadership and Higher Education before a decision will be made regarding whether to invite the applicant for a virtual group interview.

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If an applicant has met all of the requirements and is invited for a virtual group interview by department faculty, attendance at the interview is mandatory and the dates of the interview will be made available in advance so that you may make accommodations to be there.

Upon successful completion of the initial screening process and 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.

### 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), either in the Center for Community Counseling and Development or at a community-based site, in addition to a 600 hour community-based internship experience.

Elective courses will be selected with the approval of the advisor.

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 (42 hours)

CED 610 - Career Counseling 3(3-0)  
 CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)  
 CED 630 - Professional Orientation and Ethics 3(3-0)  
 CED 640 - Assessment in Counseling 3(3-0)  
 CED 641 - Introduction to Counseling for Addictions 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 679 - Crisis and Trauma Counseling 3(3-0)  
 CED 686 - Psychopathology in Counseling 3(3-0)  
 CED 690 - Counseling Practicum 3(Spec)  
 CED 695 - Research in Counseling 3(3-0)  
 CED 699 - Diagnosis and Treatment Planning in Counseling 3(3-0)

#### Additional Requirements (12 hours)

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)  
 CED 668 - Family Counseling and Therapy 3(3-0)

#### Plan B Requirement (6 hours)

Satisfied by CED 691 (6 hours).

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 (42 hours)

CED 610 - Career Counseling 3(3-0)  
 CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)  
 CED 630 - Professional Orientation and Ethics 3(3-0)  
 CED 640 - Assessment in Counseling 3(3-0)  
 CED 641 - Introduction to Counseling for Addictions 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 679 - Crisis and Trauma Counseling 3(3-0)  
 CED 686 - Psychopathology in Counseling 3(3-0)  
 CED 690 - Counseling Practicum 3(Spec)  
 CED 695 - Research in Counseling 3(3-0)  
 CED 699 - Diagnosis and Treatment Planning in Counseling 3(3-0)

#### Additional Requirements (6 hours)

CED 603 - Introduction to Clinical Mental Health Counseling 3(3-0)  
 CED 668 - Family Counseling and Therapy 3(3-0)

#### Electives (6 hours)

Select CED courses listed below or approved transfer credits to bring credit hour total to at least 60.

CED 617 - The Counseling Supervisor 3(3-0)  
 CED 642 - Neuropsychopharmacology 3(3-0)  
 CED 643 - Etiology of Addiction 3(3-0)  
 CED 651 - Counseling Children and Adolescents 3(3-0)

#### Plan B Requirement (6 hours)

Satisfied by CED 691 (6 hours).

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 Office of Educator Preparation Programs 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 Office of Educator Preparation Programs upon completion of the degree program.

### Core Courses (42 hours)

CED 610 - Career Counseling 3(3-0)  
 CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)  
 CED 630 - Professional Orientation and Ethics 3(3-0)  
 CED 640 - Assessment in Counseling 3(3-0)  
 CED 641 - Introduction to Counseling for Addictions 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 679 - Crisis and Trauma Counseling 3(3-0)  
 CED 686 - Psychopathology in Counseling 3(3-0)  
 CED 690 - Counseling Practicum 3(Spec)  
 CED 695 - Research in Counseling 3(3-0)  
 CED 699 - Diagnosis and Treatment Planning in Counseling 3(3-0)

### Additional Requirements (12 hours)

CED 604 - Introduction to School Counseling 3(3-0)  
 CED 615 - Postsecondary Planning for School Counselors 3(3-0)  
 CED 645 - School Counseling Seminar 3(3-0)  
 CED 651 - Counseling Children and Adolescents 3(3-0)

### Plan B Requirement (6 hours)

Satisfied by CED 691 (6 hours).  
 CED 691 - Internship 1-6(Spec)

**Total: 60 semester hours**

## Graduate Certificate in Postgraduate School Counseling

This is a 15-credit hour postgraduate certificate that provides a pathway for individuals with a master's degree in counseling from a regionally accredited college or university to become licensed school counselors within the state of Michigan.

Certificate students who successfully complete all requirements (and any additional coursework for those from non-CACREP-accredited programs) and pass the Michigan Test for Teacher Certification (MTTC) School Counselor (#051) exam will be eligible to be recommended to the Michigan Department of Education for school counselor licensure in Michigan and/or school counselor endorsement on a valid Michigan teaching certificate.

### Minimum Totals for Graduation: 15 hours

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#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### Admissions Requirements

- Application deadline: August 1.
- A master's degree in counseling from a CACREP-accredited counseling program. Individuals with an earned master's degree in counseling from a non-CACREP-accredited program are encouraged to apply but may have to take additional coursework. Please contact the school counseling program director for an assessment of additional course requirements.
- A two-page double-spaced APA style Statement of Purpose explaining why the applicant wants to be a school counselor and how they will help young people in grades K-12.
- A letter of recommendation from an employer or former counseling instructor.
- Official transcripts.

##### Retention Standards

- Certificate students must maintain an overall GPA of 3.0 or higher

##### Termination Standards

- Certificate students should familiarize themselves with the Student Handbook available through the counseling program and must abide by the same standards and norms as all students enrolled in the counseling program - Students whose behavior falls outside of the standards and norms as described in the Student Handbook may be subject to a remediation plan and possible termination from the certificate program.

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### Required Courses (15 hours)

CED 604 - Introduction to School Counseling 3(3-0)  
 CED 615 - Postsecondary Planning for School Counselors 3(3-0)  
 CED 645 - School Counseling Seminar 3(3-0)  
 CED 651 - Counseling Children and Adolescents 3(3-0)  
 CED 691 - Internship 1-6(Spec)

**Note:** CED 691 - Internship consists of 300 hours at a K-12 school.

**Total: 15 semester hours**

## Master of Arts (M.A.) in Educational Leadership

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

The Master of Arts in Educational Leadership prepares educators 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 Elementary and Secondary (ES) administrative certification. This certification is a state requirement for school principals and other school-level administrators who oversee academic programs.

The Master of Arts in Educational Leadership is a nationally accredited program through 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

**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/admissions-aid/global-campus/professional-certification-licensure-disclosures> 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 have either a valid teaching certificate and three years of experience, or three years of other qualifying experience in an educational or related setting.
2. Applicants must meet the requirements for admission to Graduate Studies.
3. Regular admission in the program requires an undergraduate grade point average of at least 3.0 (on a 4-point scale).
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 of all stakeholders,
    - Leadership for a diverse and complex society, and
    - Demonstration of ethical behavior

- 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.

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 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 Master of Arts in Educational Leadership.
6. 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 (15 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)

### Required Course (3 hours)

- EDL 694 - Educational Leadership Capstone 3(3-0)

### Research Core (3 hours)

Students electing the thesis option (Plan A) take EDL 600.

Students electing the capstone option (Plan B) take EDL 611.

EDL 600 - Research in Educational Leadership 3(3-0)

EDL 611 - Using Research for Leading School Improvement 3(3-0)

### Emphasis Area

Select one of the following:

#### Emphasis Area: Supervision (6 hours)

- EDL 765 - Organizational Change in Educational Institutions 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 655 - Consultation and Collaboration in Special Education 3(3-0)
- SPE 686 - Assessment and Program Improvement in Special Education 3(3-0)

**Note:** You may only count one of SPE 640 or EDL 675, not both.

### Additional Requirement (3 hours)

Select either Plan A (Thesis) or Plan B (capstone project, for administrator certification):

#### Plan A Thesis (3 hours)

- EDL 798 - Thesis 1-6(Spec)

#### Plan B Capstone Project (3 hours)

- EDL 699 - Leadership Internship 1-15(Spec)

### Comprehensive Assessment

As part of degree and certification requirements, candidates will complete an assessment where they will demonstrate their acquired knowledge and skills through the program.

**Total: 30-36 semester hours**

## Master of Arts (M.A.) in Higher Education Administration and Social Justice

### Minimum Totals for Graduation: 30 hours

The Higher Education Administration program is designed for those seeking leadership positions in colleges and universities and accepts both full-time and part-time students.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### ADMISSION REQUIREMENT SNAPSHOT

**GPA:** 2.7 **Entrance Exam:** N/A  
**Priority Application Deadline:** Rolling admissions (January 1 for those seeking graduate assistantships)  
*See Admission Requirement Details Below*

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 2.7 (on a 4-point scale).
3. Applicants must submit a completed application online at <https://fireup.cmich.edu/apply/>.

### Core Courses (24 hours)

HED 516 - Leadership for Social Justice 3(3-0)  
 HED 557 - Helping Skills in Student Affairs 3(3-0)  
 HED 611 - Critical Approaches to Assessment in Higher Education 3(3-0)  
 HED 636 - Higher Education Law 3(3-0)  
 HED 677 - Contemporary College Students 3(3-0)  
 HED 757 - Student Development Theory 3(3-0)  
 HED 764 - Financing of Higher Education 3(3-0)  
 HED 776 - Administration of Higher Education 3(3-0)

### Electives (6 hours)

Select in consultation with an advisor.

### Plan B: Capstone Project (0 hours)

**Total: 30 semester hours**

## ACCELERATED ADMISSIONS TO THE M.A. IN HIGHER EDUCATION ADMINISTRATION AND SOCIAL JUSTICE

Students may obtain an MA in Higher Education Administration and Social Justice by taking 12 credits of MAHESJ core courses (with an option of taking electives as well) as an undergraduate and completing the remaining coursework in one additional academic year after graduation. Students can only earn up to 50% of the MAHESJ degree as an undergraduate.

### Admissions Standards

(Currently enrolled CMU undergraduate students only)

Student must have an overall cumulative undergraduate GPA of at least 3.0.

To apply:

1. Submit a letter explaining interest in the program and a current resume to the MAHESJ program director ([ceh@cmich.edu](mailto:ceh@cmich.edu)).
2. Obtain written approval by the MAHESJ program director after letter of interest and current resume are submitted.
3. Sign the AGDP Acknowledgement & Approval Form initiated by the graduate advisor.

#### Retention Standards

Student must maintain a 3.00 in MAHESJ courses. Students who fail to maintain a 3.00 GPA in MAHESJ 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 and should contact the Office of Scholarships & Financial Aid for information at 989-774-3674 or [cmuosfa@cmich.edu](mailto:cmuosfa@cmich.edu).

## Specialist in Education (Ed.S.) in General Educational Administration

### Minimum Totals for Graduation: 30 hours

The Specialist in Education (Ed.S.) in General Education Administration is an advanced degree program that prepares professional educators with instructional and leadership skills beyond the master's level of competence. The purpose of this degree is to extend the academic foundation, skills, and abilities of educational leaders and to build leadership capacity in a variety of educational settings. Applicants selecting this program are educators who would like to acquire a school or district-level administration position by choosing one of two concentration areas.

- Instructional Leadership K-12: Preparation for Elementary and Secondary (ES) administrator certification
- Administrative Leadership K-12: Preparation for Central Office (CO) administrator certification

Students completing this program can apply to the Michigan Department of Education and receive administrative certification. This certification is a state requirement for school and district administrators (including principals and superintendents) who oversee academic programs.

The Specialist in Education is a nationally accredited program through 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

**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.

### Admission

1. Applicants must meet the requirements for admission to Graduate Studies.
2. Applicants must have completed a master's degree in education or related field.
3. Regular admission in the program requires a graduate grade point average of at least 3.0 (on a 4-point scale).
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. Current resume identifying training, experience, and professional accomplishments.
  - b. 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. 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.

(continued)



- 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, including 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.
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.

**Additional Admission Requirements** - Must have three years of experience in an educational setting.

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. This is an open enrollment program with a rolling application review.

#### Required Courses (9 hours)

EDL 765 - Organizational Change in Educational Institutions 3(3-0)

EDL 773 - Instructional Supervision and Leadership 3(3-0)

EDL 775 - PK-12 Educational Policy 3(3-0)

#### Research Core (3 hours)

Students electing the thesis option (Plan A) take EDL 700.

Students electing the capstone option (Plan B) take EDL 710.

EDL 700 - Educational Research Design 3(3-0)

EDL 710 - Action Research 3(3-0)

#### Concentrations

Select one of the following:

##### Concentration I: Instructional Leadership K-12 (15 hours)

*Building Level 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)

##### Concentration II: Administrative Leadership K-12 (15 hours)

*Central Office Certification*

EDL 745 - Administration of the School District 3(3-0)

EDL 751 - Program Evaluation and Review 3(3-0)

EDL 760 - Leadership Theory and Practice 3(3-0)

EDL 766 - Advanced Educational Law 3(3-0)

EDL 767 - Public School Finance 3(3-0)

#### Additional Requirement (3 hours)

Select either Plan A (Thesis) or Plan B (Capstone Project, for administrator certification):

##### Plan A Thesis (3 hours)

EDL 798 - Thesis 1-6(Spec)

##### Plan B Capstone Project (3 hours)

Select one of the following:

EDL 699 - Leadership Internship 1-15(Spec)

EDL 780 - District Level Leader Internship 1-15(Spec)

#### Exit Examination

Students seeking Michigan Administrator Certification (Concentrations I-II) are required to pass an exit examination to qualify for their endorsement. See the program director for more information regarding this requirement and to schedule their exam.

#### Professional Portfolio

Students seeking administrator certification 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.

**Total: 30 semester hours**

## Doctor of Education (Ed.D.) in Educational Leadership

### Minimum Totals for Graduation: 63 - 66 hours

The doctoral degree in Educational Leadership (Ed.D.) is designed to provide practical and theoretical knowledge and skills to educational leaders who seek to transform educational institutions. The program emphasizes the application of scholarship (theory) to the improvement of educational practice. It is intended for individuals in careers related to educational leadership. Students accepted into the program will be part of a cohort. This is an online program with two summer residency requirements in Year 1 and Year 2 (one week each summer).

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 24 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: Departmental Writing Assessment or \*GRE*

*Application Deadline: February 1*

**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 in an educational setting.

Admission will continue until the cohort is filled. A completed application packet will include the following materials:

1. **Graduate Application**
2. **Application Fee**
3. **Official transcript(s)** pertaining to all previous undergraduate and graduate coursework.
4. **Three Recommendations:** Names of three individual recommenders are entered as part of the online application process. These names should be professional or academic references who can attest to the applicant's leadership ability and potential for academic success in this terminal degree program. These should not be personal references (friends, family, etc.).
5. **Writing Assessment:** Submit a 1,000-word response (not inclusive of references) to the following prompt using APA7 format and citations, when appropriate. If you have any questions about the proposed prompt, please email [ceh@cmich.edu](mailto:ceh@cmich.edu).

**Prompt:** The Counseling, Educational Leadership, and Higher Education (CEH) department seeks to prepare leaders who work toward transforming education with equity-centered and research-informed leadership approaches. In your essay, complete with citations:

- Describe your leadership approach and how it aligns with the aforementioned CEH department's conceptualization of leadership;
- Integrate theories or empirical research that informs your leadership approach;
- Describe how earning a doctorate in educational leadership will

enhance or strengthen your capacity to enact transformational change within your educational setting;

- Outline potential research areas you are interested in exploring during the doctoral program.

**Note.** Please avoid broad, colloquial depictions of leadership approaches and clichéd statements about your interest in pursuing this degree in your response. Examples to avoid:

- It has always been my dream to obtain a doctorate;
- I fully believe in the power of education;
- Leadership plays an important role in today's society.

6. \*GRE scores are not required for admission.
7. **Current Resume or Vita** identifying education level, training, experience, and professional accomplishments. Applicant must have at least three years of experience in education or a related field.
8. **Interview:** Participation in an interview with program faculty, current program students, or alumni.
9. **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 with a completed application who also 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 application will be evaluated holistically.

**Program Requirements.** Progress through the program is based upon obtaining satisfactory grades (3.25 GPA average overall), passing written comprehensive exams, and completing and orally defending 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 to successfully defend their dissertation proposal.
- If a student does not submit a prospectus sign-off form to the CMU Office of Graduate Studies by December 31 of that year, the student will be required to retake 3 credits of EDL 897 the following spring semester. If the course is retaken, credits will not count toward the student's degree completion. If the student fails to retake EDL 897 within the required time frame, the student will be dismissed from the program.
- In the event that a student does not successfully defend their dissertation proposal within two years following the final course EDL 897 the student will be required to retake EDL 800 or EDL 801 and EDL 897 within six months of the two-year date. If the student fails to take EDL 800 or EDL 801 and EDL 897 within the required time frame, the student will 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 their final course EDL 897, the student will be dismissed from the program.

**Note:** Students with an earned Ed.S. may be eligible for fewer than the maximum total program credits indicated if they meet university requirements. Contact the Department for more information (989) 774-3205.

### Research Requirements (12 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. Select only one of EDL 900 or EDL 901:

- 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)

### 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. EDL 899 can only be taken for 3 credits.

- 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 - PK-12 Educational Policy 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*

HED 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**

## Graduate Certificate in Equity-Centered Teaching and Learning

**Minimum Totals for Graduation: 12 hours**

The Graduate Certificate in Equity-Centered Teaching and Learning is a 12-credit graduate certificate that aims at providing adult educators with transformative teaching and learning approaches to issues related to diversity and equity in adult learning environments. Courses will help prepare adult educators to understand how diversity and equity relate to learning theories and pedagogy. Our approach to diversity and equity will cover the intersections of disability, race, gender, sexual orientation, social class, and poverty and draws on interdisciplinary research in education.

**ADMISSION REQUIREMENTS; RETENTION & TERMINATION STANDARDS**

- Undergraduate degree with cumulative GPA of 2.7 or higher from an accredited institution.
- Master's degree in student's teaching-related discipline with a cumulative GPA of 2.7 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 work in or intend to teach in; 2) your interest in pursuing the Graduate Certificate in Equity-Centered Teaching and Learning as it relates to your professional goals.
- Applicants must meet the requirements for admission to Graduate Studies.

Students may utilize certificate courses (a maximum of twelve (12) 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.

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 Equity-Centered Teaching and Learning is not a substitute for any of the above noted educational requirements.

**Required Courses (12 hours)**

HED 680 - Critical Perspectives in College and Adult Learning Settings 3(3-0)

HED 681 - Teaching with Technology in College and Adult Learning Settings 3(3-0)

HED 682 - Course Design and Assessment in College and Adult Learning Settings 3(3-0)

HED 685 - Special Topics in Equity Centered Teaching and Learning 1-3(Spec)

**Total: 12 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/se/earth\\_atmos/](https://www.cmich.edu/colleges/se/earth_atmos/)

**Martin Baxter, Ph.D.,** Synoptic Meteorology

**Anthony Chappaz, Ph.D.,** Geochemistry/Water Chemistry

**Daria Kluver, 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

**Gregory A. Falls**, Ph.D., Purdue University; Econometrics, Macroeconomics

**Aparna Lhila**, Ph.D., Cornell University; Health Economics, Household Economics (Interim MBA Director)

**Samuel Raisanen**, Ph.D., University of Colorado; Industrial Organization, Applied Game Theory

**Jason E. Taylor**, Graduate Coordinator, 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 ADMISSIONS TO THE 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.

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 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 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.



## School of Engineering and Technology

College of Science and Engineering

### Dr. Goksel Demirer, Director

100 ET Building, 989-774-3033

[https://www.cmich.edu/colleges/se/engi\\_tech/](https://www.cmich.edu/colleges/se/engi_tech/)

Ahmed Abdelgawad, Ph.D., Computer Engineering, Internet of Things

Daniel Chen, Ph.D., Mechanical Engineering/CAD & 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

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

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

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: 2.7

Entrance Exam: None

See Admission Requirement Details Below

Students pursuing the MS in Engineering degree on the Plan A option are required to meet with an engineering advisor during the first semester of attendance at CMU.

MS in Engineering majors on the Plan A option 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:
  - 2.7 GPA for minimum admission
  - GRE is not required.
  - 563/223/84+ TOEFL for international students
- Students must have completed an undergraduate ABET-accredited engineering degree. 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 145QR, 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 190QR, EGR 290, EGR 298, EGR 391 and EGR 396

If needed, the School of Engineering and Technology 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 on Plan A Option 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.

### Program Requirements

Select Plan A or Plan B:

#### Plan A

##### Required Courses (21 hours)

EGR 600 - Advanced Engineering Analysis 3(3-0)

EGR 601 - Advanced Engineering Experimentation 3(2-2)

EGR 637 - Directed Research in Engineering 1-6(Spec)

EGR 685 - Seminar: Current Topics in Engineering 1-3(Spec)

EGR 798 - Thesis Research 1-6(Spec)

##### Notes:

- EGR 637 must be taken at least two (2) times. Any extra credits not counted here for EGR 637 (1-6 credit hours) may be counted as an elective.
- EGR 685 must be taken three (3) times.
- EGR 798 needs to be taken two (2) times.

##### Electives (9 hours)

Select graduate level EGR and IET courses approved by the advisor and school director. Students can take up to 6 credits from other departments and colleges approved by the advisor and school director.

**Plan B****Required Courses (9 hours)**

EGR 600 - Advanced Engineering Analysis 3(3-0)

EGR 601 - Advanced Engineering Experimentation 3(2-2)

EGR 685 - Seminar: Current Topics in Engineering 1-3(Spec)

**Note:** EGR 685 must be taken three (3) times.**Electives (21 hours)**

Select graduate level EGR and IET courses approved by the advisor and school director. Students can take up to 6 hours from other departments and colleges approved by the MS-EGR program coordinator and school director.

**Total: 30 semester hours****ACCELERATED ADMISSIONS TO THE M.S. 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 Graduate Studies for more information regarding admission for accelerated programs.

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).

## Department of English Language and Literature

*College of Liberal Arts and Social Sciences***Dr. Steven Bailey, Chair**

215 Anspach Hall, 989-774-3171

Anne Alton, Ph.D., Children's Literature, British Literature

Steven Bailey, Ph.D., Rhetoric and Technical Communication

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

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

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

Nate Smith, Ph.D., British Literature

Joseph Sommers, Ph.D. Children's Literature

William Spruiell, Ph.D., Linguistics

William Wandless, Ph.D., British Literature

Jeffrey Weinstock, Ph.D., American Literature

**Course Designator:**

ENG - English Language and Literature

The Department of English at Central Michigan University offers a Master of Arts in Creative Writing. Accelerated admission for undergraduate students is available.

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 Creative Writing****Minimum Totals for Graduation: 30 hours**

This program is designed for students who desire to gain greater competency in the writing and reading of poetry and fiction. Students will build foundational skills that apply to most career paths: critical thinking, analytical reading, and clear, effective communication. They will learn to cultivate empathy, creativity, and problem-solving abilities, developing a broad base of knowledge.

This program will also prepare students for advanced study at the MFA or 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

(continued)

To become a candidate for the degree of Master of Arts in Creative Writing, 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. Applicants who do not meet these criteria are still encouraged to apply and can be admitted based on the portfolio. 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 writing sample (10-15 pages of poetry, 15-30 pages of fiction, or 15-30 pages of both genres) and a cover letter. The cover letter should be a maximum of 1200 words and explain why the student wants to enroll in the program, what they hope to gain from it, and what their focus or interests are as a writer and student.

#### Program Requirements

**Note:** 15 of the 30 credits must be at the 600 level.

#### Required Courses I (12 hours)

Select 12 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)
- ENG 693 - Seminar: Writing Creative Nonfiction 3-6(3-0)

#### Required Courses II (6 hours)

Select 6 hours from the following:

- ENG 694 - The Craft of Fiction 3(3-0)
- ENG 695 - The Craft of Poetry 3(3-0)
- ENG 696 - The Craft of Creative Nonfiction 3(3-0)

#### Required Courses III (6 hours)

Select 6 hours from the following:

- ENG 621 - Seminar in Contemporary Poetry 3(3-0)
- ENG 622 - Seminar in Contemporary Fiction 3(3-0)

#### Electives (6 hours)

Select courses in consultation with the faculty advisor.

#### Capstone Portfolio Project

The M.A. 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 ADMISSIONS TO THE M.A. IN CREATIVE WRITING

##### 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 (10-15 pages of poetry, 15-30 pages of fiction, or 15-30 pages of both genres) and a cover letter. The cover letter should be a maximum of 1200 words and explain why you want to enroll in the program, what you hope to gain from it, and what your focus or interests are as a writer and student.
3. 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. Spenser Robinson, Chair

Grawn 164; 989-774-2624

<https://www.cmich.edu/academics/colleges/college-business-administration/departments-schools/entrepreneurship>

Joseph Affholter, Ph.D.

Padowithz 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.

Mark Potts, J.D.

Spenser Robinson, D.B.A.

Malika Simmons, J.D.

Robin Sosnow, J.D.

Lynne Zagami, J.D.

### Course Designer:

ENT - Entrepreneurship

## Master of Business Administration (MBA)

*See the College of Business Administration for information.*

## Graduate Certificate in Venture Financing

The Graduate Certificate in Venture Financing is designed for learners who hold a Bachelor's degree and who desire to acquire advanced knowledge and skills in the financing transactions relevant for entrepreneurial ventures.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To be considered for regular admission, an applicant must have a Bachelor's degree with cumulative GPA of at least 2.7.

If the student is admitted to the MBA or MEV program, some of the credits successfully earned with this certificate program may be used towards the Entrepreneurship area of emphasis in the MBA program, or the MEV degree.

#### Required Courses I (3 hours)

ENT 605 - Foundations of Entrepreneurship 3(3-0)

#### Required Courses II (6 hours)

Select two of the following:

- ENT 630 - Seed Financings and Securities Regulation 3(3-0)
- ENT 650 - Crowdfunding 3(3-0)
- ENT 670 - Venture Capital 3(3-0)

#### Total: 9 semester hours

## Department of Fashion, Interior Design, and Merchandising

College of Education and Human Services

### Dr. Tanya Domina, Chair

EHS 228; 989-774-3218

<https://www.cmich.edu/colleges/ehs/dept/difm>

**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

**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: February 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://fireup.cmich.edu/apply/>.

2. An earned baccalaureate degree from an accredited institution.
3. Three references; a minimum of two references should be from post-secondary instructors or faculty members. If an applicant is not able to provide two academic references then professional references who can address the applicant's capacity to succeed as a graduate student in the APDMT program. References from family members, co-workers, clergy, etc., will not be considered. In addition to verifying their contact information and confirming how they know the applicant, references will be required to securely upload a dated and signed recommendation that is on university or company letterhead.
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. Statement of purpose: 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 MS degree in APDMT and (Part II) identifies likely professional goals and how graduate training can help accomplish these goals.
7. Resume.
8. CAD examples (Adobe Photoshop/Illustrator examples) that the student creates the technical flat sketch of garment.
9. English Proficiency Requirements (if the applicant is an international student)
10. Non-refundable application fee.

(See next page for information on Accelerated Information.)

### Degree Requirements

#### Required Courses (12 hours)

FMD 604 - Research in Textiles and Apparel 3(3-0)

FMD 640 - Anthropometrics and Apparel 3(2-2)

FMD 655 - Textile Product Evaluation 3(2-2)

FMD 656 - Fashion Retail Technology 3(3-0)

#### Plan Options

Select one of the following plans:

#### Plan A (18 hours)

Select one of the following tracks:

##### Track 1: Thesis (18 hours)

3 hours of graduate courses related to Research Methods and/or Statistics.

9 hours of FMD graduate level courses

FMD 798 - Thesis 1-6(Spec)

##### Track 2: Creative Scholarship (18 hours)

3 hours of graduate courses related to Research Methods and/or Statistics.

9 hours of FMD graduate level courses.

FMD 796 - Creative Scholarship 1-6(Spec)

#### Plan B (18-24 hours)

Select one of the following tracks:

##### Track 1: Internship (18 hours)

9 hours of FMD graduate level courses

3 hours of supporting courses outside of FMD

6 hours of the following:

FMD 635 - Advanced Internship in Textiles and Apparel 1-6(Spec)

##### Track 2: Course Work (24 hours)

12-15 hours of FMD graduate level courses

6-9 hours of supporting courses outside FMD

3 hours of the following:

FMD 790 - Independent Study in Fashion Merchandising and Design 2-6(Spec)

**Total: 30-36 semester hours**

(continued)



### ACCELERATED ADMISSIONS TO THE 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.

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 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.

## Department of Finance and Law

*College of Business Administration*

### Dr. Abu S. Amin, Chair

332 Sloan, 989-774-3362

Abu S. Amin, Ph.D., Finance

Thomas Anthony, J.D., Law and Public Policy

Vigdis Boasson, Ph.D., Finance

Elizabeth Campbell, J.D., Law and Public Policy

John Diltz, Ph.D., Economics

Adam Epstein, J.D., Law and Public Policy

James Felton, Ph.D., Finance

Spenser Robinson, D.B.A., Finance

Woongsun Yoo, Ph.D., Finance

### Course Designators:

BLR - Business Law and Regulation

FIN - Finance

## Master of Business Administration (MBA)

*See the College of Business Administration for information.*

## Graduate Certificate in Finance

The Graduate Certificate in Finance is designed for learners who hold a Bachelor's degree and who desire to acquire advanced knowledge and skills in finance.

### Minimum Totals for Graduation: 9 - 12 hours

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To be considered for regular admission, an applicant must have a Bachelor's degree with cumulative GPA of at least 2.7.

Please submit a current/updated resume or C.V.

If the student is admitted to the MBA program, some of the credits successfully earned with this certificate program may be used towards the Finance emphasis. The number of credits that can be counted toward both this certificate and another program, such as MBA, are governed by the credit-sharing policies in the Graduate Bulletin. Further, the set of courses that count toward both the emphasis and another graduate program may not form the entirety of this certificate; at least six (6) credits must be unique to this certificate.

Students take 3-4 finance graduate courses (9-12 credit hours) to complete this graduate certificate.

#### Required Courses (9-12 hours)

FIN 648 - Advanced Financial Statement Analysis 3(3-0)

FIN 673 - Advanced International Financial Management 3(3-0)

FIN 680 - Financial Modeling 3(3-0)

MBA 670 - Financial Analysis and Risk Management 3(3-0)

**Note:** MBA 670 (Prerequisite to FIN 680) may be waived if the student has completed or is currently enrolled in an undergraduate or graduate degree (e.g., BSBA or MBA) with a Finance major or minor or has substantial work experience in the field of finance. Applicants currently enrolled in a business degree program must have completed at least one finance course with a B or better.

**Total: 9-12 semester hours**

## Department of Geography & Environmental Studies

College of Science and Engineering

### Dr. Matthew Liesch, Chair

296B Dow Science

989-774-1205

<https://www.cmich.edu/colleges/se/Geography/>

**Brian Becker**, Ph.D., GIS and Remote Sensing

**Benjamin Heumann**, Ph.D., Director, MS-GIS Program and the Center for Geographic Information Science; GIS, Remote Sensing, Ecological Modeling

**Bin Li**, Ph.D., Geographic Information Sciences, Spatial Statistics, Economic Geography

**Matthew Liesch**, Ph.D., M.S.GISci; Cultural/Human, Human Environmental Interactions

David Patton, Ph.D., Cartography/GIS/Human Geography

**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

## Ph.D. in Earth and Ecosystem Science

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

## Graduate Certificate in Health Geographic Information Systems

**Minimum Totals for Graduation: 15 hours**

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

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. The admission deadline is the same as the University policy as specified in the Graduate Bulletin.

### Required Courses I (9 hours)

GEO 501 - Principles of Geographic Information Systems 3(2-2)

GEO 512 - Quantitative Methods for Spatial Analysis 3(2-2)

GEO 540 - Health Data Visualization 3(2-2)

### Required Courses II (6 hours)

Select one of the following tracks:

#### Track 1: Epidemiology and Health Informatics

MHA 602 - Managerial Epidemiology 3(3-0)

MPH 664 - Public Health Communication and Informatics 3(3-0)

#### Track 2: Health Informatics and Population Health

MHA 603 - Health Informatics and Quality Improvement 3(3-0)

MPH 646 - Epidemiology for Public Health 3(3-0)

**Total: 15 semester hours**

## 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, Public 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., Public Health

**Roger Hammer**, Ph.D., Exercise & Health Sciences

**Christopher Hunt**, D.H.A., Health Administration

**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

**Andrew Kim**, MPH, Ph.D., Master of Public Health

**Tina Lewis Kopka**, Ph.D., Health Administration

**Mark Minelli**, Ph.D., Public 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., Public Health

**David Wisner**, Ph.D., Exercise & Health Sciences

**Dimitrios Zikos**, Ph.D., Health Administration

**Micah Zuhl**, Ph.D., Exercise & Health Sciences

### 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.

(continued)

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****Admission Requirement Snapshot**

GPA: 3.0 Entrance Exam: Not Required  
 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 Office 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. International applicants whose native language is not English must demonstrate their English language competency using one of the methods outlined in the Graduate Studies Bulletin (see *English Proficiency* in the index).
4. Applicants must submit an application, submit transcripts, from all academic programs attended, and submit two reference letters.
5. Graduate Record Exam (GRE) scores are optional (not required).

**Retention Requirements:**

1. Students must achieve a 3.00 GPA to graduate and may not have more than one C+ grade in a required class 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 one C+ grade in a required class 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. Recognizing that the program meets all the standards for a graduate program in public health, the Council on Education for Public Health (CEPH) granted it a 5-year accreditation on September 2019.

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*  
*See information for the Accelerated MPH and Dual M.D./M.B.A. at the end of this section.*

**Admission Requirements:**

The program reviews all applications and submitted documents in making a determination on admission and makes such recommendations to the Office 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 for admission with stipulations 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.

- Two letters of reference from person(s) that can attest to the applicant's ability and likelihood of success in a graduate program or interview with the MPH Program Director or assigned designee.
- 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.
- 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 Office of Graduate Studies. Prospective students may demonstrate proficiency by any one of the following methods: TOEFL (79), IELTS (6.5), PTE (53), and Duolingo (100).

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 twelve credits taken in the program. Applicants 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:

- Students must maintain a cumulative 3.00 GPA.
- Students who may be admitted with stipulations must demonstrate during the first semester that they can achieve a 3.00 GPA.
- 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.
- 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. Students admitted in the spring semester of the program may be delayed for at least one semester of the expected completion date.

#### Foundational Courses (19 hours)

MPH 640 - Biostatistics in Public Health 4(3-1)  
 MPH 642 - Social and Behavioral Sciences in Public Health 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 (3 hours)

Select one of the following:  
 MPH 796 - Integrative Learning Experience 1-3(Spec)

#### Public Health Practice Concentration (12 hours)

MPH 662 - Public Health and Aging 3(3-0)  
 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**

### ACCELERATED ADMISSIONS TO THE MASTER OF PUBLIC HEALTH (M.P.H.)

Students admitted to the Master's Degree Program may earn up to twelve (12) hours of graduate credit towards their undergraduate degree for MPH courses taken during their senior year. These courses will count both toward their undergraduate degree and toward their MPH Degree. The student will need to be admitted to the MPH program and have completed the agreed-to plan of study.

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

**Admission Requirements:** Overall GPA of 3.0 and have completed university competency requirements; plus, meet the regular admission requirements of the MPH Program.

**Plan of Study:** Twelve (12) credit hours of MPH coursework may be counted toward both the undergraduate degree and the Master in Public Health when taken and completed during the senior year by a student admitted to the Accelerated MPH degree program prior to the senior year. A plan of study must be approved by the graduate advisor for the MPH program.



## Master of Health Administration (M.H.A.)

### Minimum Totals for Graduation: 45 hours

The Master of Health Administration (MHA) is designed for students interested in a career as executives or senior staff in healthcare institutions and organizations. The program includes curriculum content that meets established competencies accepted in the field and includes healthcare administration and management, organizational behavior, managerial epidemiology, healthcare finance, reimbursement, statistics and quantitative methods, health policy, health economics, research, human resource management, health informatics, and comparative health systems. Applicants for the program may come from students who recently completed an undergraduate degree, persons who are interested in changing careers, and professionals in the field who desire the MHA degree. The program is accredited by the Commission on Accreditation of Healthcare Management Education (CAHME) through 2026.

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.

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 Office 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 2.70 GPA as an undergraduate. Applicants with an overall GPA of less than 2.70 may be considered for regular admission if they have a 2.70 GPA in the last 60 hours of course work. Applicants with an overall GPA of 2.50 to 2.69 and who do not have a GPA of 2.70 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. If the applicant's GPA is below 3.0, submit 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 (39 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 Implications 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 Behavior and Leadership 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: 45 semester hours**

### ACCELERATED ADMISSIONS TO THE MASTER OF HEALTH ADMINISTRATION

Undergraduate students in Health Administration can pursue a Master of Health Administration (MHA) degree while still fulfilling the requirements for their Bachelor's degree. The Accelerated Master's Degree Program allows students to reduce the number of credits to complete their undergraduate and graduate level by applying up to 15 credits (500 level courses) towards graduate requirements.

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 Criteria:

Students must have an overall grade point average (GPA) of at least 3.0 and have signed an Intent to Health Administration Major with their academic advisor the semester they apply for admission to the Accelerated MHA program.

The information below indicates the undergraduate course that when completed they will count towards the MHA degree for students who have been admitted to the Accelerated program.

<u>MHA Course</u>	<u>Replaceable by Health Administration Major Course</u>
MHA 601	HSC 544
MHA 603	HSC 500 and HSC 572
HSL 611	HSC 520
HSL 631	HSC 571
HSL 651	HSC 570

## 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.

(continued)

**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 statistics and research methods.
- 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 committee to know.
- Submission of at least three (3) letters of reference from professional colleagues who can speak to the applicant's potential to doctoral work, transcripts and other documentation customarily required for admission to Graduate Studies, are required. Letters-of-reference should contain the following information: how the source knows the applicant professionally, the reference's opinion on the applicant's preparation to do doctoral level work, the applicant's ability to manage multiple tasks, and whether or not the reference believes the applicant is considered a leader or potential leader in the field.
- Successful completion of an admission interview with the program faculty.
- Students admitted to the Program are required to attend the on-campus new DHA student orientation normally held in mid-August. Applicants who cannot attend the orientation will need to defer to the following 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.

**Continuous Enrollment**

Students must be continuously enrolled to have access to their email and library accounts. This is done by being enrolled in at least one (1) credit during any academic year. DHA 619 Continuous Enrollment will meet this requirement if there are no academic credits in the Program available to the student.

**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(Spec)

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 Online. 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 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 or 202; STA 282 or PSY 211; and ENG 101 and 201. International students must meet the language requirements of the Office of Graduate Studies.

Students must complete an application for admission as a graduate student at the University and meet the admission requirements for graduate status. There is no requirement for a GMAT, GRE or similar entrance examination; however, if a student wishes to submit scores from these examinations they can be considered in the application process. Admission and enrollment in the program can occur at the beginning of any term. Students must also submit official transcripts from any degree program attempted or completed and three letters of reference from people who can comment on the applicant's ability to do graduate level work.

Students must maintain a 3.00 cumulative GPA to graduate with the certificate. Courses where a grade of C- or lower is earned do not count for graduation and must be repeated for a satisfactory grade. Students who do not maintain a 3.00 cumulative GPA may be considered for academic probation or suspension from the certificate. A student cannot have more than two courses with a C or C+ grade for graduation.

**Transfer credits:** A maximum of 6 semester hours may be transferred into the certificate from another graduate degree program from a regionally accredited university or college, providing that the student earned a grade of B or better in the course and the course being requested for transfer is equivalent to one of the courses in the certificate. Courses used for a previously awarded graduate degree or graduate certificate may not be counted toward the graduate certificate.

Students who do not have any healthcare administration or management experience may wish to consider doing an internship type experience when they complete the requirements for the certificate since such experiences may enhance their opportunity for employment. Such internships may be done by enrolling in HSC 595 or could be an experience arranged by the student independent of the University.

#### **Required Courses (18 hours)**

HSL 611 - Healthcare Administration and Ethical Compliance 3(3-0)  
HSL 621 - Healthcare Operations and Structures 3(3-0)  
HSL 631 - Healthcare Law, Compliance and Risk Management 3(3-0)  
HSL 641 - Health Economics and Policy Implications 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 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:

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 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 see the index for the page number.



## Department of History, World Languages, and Cultures

*College of Liberal Arts and Social Sciences*

### Dr. Greg Smith, Chair

Powers Hall 111A, 989-774-3374

N. Christine Brooks, Ph.D., French

Michelle Cassidy, Ph.D., American Indian history, 19th century United States

María Chouza-Calo, Ph.D., Spanish

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

Leila Ennaïli, Ph.D., French

Carrie Euler, Ph.D., late medieval and early modern Europe

Solomon Getahun, Ph.D., sub-Saharan Africa

Carolina Gutiérrez-Rivas, Ph.D., Spanish

Mitchell Hall, Ph.D., recent U.S.

Doina Harsanyi, Ph.D., European history, France

Luz Marcela Hurtado, Ph.D., Spanish

Krzysztof Kulawik, Ph.D., Spanish

Jay Martin, Ph.D., museum studies, public history

Tara McCarthy, Ph.D., U.S. women and gender post 1870

Roberto Mendoza-Farías, Ph.D., Spanish

Timothy O'Neil, Ph.D., modern Europe

Amy Ransom, Ph.D., French

Alejandra Rengifo, Ph.D., Spanish

Daniela Richter, Ph.D., German

Gregory Smith, Ph.D., history of ancient Mediterranean world

Jonathan Truitt, Ph.D., colonial Latin American history

Andrew Wehrman, Ph.D., U.S. colonial history

### Course Designators:

HST - History

FLN - Foreign Language

FRN - French

GER - German

SPN - Spanish

The department offers a Master of Arts in History degree, and a Joint Master of Arts degree in History. The Joint Master of Arts degree is offered in association with partner institutions at Friedrich Schiller University, Jena, Germany; Ruhr University Bochum, Bochum, Germany; the University of Strathclyde, Glasgow, Scotland; and the University of Toulouse, Jean Jaurés in Toulouse, France. Graduate certificates are also offered.

*Graduate-level World Languages and Cultures courses may be appropriate as electives on various graduate degree curricula.*

## 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*

To be admitted to the Master of Arts program, a student must present 6 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/academics/colleges/liberal-arts-social-sciences/departments/history-world-languages-cultures/history/graduate-programs>.

### 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(3-0)

HST 601 - Colloquium in Transnational and Comparative History 3-6(3-0)

1. Thirty (30) hours of graduate coursework.
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. 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 ADMISSIONS TO THE 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 Office 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).

**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. Students coming to CMU from partner institutions as part of a graduate exchange agreement with the Department of History, World Languages, and Cultures ("partner students") must apply for and enroll in the Joint MA as their primary CMU degree program.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****Admission Requirement Snapshot****GPA:** 3.0**Application Deadline:** Rolling with applications reviewed starting January 30 (for fall)*See Admission Requirement Details Below*

1. Bachelor's degree or equivalent with at least 10 hours of history or related courses with a GPA of 3.0 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.
3. At least one substantial research paper, equivalent to the paper described in the CMU Year requirements below, completed at a partner institution;
4. Recommendation by the student's partner institution supporting the student's application for the Joint MA.

**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(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**

## Department of Human Development and Family Studies

*College of Education and Human Services*

### Dr. Jeff Angera, Chair

EHS 228; 989-774-3218;

<https://www.cmich.edu/colleges/ehs/program/HDFS>

Jeff Angera, Ph.D., Human Development & Family Studies

Deborah Bailey, 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

Holly Hoffman, Ph.D., Child Development

Chris Latty, Ph.D., Human Development & Family Studies

Joellen Lewsader, Ph.D., Human Development & Family Studies

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

### 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 Marketing, Hospitality, and Logistics

*College of Business Administration*

### Dr. Richard Divine, Chair

100 Smith Hall 989-774-3701

Concha Allen, Ph.D., Marketing/Professional Sales

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

Crina Tarasi, Ph.D., Marketing

### Course Designators:

MKT - Marketing

HSA - Hospitality Services Administration

### Master of Business Administration (MBA)

*See the College of Business Administration for information.*

## Department of Management

*College of Business Administration*

### Dr. Chia Ching (Edward) Chou, Chair

200 Smith Hall, 989-774-3193

Chia Ching (Edward) Chou, Ph.D., Operations Management; Supply Chain Management; Performance Measurement; Social Media

Catherine Helmuth, Ph.D., Strategic Management

Hyungu Kang, Ph.D., Management Policy and Strategy

Alexandra MacDougall, Ph.D., Human Resource Management

Michael J. Pisani, Ph.D., International Business

Mohan Song, Ph.D., Strategic Management, International Business

Jarvis Smallfield, Ph.D., Human Resource Management

Tomas Thundiyil, Ph.D., Human Resource Management

Sebastien Vendette, Ph.D., Strategic Management

Vincent Whitelock, Ph.D., Operations Management; Supply Chain Management

Kun Yang, Ph.D., Sustainability, International Business

### Course Designator:

MGT - Management

### 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, 989-774-3597; [math@cmich.edu](mailto:math@cmich.edu)  
[se.cmich.edu/mth](http://se.cmich.edu/mth)

Meera Mainkar, Graduate Coordinator

206C Pearce Hall; 989-774-3516; [mthgrad@cmich.edu](mailto:mthgrad@cmich.edu)

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 combinatorial algebraic geometry

Lisa DeMeyer, Ph.D., University of North Carolina at Chapel Hill, differential geometry

Ana Dias, Ph.D., Indiana 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 and number theory

Yeonhyang Kim, Ph.D., University of Wisconsin, analysis and approximation theory

Douglas Lapp, Ph.D., The Ohio State University, mathematics education

Meera Mainkar, Ph.D., Tata Institute of Fundamental Research, differential geometry

Tibor Marcinek, Ph.D., Comenius University, mathematics education

Sivaram K. Narayan, Ph.D., Purdue University, operator theory and combinatorial matrix 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

Ben Salisbury, Ph.D., University of Connecticut, algebraic combinatorics and representation theory

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, mathematical biology and computational fluid dynamics

### 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.

Computing facilities within Pearce Hall, where the department is located, include computer laboratories with 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.

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. in Mathematics degree program is aimed at preparing students for further study in Ph.D. programs, for teaching positions at colleges, or for industrial jobs.

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

### Admissions Requirements

1. Applicants must meet all CMU Graduate Studies admission requirements. This includes official transcripts and a resume. 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. Applicants interested in a Graduate Assistantship must arrange for ETS to send an official copy of the general GRE scores. The institution code for Central Michigan University is 1106 and the department code is 0703.
5. Applicants interested in a Graduate Assistantship must submit contact information of three recommendation letter writers. A link will be sent to each letter writer where the letter of recommendation can be uploaded.
6. Applicants may optionally submit any additional evidence of mathematical ability and promise.
7. Both admission to the program and awards of Graduate Assistantships are competitive. 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.
8. At least fifteen hours of the coursework must be earned at the 600 level or above.

(continued)



**Degree Requirements****Algebra Requirements (6 hours)**

MTH 525 - Advanced Linear Algebra 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)

**Applied 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)

**Core Electives (6 hours)**

Select two of the following:

MTH 543 - Curves and Surfaces 3(3-0)

MTH 545 - Introduction to Point-Set Topology 3(3-0)

MTH 578 - Combinatorics and Graph Theory 3(3-0)

MTH 625 - Theory of Modules and Fields 3(3-0)

MTH 634 - Fourier Analysis 3(3-0)

MTH 637 - Complex Variable Theory 3(3-0)

MTH 645 - Algebraic Topology 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)

**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 ADMISSIONS TO THE 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 15 credit hours of graduate coursework toward both the Bachelor of Arts or the Bachelor of Science and the Master of Arts degrees.

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 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 636:

MTH 525 - Advanced Linear Algebra 3(3-0)

MTH 636 - Introduction to Complex Variables 3(3-0)

**Note:** MTH 525 and 636 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)**

Core Electives (6), plus:

- For Plan B, 1 hour of MTH 698 and 1 hour of MTH 693.
- For Plan A, 6 hours of MTH 798 over 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 - Spring (6-8 hours)**

MTH 632, 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 632 - Introduction to Real Analysis and Its Applications 3(3-0)

MTH 798 - Thesis 1-6(Spec)

**Year 5 - Summer (0-1 hours)**

1 hour of MTH 698 or Master Thesis Defense

**(M.A. degree conferred in August.)**

## 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 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 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

- Applicants must meet all CMU Graduate Studies admission requirements. This includes official transcripts and a resume. 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 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.
- 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.
- Applicants must arrange for ETS to send an official copy of the general GRE scores. The institution code for Central Michigan University is 1106 and the department code is 0703.
- Applicants must submit contact information of three recommendation letter writers. A link will be sent to each letter writer where the letter of recommendation can be uploaded.
- 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.
- Applicants may optionally submit any additional evidence of mathematical ability and promise
- 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. 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.

In order to obtain the Ph.D. degree the student must have a GPA of 3.0 (B) or better. Up to 30 hours of relevant graduate coursework may be transferred for students entering with a master's degree. For this to be approved, the student must complete the Transfer Waiver Form supplied by the Graduate Studies Office.

Credit Hour Requirements	
<b>Coursework*</b> (excluding MTH 766 and MTH 898)	<b>Minimum 57 hours</b>
700 level or above	Minimum 15 hours
600 level or above	Minimum 32 hours
*Minimum 17 hours at 600 level or above to be taken at CMU.	
<b>Teaching Internship (MTH 766)</b>	<b>6 hours</b>
<b>Dissertation (MTH 898)</b>	<b>Minimum 12 hours</b>
<b>Total</b>	<b>75 semester hours</b>

#### Coursework

The minimum hours that are required in each category is specified in parentheses in the program below. 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 graduate student having satisfied any of the course requirements prior to entering the program may have this course requirement waived. 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 two 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.

#### Common Core Courses (21 hours)

MTH 525 - Advanced Linear Algebra 3(3-0)  
MTH 623 - Theory of Groups and Rings 3(3-0)  
MTH 625 - Theory of Modules and Fields 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)

#### Concentrations

Select one of the following concentrations:

#### Concentration in Mathematics (36 hours)

##### Mathematics Core Courses (9 hours)

Must select MTH 534 and MTH 645:  
MTH 534 - Applied Mathematics and Differential Equations 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 Core Electives I and Core Electives II.

##### Core Electives I - Topics in Pure and Applied Mathematics (6-15 hours)

Select from the following:

MTH 520 - Optimization Theory 3(3-0)  
MTH 578 - Combinatorics and Graph Theory 3(3-0)  
MTH 627 - Representation Theory of Lie Algebras 3(3-0)  
MTH 634 - Fourier Analysis 3(3-0)  
MTH 643 - Differentiable Manifolds 3(3-0)  
MTH 732 - Functional Analysis 3(3-0)  
MTH 734 - Partial Differential Equations and Applications 3(3-0)  
(continued)

**Core Electives II - 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)

**Area of Specialization Courses (6 hours)**

- MTH 796 - Special Topics in Mathematics 1-6(Spec)
- MTH 797 - Independent Study 1-9(Spec)

**Other Electives (3-6 hours)**

All courses at 500 level or higher, and approved by the advisor.

**Concentration in Collegiate Mathematics Education (36 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 543 - Curves and Surfaces 3(3-0)
- MTH 545 - Introduction to Point-Set Topology 3(3-0)
- MTH 578 - Combinatorics and Graph Theory 3(3-0)
- MTH 645 - Algebraic Topology 3(3-0)
- STA 580 - Applied Statistical Methods I 3(3-0)
- STA 584 - Mathematical Statistics I 3(3-0)
- STA 585 - Mathematical Statistics II 3(3-0)
- STA 590 - Applied Statistical Methods II 3(3-0)
- STA 684 - Theory of Statistical Inference 3(3-0)

**Core Electives II (12 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. Mathematics Education

Each doctoral student must pass two examinations in two different subjects from those listed above.

- Students choosing the Concentration in Mathematics must pass examinations in algebra and analysis.
- Students choosing the Concentration in Collegiate Mathematics Education must pass examinations in mathematics education and at least one of algebra or analysis.
- If a student decides to switch to a different concentration after completing two qualifying exams, whether s/he will take additional qualifying exam(s) is determined by the Graduate Committee.

Full-time students who entered the Ph.D. program must have passed two qualifying exams at the latest in the exam period just prior to the start of classes of their sixth semester. If the student does not pass both qualifying exams by this time, the student can no longer continue in the Ph.D. program. Part-time students may request additional time from the department.

**Internship (6 hours)**

Students are required to take 6 hours of 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.

The teaching 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.

The student must earn credits for internships by registering for MTH 766 for teaching internship.

MTH 766 - Internship: College Teaching 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 Office 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, or research on a topic related to the teaching of collegiate mathematics. Before starting the dissertation work, the project to be undertaken must be approved by the dissertation committee, and by the Office 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 Office 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

CMED; 989-774-7570; [www.cmich.edu/med](http://www.cmich.edu/med)

### Dr. George Kikano, Dean and Vice President for Health Affairs

**Harold Bell**, Assistant Dean/Foundational Sciences Education; Ph.D., University of Toronto

**Frederick Creighton**, Assistant Dean/Clinical Operations, M.A., Central Michigan University

**David Forsythe**, Assistant Dean/Finance, MBA, University of Chicago

**George Kikano**, Dean and Vice President for Health Affairs, M.D., American University of Beirut

**Sethu Reddy**, Senior Associate Dean/Research, M.D., Memorial University of Newfoundland

**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 four disciplines (Foundational Sciences, Medical Sciences, Surgical Disciplines, and Pediatric Sciences) will be participating in instruction. Please see the College of Medicine website at [www.cmich.edu/colleges/med](http://www.cmich.edu/colleges/med) for a complete listing of faculty and additional information.

### Course Designator:

MED - College of Medicine

## Doctor of Medicine (M.D.)

**Editor's note:** Following approval of HLC, this program has been updated.

### Minimum Totals for Graduation: 243 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 underserved populations in Michigan and beyond. 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 (55 hours)

MED 600 - Medicine and Society 4(Spec)

MED 610 - Essentials of Clinical Skills 4(Spec)

MED 630 - Foundational Sciences of Medicine 11-22(Spec)

MED 640 - Reproductive/Human Development 8(Spec)

MED 650 - Cardiopulmonary 9(Spec)

MED 660 - Renal/Endocrine 8(Spec)

**Note:** MED 600 and MED 610 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.

**Note:** Students will take MED 630 twice, once as MED 630A and once as MED 630B.

### Required Courses - Year II (34 hours)

MED 740 - Neurosciences and Behavior: Sciences 11(Spec)

MED 750 - Musculoskeletal/Dermatology 5(Spec)

MED 760 - Gastrointestinal 8(Spec)

MED 770 - Hematology/Oncology 5(Spec)

MED 780 - SYNAPSE 5(Spec)

### Required Core Clerkships - Years III and IV (54 hours)

#### To be taken in Year III only: (44 hours)

MED 800 - Comprehensive Community Clerkship 16(Spec)

MED 810 - Surgery 8(Spec)

MED 820 - Hospital Medicine 8(Spec)

MED 830 - Psychiatry 4(Spec)

MED 840 - Obstetrics/Gynecology 4(Spec)

MED 850 - Pediatrics 4(Spec)

#### To be taken in Year IV only: (10 hours)

Select MED 930, plus one of MED 900, MED 910 or MED 920, for a total of 10 hours:

MED 900 - Pediatrics Sub-Internship 6(Spec)

MED 910 - Surgery Sub-Internship 6(Spec)

MED 920 - Medicine Sub-Internship 6(Spec)

MED 930 - Emergency Medicine 4(Spec)

### Elective Clerkships - Years III and IV (28 hours)

MED 997 - Elective in Medicine 2-28(Spec)

**Total: 171 semester hours**

## 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. More information is listed under the College of Business Administration MBA degree.

## 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).

### Frank N. Andersen Foundation Endowed Medical Scholarship

Established in 2019 by the Frank N. Anderson Foundation to support a renewable award for third or fourth-year medical students that are enrolled in the College of Medicine who are continuing their studies in Saginaw.

### 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.

**Jack Furnari Memorial Leadership Award**

Established in 2019 by friends and family in memory of Jack Furnari. Jack was a fourth year CMU medical student who passed away in 2016, due to complications of brain cancer. Jack positively influenced countless lives within the medical school and throughout the mid-Michigan community as he battled illness with unwavering grace and humility. The endowment will support an award for a first-year student enrolled in the College of Medicine and is intended to help support the purchase of at least one stethoscope or other appropriate medical equipment. Recipient will submit a statement that articulates their 1) sense of purpose in medical school; 2) the ways in which they will support their classmates; and 3) the mark they hope to leave on the CMU College of Medicine and broader mid-Michigan region.

**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.

**The Robert W. and Eileen E. Hesse Memorial Fund**

Established in 2019 by The Robert W. and Eileen E. Hesse Memorial Fund. Available to students exclusively within the College of Medicine, this renewable award will support a medical student scholarship. The recipient(s) will be medical students (M1 -M4) with preference given to students based out of the Great Lakes Bay region or surrounding communities.

**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.

**The Mello Primary Care Endowed Medical Scholarship**

Established in 2019 by Joseph and Virginia Mello '84. Available to students exclusively within the College of Medicine, this renewable award will support a medical student scholarship (M1 -M4). Recipient must be from Michigan and demonstrate a strong interest in primary care. The award may be renewable up to three years following its initial award.

**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 non-renewable award for a fourth year student enrolled in the College of Medicine in good academic standing. Recipient will demonstrate financial need and will have successfully matched in a residency located within the following counties: Alcona, Alpena, Arenac, Bay, Clare, Gladwin, Gratiot, Huron, Iosco, Isabella, Midland, Montmorency, Ogemaw, Presque Isle, Saginaw, Shiawassee, or Tuscola. Applicant will submit a brief essay describing their interest in their matched residency and future practice plans.

**Thanks For Staying 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

Chris Chapman, D.M.A., Director of Bands

Keith Clifton, Ph.D., Musicology

Mark Cox, D.M.A., Tuba and Euphonium

Amon Eady, Ph.D., Director of Choral Activities

James Fiste, D.M.A., Violoncello

Alan Gumm, Ph.D., Music Education

Scott Harding, Ph.D., Theory

Robert Lindahl, D.M.A., Trombone

Alexandra Mascolo-David, D.M.A., Piano

José Maúrtua, D.M.A., Theory, Composition, and Orchestral Conducting

Mary Beth Minnis, M.M., Bassoon, Assistant Director

John Nichol, M.M., Saxophone

Rob Smith, M.M., Jazz Studies

Andrew Spencer, D.M.A., Percussion

Fangye Sun, D.M.A., Violin

Eric Hoy Tucker, D.M.A., Voice

Alicia Valoti, D.M.A., Viola

Tracy Watson, M.M., 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.

#### 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

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, Anthropology, and Religion

*College of Liberal Arts and Social Sciences*

### Dr. Cathy Willermet, Chair

288 Anspach Hall; 989-774-3444

**Andrew Blom**, Ph.D., Social and Political Philosophy

**Tracy Brown**, Ph.D., Native North America, Anthropology of Gender and Sexuality, U.S.-Mexico Border

**Rachel Caspari**, Ph.D., Human Evolution, Race and Scientific Racism, Human Biological Variation, Human Osteology and Skeletal Biology, Forensic Anthropology

**Laura Cochran**, Ph.D., Cultural and Linguistic Anthropology, African Cultures, Anthropology of Religion, Anthropology and Art, Ethnographic Methods

**Gary Fuller**, B.Lit., Philosophy of Mind

**Hugh T. Halman**, Ph.D., Islam

**Hope May**, Ph.D., Ancient Philosophy

**Kelly Murphy**, Ph.D., Hebrew Bible, Biblical Studies, Jewish Studies

**Guy M. Newland**, Ph.D., History of Religions, Tibetan Buddhism

**Robert Noggle**, Ph.D., Ethics

**Joshua Smith**, Ph.D., Epistemology

**Carmen White**, Ph.D., Cultural Anthropology, Educational Anthropology, Oceanic Societies, Comparative Education, Comparative Perspectives on Minorities and Schooling

**Cathy Willermet**, Ph.D., Modern Human Variation, Health and Disease, Dental Anthropology, Human Evolution, Human Biology, Qualitative and Quantitative Research Methods, Museum Studies, Mesoamerica

**Laurel Zwissler**, Ph.D., Anthropology of Religion, Feminist Theory

### Course Designators:

ANT - Anthropology

IGR - Intergroup Relations and Justice

PHL - Philosophy

REL - Religion

*Graduate-level courses offered by the Department of Philosophy, Anthropology, and 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

**Marcia J. Mackey**, Ph.D., Sport Management

**Vincent E. Mumford**, Ed.D., Sport Management

**Tracy W. Olrich**, Ph.D., Motor Learning, Psychology of Sport

**Jennifer Sieszputowski**, Ed.D., Sport Management

The Department of Physical Education and Sport offers a Master of Arts in Sport Administration.

### Course Designators:

PES - Physical Education and Professional Courses

HPE - Health and Physical Education

## Master of Arts (M.A.) in Sport Administration

### Minimum Totals for Graduation: 36-39 hours

This is a 36 to 39 hour graduate program. 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 I (33 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)

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

Select one of the following:

PES 599 - Integrated Sport Management Internship 1-6(Spec)

PES 699 - Internship in Sport Management 1-6(Spec)

Note: Must complete a minimum of 6 credits of PES 599 or 3 credits of PES 699.

**Total: 36-39 semester hours**

**ACCELERATED ADMISSIONS TO THE MASTER OF ARTS IN SPORT****ADMINISTRATION****Program Requirements**

**Note:** This program is only offered to CMU currently enrolled undergraduate students.

Undergraduate students majoring in sport management may pursue a Master of Arts in Sport Administration (MA in SA) degree during the final year of their bachelor's degree program. The Accelerated MA in SA program allows students to reduce the total number of credits required to complete the combined undergraduate and master's degrees by applying 3 credit hours of program requirements towards both degrees. Thus, with advising and planning, it is possible for students to complete both degree requirements in 5 years.

To receive accelerated admission to the MA in Sports Administration program, students must submit both an application for admission to the MA in SA program and an Accelerated Graduate Degree Program: Acknowledgement & Approval Form. Students interested in the Accelerated program should schedule an appointment with the Director of the PES Department Graduate 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.

**Admission Criteria**

Admission: Students are encouraged to apply early in their junior year.

Applicants must:

1. Submit an online admission application to be an Accelerated Graduate student.
2. Complete and submit the Accelerated Graduate Degree Program (AGDP) Acknowledgement and Approval Form found on the Graduate Studies website.
3. Submit two letters of recommendation and a statement of purpose for the graduate program.

If approved for admission, students must average a "B" or higher in the credits that apply to both the undergraduate and graduate degrees.

Students begin the AGDP coursework during year four. To enroll in the Accelerated MA in SA program, a student must complete the following prior to the fall semester for year 4: 1. A minimum of 86 credit hours toward a bachelor's degree with an overall cumulative GPA of at least 3.0. 2. All 100, 200, and 300 level courses in the sport management major with the required minimum grade for each course.

During Year 4, students can complete up to 3 credits of MA in SA coursework that will count towards both their degrees.

For a sample curriculum for a student who intends to enroll in the accelerated MA in Sport Administration degree program, see below.

**Year 1 (33 hours)****Fall Term (15 cr.)**

PES 119 - Intro. to Spt. Mgt. (3)

ENG 101 - (3)

MTH Competency - (3)

U UP - NAT SCI IIA - (3)

UP - HUM IA (3)

**Spring Term (18 cr.)**

PES 180 - SM Governance & Org. Theory (3)

COM 101 or 357 - (3)

UP - HUM IB - (3)

UP - NAT SCI IIB - (3)

UP - SOC SCI IIIA - (3)

PES Elective I (3)

**Year 2 (31-33 hours)****Fall Term (15 cr.)**

PES 218 - Sport Analytics (3)

ACC 201 or ENT 210 (3)

MINOR - CLASS 1 - (3)

ENG 201 - (3)

UP - DCD IVA - (3)

**Spring Term (16-19 cr.)**

PES 280 - Econ. & Finance in Sport (3)

PES 293 - Field Study. (1-4)

MINOR - CLASS 2 (3)

UP - SOC SCI IIIB - (3) (recommend BLR 202WI)

UP - DCD - IVB - (3)

**64-66 total cr. hours****Year 3 (40 hours)****Fall Term (18 cr.)**

PES 318 - Soc., Hist., Global (3)

PES 360 - Sport Sales and Mkt (3)

MINOR - Course #3 - (3)

MINOR - Course #4 - (3)

UP - DCD - IVC - (3)

GEN ELEC - (3)

**Spring Term (18 cr.)**

PES 380 - Sport Com. & Mass Media (3)

PES SM ELECTIVE II - (3)

MINOR - Course #5 (3)

MINOR - Course #6 (3)

MINOR - Course #7 (3)

GEN ELEC - (3)

**Summer Term (4 cr.) - PES 499 - Internship (4)****104-106 total cr. hrs.****Year 4 (27 hours)****Fall Term (15 cr.)**

PES 480 - Capstone (3)

PES 602SL - Event Mgt. (3)

PES 603 - Admin. (3)

PES 635 - Applied Stats (3)

MINOR - Course #8 (3)

**Spring Term (12 cr.)**

PES 564 - Sport Governance (3) \*

\*(dual counts for PES 610)

PES 645 - Sport Finance (3)

PES 650 - Sport Marketing (3)

PES 665 - Applied Research (3)

131-134 total cr. hrs.

**Year 5 (18 hours)****Fall Term (9 cr.)**

PES 625 - Facilities (3)

PES 640 - Sport Law (3)

PES 675 - HR & Personnel (3)

**Spring Term (9 cr.)**

PES 685 - Integrated Capstone (3)

PES 685 - Integrated Capstone (3)

**149-152 total cr. hrs.**

(continued)

## Graduate Certificate in Health and Physical Education

### Minimum Totals for Graduation: 15 hours

The graduate certificate in Health and Physical Education leads to an endorsement to teach health and physical education in grades K-12. To receive the endorsement, one must already have completed or will complete a teaching certification program.

#### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

##### Admission

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

1. An earned bachelor's degree with a cumulative GPA of at least 2.7.
2. A valid K-12 teaching certificate.

Applicants who do not have a valid K-12 teaching certificate may be considered for admission with stipulation. Applicants seeking regular admission with stipulations will be required to submit a current professional resume and written statement identifying how the program will help them meet their career goals.

Students admitted to the program without a valid K-12 teaching certificate who wish to earn their initial teaching certificate will be required to complete a state approved teaching preparation program.

##### Retention and Termination

To gain approval to complete the clinical experience, each student must:

- successfully complete HPE 605, HPE 625, HPE 645, and HPE 665;
- have current CPR and First Aid Certification;
- have proficient professional disposition status within the HPE Division as indicated in the professional disposition documents provided in HPE 605.

##### Required Courses (15 hours)

HPE 605 - Motor Behavior and Adapted Physical Education 3(3-0)  
 HPE 625 - Principles and Methods in Fitness Education and Lifetime Physical 3(3-0)  
 HPE 645 - Curriculum Content in Health & Wellness Education 3(3-0)  
 HPE 665 - Methods in Teaching Health and Physical Education 3(3-0)  
 HPE 685 - Programming and Assessment in Health and Physical Education 3(Spec)

**Total: 15 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, PT, DPT, Ph.D., OCS, CSCS

Rochelle Bourassa, PT, DPT, DHSc, CLT-LANA, CWS

Raju Chowdhary, PT, MHS, Ph.D., NCS, GCS

Karen Grossnickle, PT, MPT, DHSc

Jamie Haines, PT, DScPT, NCS

Linda Hall, PT, M.S., DPT

Peter Loubert, PT, Ph.D., Professor Emeritus

Jennifer Sansom, PT, MPT, M.S., Ph.D.

Emily Schubbe, PT, DPT, EdD

Debbie Silkwood-Sherer, PT, M.S., DHS, HPSCS

Jessica Sullivan, PT, DPT, DHSc

Ksenia Ustinova, DPT, Ph.D.

Kristin VanderArk, PT, M.S., NCS

### 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 or graduate 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, health administration, biomedical science, biology, neuroscience, psychology, child development, therapeutic recreation or a master degree in athletic training. When contacting an advisor from their chosen undergraduate or graduate major during their first semester to identify the coursework that is needed for their undergraduate or graduate degree, students should also discuss how to incorporate into their program a series of prerequisite courses that are required to prepare them for the coursework in the doctoral 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

*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).
2. Complete a minimum of 24 hours of volunteer/career exploration or paid work in physical therapy clinic.
3. Complete all prerequisite courses before entry into the program.
4. Maintain a minimum GPA of 3.0 in all prerequisite courses with no grade below a 2.0 in any prerequisite course.

5. Complete undergraduate degree with a minimum GPA of 3.0.

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:

1. Any grade below a C (2.0) or NC (NC) in any course required in the PT professional curriculum.
2. A cumulative GPA below 3.0 for any semester.

Students may be dismissed from the program for:

1. Two consecutive semesters of probation.
2. Failure to satisfactorily complete remedial work required to be taken off probation.
3. Failure to satisfactorily complete a repeated course at a level of CR (credit) or C or above.
4. 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.
5. A cumulative GPA below 3.0 (graduate) in the professional portion of the physical therapy curriculum for two semesters.
6. Failure (NC) of clinical affiliation/internship courses.
7. 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.
8. 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 (17 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 665 - Physical Therapy Seminar I 1(1-0)  
 PTH 672 - Clinical Anatomy and Kinesiology of Human Joints 4(3-3)

#### First Year III - Spring (16 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 650 - Research & Evidence-Based Practice I 3(3-0)  
 PTH 666 - Physical Therapy Seminar II 1(1-0)

#### 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. a prospective research project or
- b. 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), 3030 Potomac Avenue Suite 100, Alexandria, VA 22305-3085; 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. Veronica Barone, Chair

Dow 203, 989-774-2788

<https://www.cmich.edu/colleges/se/physics/>

**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 and nuclear 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 and hosts several laboratories. The computational physics laboratory studies the properties of materials and matter at the smallest scales using quantum mechanical and machine learning approaches and has access to high-performance computing resources to simulate nuclear processes, materials for sustainable energy conversion and storage, and materials for quantum information. The High Precision Penning Trap (CHIP-TRAP) lab is used to trap single atoms with magnetic and electric fields, and then measure their mass very precisely, aiming to perform some of the most precise mass measurements in the world. In the quantum materials laboratory, scientists explore novel materials with properties rooted in the quantum world and it is furnished with equipment for solid state synthesis and properties measurements at low temperatures and high magnetic fields. The X-ray diffraction laboratory is equipped to study the structure of both crystalline and amorphous materials. The condensed matter laboratory is designed to study the electrical properties of electret polymer films. 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](#).

## 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

Application Deadline: Applications are encouraged by March 15 for Fall admission, but students can be admitted on a rolling basis.

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**

## Doctor of Philosophy (Ph.D.) in Physics

### Minimum Totals for Graduation: 60 hours

The Doctor of Philosophy (Ph.D.) degree in physics at Central Michigan University is a research-intensive program providing advanced scientific training in specific subfields of physics and related disciplines. 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

Application Deadline: Applications are encouraged by March 15 for Fall admission, but students can be admitted on a rolling basis.

Application materials must include:

- official college transcripts,
- a personal statement outlining interest in the physics program and identifying a potential faculty mentor with whom the applicant ideally should have communicated with already,
- three letters of recommendation,
- Physics GRE scores if the applicant did not obtain an M.S. physics degree from CMU.

Candidates are required to hold Bachelor of Science (B.S.) and Master of Science (M.S.) degrees in physics or a related area of science. Applicants must have a GPA of 3.0 or higher in the CMU physics M.S. core course or a competitive physics GRE score. The program admissions committee will define this criterion quantitatively according to program needs and while taking into account the portfolios of the pool of applicants for every incoming class. Historically, physics M.S. graduates that have been successful in Ph.D. studies in physics have scored above the 50th percentile.

International students must meet the requirements for regular admission to the Office 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 physics must have a faculty mentor approved and financial support in the form of a teaching or research assistantship in place.

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. Students must maintain a GPA of 3.0 or higher in the required classes and must perform satisfactorily in their directed research, as judged by their research advisor and dissertation committee. Those not making satisfactory progress may be terminated from the program. By the end of their second year, students must submit a prospectus abstract, outlining their Ph.D. research project and defend it orally in front of the dissertation committee. Students will have two opportunities to pass this prospectus defense; 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 Graduate Studies. All physics Ph.D. students will be expected to publish their results in scientific journals and to present their work at professional conferences. We anticipate that full-time students entering with an M.S. degree will complete the program in 3-4 years.

### Program Requirements

The physics 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 M.S. degree. Each student's program of study will be developed in consultation with the faculty mentor and approved by the dissertation committee. All students in the Ph.D. program will be required to take six credit hours of courses in topics related to their specific research subfield; 6-15 credit hours of elective graduate courses (up to 15 of which can be transferred from the M.S. physics degree); 27-36 credit hours of directed research; and 12 Ph.D. Dissertation credit hours.

#### Required Courses (6 hours)

Select one of the following in consultation with the student's adviser and committee:

PHY 781 - Topics in Nuclear Physics and Astrophysics 1-6(Spec)

PHY 782 - Topics in Condensed Matter Physics 1-6(Spec)

#### Electives (6-15 hours)

Select from the following in consultation with the student's adviser and committee:

AST 562 - Observational Astronomy 4(3-3)

AST 563 - Astrophysics 3(3-0)

PHY 517 - Computational Physics 3(2-2)

PHY 552 - Nuclear Physics 3(3-0)

PHY 554 - Optics 3(3-0)

PHY 556 - Solid State Physics 3(3-0)

PHY 578WI - Experimental Physics 3(1-5)

PHY 614 - Methods of Theoretical Physics 3(3-0)

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)

Directed Research (27-36 hours)

PHY 796 - Directed Research in Physics 1-36(Spec)

#### Dissertation (12 hours)

PHY 899 - Dissertation 1-12(Spec)

**Total: 60 semester hours**

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

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

## School of Politics, Society, Justice, and Public Service

*College of Liberal Arts and Social Sciences*

### Dr. Elbert Almazan, Chair

142 Anspach Hall, 989-774-3442

**Lawrence Adamitis**, Ph.D., Public Administration

**Prakash Adhikari**, Ph.D., International Relations, Comparative Politics, South Asian Politics, Refugees and Forced Migration

**Mensah Adinkrah**, Ph.D., Criminology, Comparative Criminal Justice, Juvenile Delinquency, Corrections, Victimology, Homicide: Global Perspectives

**Elbert P. Almazan**, Ph.D., Sociology of Health, Youth Studies, Social Statistics

**Elizabeth Bradshaw**, Ph.D., Social and Criminal Justice, Government and Corporate Crime, Prisons and Mass Incarceration, Environmental Harm

**Edward Clayton**, Ph.D., Normative Political Theory

**Amanda Garrison**, Ph.D., Youth, Gender/Identity, Work

**Thomas Greitens**, Ph.D., Public Administration

**Susan Grettenberger**, Ph.D., Social Work, Social Welfare Policy and Practice, Non-Profit Organizations

**Becky Hayes**, Ph.D., Victimology, Gender, Race, and Crime, Media's Influence on the Criminal Justice System

**David K. Jesuit**, Ph.D., Comparative Politics, Western Europe

**David A. Kinney**, Ph.D., Sociology of Education, Sociology of Adolescence, Capstone Experience in Youth Studies, Research Methods

**Sharon Kukla-Acevedo**, MPA Director, Ph.D., Public Administration

**Emma Powell**, Ph.D., Public Administration

**Alan Rudy**, Ph.D., Political Economy, Environmental Sociology, Science and Technology Studies

**Lissa Schwander**, Ph.D., Diversity and Inequality in North America, Introduction to Social Work, Social Welfare Policy Analysis

**Mary Scheuer Senter**, Ph.D., Applied Sociology, Social Inequality, Research Methods

**Brian Smith**, Ph.D., Justice Theory, Penology and Corrections, Juvenile Delinquency/Juvenile Justice, Inequalities and Justice Processes

**Kyla Stepp**, Ph.D., J.D., Political Science, Law

**Cedric Taylor**, Ph.D., Race, Racial Health Disparities, Immigrant Health, Visual Sociology

### Course Designators:

**PAD - Public and Nonprofit Administration**

**PSC - Political Science**

**SCJ - Social and Criminal Justice**

**SOC - Sociology**

**SWK - Social Work**

The School of Politics, Society, Justice, and Public Service 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.

The department's graduate level internship program provides working knowledge of and experience in public and non-profit agencies

Graduate-level courses offered by the School of Politics, Society, Justice, and Public Service may be appropriate as electives on various graduate degree curricula

See the Scholarships and Financial Aid section of the bulletin for information on these scholarships: William S. Ballenger, III and Dr. William P. Browne Capitol Internship Program Endowment, William R. Gemma Memorial Scholarship, Barbara P. Greene Endowed Scholarship in Political Science, Michael "Gio" Giordano Helping Professions Award, Edward E. McKenna Academic Excellence Award, Edward H. Potthoff, Jr. Scholarship, John E. Warriner Scholarships.

## Master of Public Administration (M.P.A.)

**Minimum Totals for Graduation: 37 hours**

*Program Director: Dr. Sharon Kukla-Acevedo*

**Editor's note:** This program now has changes to the curricular requirements posted. Contact the Program Director for more information.

### 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.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### Admission Requirement Snapshot

GPA: 3.0 (3.5 for accelerated admissions)

Entrance Exam: N/A

Internat'l Application Deadline: July 1 (Fall), Oct. 1 (Spring)

### MPA Admission Requirements

1. An undergraduate grade point average of at least 3.0 (on a 4.0 point scale).
2. Completion of an undergraduate research methods course with a grade of B- or above.
3. An essay (two to three pages in length) that discusses the applicant's professional goals and how completion of the program will facilitate the achievement of those goals.
4. Contact information for three references. References can be former professors, public service professionals, 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 whose first language is not English, a combined score of at least 79 on the TOEFL Internet-Based Test (iBT) or TOEFL Paper-Delivered Test is required with a score of at least 21 points being achieved on the writing portion of the test. English Language Institute (ELI) courses at CMU may be required for those students who do not meet these criteria.
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.

### MPA Program Requirements

1. The MPA degree consists of 37 hours of credit.
2. Before registering for courses, all MPA students must meet with the MPA Director to develop an approved program plan of study.
3. All MPA students are required to take eight core courses (PAD 610, PAD 620, PAD 711, PAD 713, PAD 714, PAD 773, PAD 775, and PAD 780).
4. All MPA students are required to take the one credit hour PAD 799 capstone course in their final semester of credit toward the MPA degree.
5. MPA students with less than 26 months of full-time work experience in the public sector are required to complete an internship experience via the internship course (PAD 795).
6. MPA students with at least 26 months of public sector experience within the previous seven years can replace the internship course (PAD 795) with three hours of elective credit. Students seeking to replace the internship course should contact the MPA Director before they begin the program.

7. MPA Students with public sector experience can substitute up to six hours of academic credit with prior learning credit. MPA students must submit a Prior Learning Credit portfolio application to the Prior Learning Assessment Team.
8. MPA students can transfer up to nine hours of graduate credit from another institution. Students seeking transfer credit should contact the MPA Director before they begin the program.

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**Required Courses I (24 hours)**

PAD 610 - Foundations of Public Administration 3(3-0)  
 PAD 620 - Nonprofit Management 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)  
 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 (1 hour)**

PAD 799 - Public Service Competencies Capstone 1(Spec)

**Note:** The capstone course is typically taken in a student's final semester.

**Required Courses III (3 hours)**

PAD 795 - Internship in Public Administration 1-6(Spec)

**Note:** MPA students with less than 26 months of full-time work experience in the public sector are required to complete an internship experience via the internship course (PAD 795). MPA students with at least 26 months of public sector experience within the previous seven years can replace the internship course (PAD 795) with three hours of elective credit after documenting their work experience with the Internship Director.

**Electives (9 hours)**

With the approval of a program plan signed by the MPA Director, a student chooses 9 hours of electives. Elective courses can originate from within public administration, other disciplines,

or the following specific interdisciplinary track of courses:

**Community and Environment Track (0-9 hours)**

GEO 501 - Principles of Geographic Information Systems 3(2-2)  
 GEO 513 - Geographic Information Systems for Social Sciences 3(2-2)  
 GEO 515 - Environmental Management and Policy 3(3-0)

**Total: 37 semester hours**

**ACCELERATED ADMISSIONS TO THE MASTER OF PUBLIC ADMINISTRATION**

All existing MPA admission requirements, with the addition of the following:

- Undergraduate GPA of 3.5 or higher;
- Grade of B+ or higher in an undergraduate research methods course.

Students admitted to the Accelerated MPA program may earn up to twelve hours of graduate credit toward the MPA degree for courses taken during their senior year of their undergraduate degree.

These courses will count both toward their undergraduate degree and their MPA degree. Students must be admitted to the accelerated MPA program and have an approved plan of study before registering for these courses. Generally, students will apply to the accelerated program during their junior year for admission beginning in the fall semester of their senior year.

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).

**Plan of Study**

Twelve hours of coursework can be counted toward both the undergraduate degree and the MPA degree when taken during the senior year by a student admitted to the Accelerated MPA program prior to the senior year. Courses in the MPA program are online, thus students in the Accelerated MPA program will have to take online courses as part of their course sequence. A plan of study for this coursework must be approved by the MPA Director and include the following:

- Fall Semester: PAD Course (3 hours); PAD 610 (3 hours)
- Spring Semester: PAD Course (6 hours)

All electives must be at the 500 level or above and approved by the MPA Director before registration.



## Graduate Certificate in Nonprofit Leadership

### Minimum Totals for Graduation: 15 hours

The 15-credit-hour certificate is designed for regularly admitted graduate students who seek advanced training in the field of nonprofit leadership, but who are not pursuing 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 Office of Graduate Studies.

### Required Courses (15 hours)

PAD 521 - Board Governance and Executive Leadership 3(3-0)  
 PAD 523WI - Fundamentals of Grant Writing and Management 3(3-0)  
 PAD 620 - Nonprofit Management 3(3-0)  
 PAD 713 - Public Budgeting and Finance 3(3-0)  
 PAD 775 - Organization Theory and Behavior 3(3-0)

**Total: 15 semester hours**

## Department of Psychology

*College of Liberal Arts and Social Sciences*

### Dr. Hajime Otani, Chair

101 Sloan Hall 989-774-3001

**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

**Daniel Drevon**, Director, School Psychology, 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

**James Gerhart**, Director, Clinical Psychology, 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**, Director, Experimental Psychology, Ph.D., University of Minnesota. Scientific study of culture, quantitative methods, psychological test/scale development and evaluation

**Michael Hixson**, Ph.D., Western Michigan University. Behavior analysis, direct instruction, precision teaching, behavior development, curriculum based measurement

**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

**Sandra Kanouse Morgan**, Ph.D., Central Michigan University. Academic and behavioral assessment and intervention, pediatric consultation

**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.

**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

**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**, Ph.D., Iowa State University, Psychology and Law

**Reid Skeel**, Ph.D., University of Florida. Neuropsychology

**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.

**Center for Children, Families and Communities (CCFC):** The goal of the CCFC is to improve the well-being of children and families, with a special focus on reducing health disparities. The CCFC accomplishes this goal primarily through three types of activities: Innovative research supported by external funding; Out-of-classroom education for graduate and undergraduate students; State-of-the-science mental health interventions for Michigan families. These activities target priority areas identified by communities and community organizations that work in partnership with the CCFC.

**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

*Application Deadline:* March 1 (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.

Admission requirements and a detailed description of the Experimental M.S. program can be obtained from the Department of Psychology website. In addition to grades, the admissions committee is very attentive to letters of recommendation, statement of research interest, and relevant professional experiences. 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.

(continued)

**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)

**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 ADMISSIONS TO THE 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.

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).

**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: 30 hours**

*Editor's note: this program has been updated with HLC approval.*

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: applied cognitive psychology (with specific emphasis on perception and memory); applied social psychology (with specific emphasis on social cognition, attitudes, and forensic psychology); applied developmental psychology (with specific emphasis on adjustment in adolescent and aged individuals); applied behavioral neuroscience (with specific emphasis on testing potential pharmacotherapies for neurodegenerative diseases, such as Huntington's and Parkinson's diseases); behavior analysis (with specific emphasis on applied behavior analysis, behavioral pharmacology, and the experimental analysis of behavior); and applied personality psychology (with specific emphasis on personality testing).

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

*Application Deadline: January 1 (Fall)*

*See Admission Requirement Details Below*

Admission requirements and a detailed description of the Applied Experimental Ph.D. program can be obtained from the Department of Psychology website. In addition to grades, the admissions committee is very attentive to letters of recommendation, statement of research interest, and relevant professional experiences. 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.

Students will earn a total of 66 credits for their Applied Experimental Psychology Ph.D. Students accepted into the program must complete all the requirements for the M.S. Program in Experimental Psychology or its equivalent. The M.S. in Experimental Psychology Degree is 36 hours.

**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. See the M.S. degree on the pages prior to this program.

#### Degree Requirements

##### Required Courses (24 hours)

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.

##### Electives (6 hours)

Select 6 hours of PSY courses in consultation with advisor.

**Total: 30 semester hours (minimum hours for third and fourth years)**

## 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: 95 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 95 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

*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 website. In addition to grades, the admissions committee is very attentive to letters of recommendation, statement of research interest, 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 (21 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)

**Note:** Student must choose between PSY 589 and PSY 680.

**Year 4 (18 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)

**Year 5 (2 hours)**

PSY 990 - Internship A: Professional Services 1-6(Spec)  
 PSY 991 - Internship B: Professional Services 1-6(Spec)

**Total: 95 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: 30 hours**

This program is oriented toward the study of individuals in organizations and businesses with a focus on improving the well-being and productivity of the people that work there. Students learn to use research and measurement skills to solve practical workplace issues and to apply the principles of psychology to human resource and leadership challenges. Examples of areas within organizations where these get applied include talent assessment, performance management, training and development, stress management, job design, and organizational change.

The M.A. program in Industrial/Organizational Psychology is designed for part-time or full-time students. It is helpful if students have taken courses in general psychology, psychological testing, research methodology, and statistics. Completion of the program involves either a Plan A (Thesis) and Plan B (Applied Research) capstone requirement.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

*Application Deadline: February 15 (Fall)*

*See Admission Requirement Details Below*

Admission requirements and a detailed description of the Industrial/Organizational MA program can be obtained from the Department of Psychology website. In addition to grades and GRE scores (taken within five years of application), the admissions committee is very attentive to letters of recommendation, statement of research interest, and relevant professional experiences. The M.A. degree in Industrial/Organizational Psychology is based on the satisfactory completion of a minimum of 30 semester hours of graduate coursework. The M.A. is oriented toward training students for careers in business, government, consulting, or going on to Ph.D. programs.

**Degree Requirements****Required Content Courses I (9 hours)**

PSY 535 - Organizational Psychology 3(3-0)  
 PSY 536 - Personnel Psychology 3(3-0)  
 PSY 636 - Advanced Personnel Psychology 3(3-0)

**Required Content Courses II (3 hours)**

Select from the following:

PSY 537 - Organizational Behavior Management 3(3-0)  
 PSY 538 - Occupational Health Psychology 3(3-0)  
 PSY 736 - Interventions in Social Systems 3(3-0)

**Required Courses I - Quantitative (9 hours)**

Select 9 hours from the following:

PSY 510 - Principles of Psychological Measurement 3(3-0)  
 PSY 511 - Statistics in Psychology 3(3-1)  
 PSY 611 - Research Design 3(3-0)  
 PSY 612 - Applied Multiple Regression and Correlation 3(3-0)

**Required Courses II - Application (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)

**Capstone (6 hours)**

Select one of the following plans:

**Plan A: Thesis**

PSY 798 - Thesis 1-12(Spec)

**Plan B: Applied Research**

PSY 696 - Directed Research 1-12(Spec)

PSY 890 - Practicum II A: Professional Services 3(Spec)

**Total: 30 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**

Admission requirements and a detailed description of the Industrial/Organizational Ph.D. program can be obtained from the Department of Psychology [website](#). In addition to grades and GRE scores (taken within five years of application), the admissions committee is very attentive to letters of recommendation, statement of research interest, and relevant professional experiences.

**Retention and Termination Standards**

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 78 credit hours; those entering with a master's degree will be required to complete approximately 50 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.

**Program Requirements****Required Courses I (21 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)

**Note:** 6 hours of PSY 737 are required.

**Required Courses II (9 hours)**

*Research Courses*

PSY 510 - Principles of Psychological Measurement 3(3-0)

PSY 612 - Applied Multiple Regression and Correlation 3(3-0)

PSY 613 - Multivariate and Correlational Methods 3(3-0)

**Required Courses III (3 hours)**

*Experience-based Course*

PSY 790 - Practicum I A: Professional Services 3(Spec)

**Master's Thesis (6-12 hours)**

6 hours are required; students may take an additional 6 hours as electives.

PSY 798 - Thesis 1-12(Spec)

**Doctoral Dissertation (12-24 hours)**

12 hours are required, 6 in PSY 898 and 6 in PSY 899. Students may take an additional 12 dissertation credits toward elective hours.

PSY 898 - Doctoral Dissertation: Design 1-12(Spec)

PSY 899 - Doctoral Dissertation: Implementation 1-12(Spec)

**Electives (9-27 hours)****A. 9-27 hours of electives in Psychology.**

Select 9-27 hours in PSY courses.

**Note:** 6 hours of Master's Thesis (PSY 798) and 6 hours each (12 total) of Doctoral Dissertation (PSY 898 and PSY 899) may be counted toward these elective hours.

OR

**B. Occupational Health Psychology Concentration (6 hours)**

Students in the Industrial/Organizational Psychology Ph.D. Program can earn a concentration in OHP by using 6 hours of their I/O Psychology Program electives in OHP courses and completing a thesis or doctoral dissertation on an OHP topic. The 6 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.

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)

**Concentration Electives (3-21 hours)**

Select 3-21 hours of Psychology Courses.

**Note:** An additional 6 hours of Master's Thesis (PSY 798) and 6 hours each (12 total) of Doctoral Dissertation (PSY 898 and PSY 899) may be counted toward these elective hours.

**Total: 78 semester hours**

(continued)

## School Psychology

### 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

Application Deadline: January 15 (Fall)

*See Admission Requirement Details Below*

#### Admission

Admission is competitive with approximately 8 to 10 students accepted each year. Admission requirements and a detailed description of the School Specialist program can be obtained from the Department of Psychology website. In addition to grades, the admissions committee is very attentive to letters of recommendation, statement of research interest, and relevant professional experiences.

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 is 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: 102 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

Application Deadline: January 15 (Fall)

See Admission Requirement Details Below

#### Admission

Admission is competitive with approximately 8 to 10 students accepted each year (Specialist and Doctoral). Admission requirements and a detailed description of the School Ph.D. program can be obtained from the Department of Psychology website. In addition to grades, the admissions committee is very attentive to letters of recommendation, statement of research interest, and relevant professional experiences.

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.

Work history, professional goals, capacity for relating to and working with other people, emotional maturity and stability, and motivation also are considered.

### 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)

(continued)



### 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 (14 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)

**Note:** one hour each of PSY 990 and PSY 991 are required.

### Doctoral Dissertation (12 hours)

PSY 898 - Doctoral Dissertation: Design 1-12(Spec)

PSY 899 - Doctoral Dissertation: Implementation 1-12(Spec)

### Electives (6 hours)

Select in consultation with advisor.

**Total: 102 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*

### Dr. Timothy Otteman, Chair

214 Finch, 989-774-3858

Jill Almasi-Dole, M.A., Recreation and Event Management

Lynn Dominguez, Ph.D., Outdoor Recreation

Shay Dawson, Ph.D., Therapeutic Recreation

Robert Dvorak, Ph.D., Outdoor Recreation

Robert Frost, M.A., Therapeutic Recreation

Kyung Hee Lee, Ph.D., Recreation and Event Management

Timothy Otteman, Ph.D., Programming and Event Management

The Department offers a concentration on the Master Science in Administration program, an interdisciplinary degree.

### Course Designer:

RPL - Recreation, Parks, and Leisure Services Administration

DBI - Deafblind Intervener

## Graduate Certificate in Disability Studies and Community Inclusion

*This is an interdepartmental program. See the index for page number.*

## School of Rehabilitation and Medical Sciences

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

### Dr. Blaine Long, Chair

HPB 1233, 989-774-2378

Domenico Ausiello, M.D.

Robert Bell, M.A.S. (HONS), B.S., B.A.

Michael Fillenworth, M.S., PA-C

Jeff Fisher, Ph.D., C.E.C.

Katie Flannery, MS, PA-C

Elizabeth Frutiger, MS, PA-C

Ahmad Hakemi, M.D.

Roschelle Heuberger, Ph.D., R.D.

Chris Hamlyn, Ed.D., AT, ATC, CSCS

Leslie Hildebrandt, Ph.D., R.D.

Kechinyere Iheduru-Anderson, DNP, RN, CNE, CWCN

Rawia Khasawneh, Ph.D., R.D.

Yeonsoo Kim, Ph.D., R.D.

Debra Kimball-Christie, M.S., PA-C

Lixin Li, Ph.D., MD

Blaine Long, Ph.D., AT, ATC

Brittany Reiber, M.S., PA-C

Dale Russell, D.M.Sc., PA-C

Audrey Shaw, M.S., PA-C, AT, ATC

René R. Shingles, Ph.D., AT, ATC

Basheer Sufyan, D.M.Sc., PA-C

Marlene VanDyke, M.A., AT, ATC

Emily Webster, M.A., AT, ATC

Najat Yehia, Ph.D., M.S., R.D., L.D.

Erika Zambarano, Ph.D., AT, ATC

### Course Designators:

FNS - Foods and Nutrition

NDS - Nutrition and Dietetics

PHA - Physician Assistant

ATR - Athletic Training

NUR - Nursing

## Master of Science in Athletic Training (M.S.A.T)

### Minimum Totals for Graduation: 65 hours

The program is designed to prepare students to become Board of Certification (BOC) certified athletic trainers (ATC). Accredited by the Commission on Accreditation of Athletic Training Education (CAATE), upon completion of this program and CMU's graduation requirements, students will be eligible to apply for the Board of Certification, Inc. (BOC) national certification examination for athletic trainers. Additional information regarding the athletic training program can be viewed at the program's website.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

To apply to the stand-alone, two-year M.S.A.T. program, students must have an earned bachelor's degree prior to beginning the M.S.A.T. graduate course work.

**3+2 B.S.A.T./M.S.A.T program:** Currently enrolled CMU undergraduate students only.

#### Admission Requirements

1. A completed program application in ATCAS (Athletic Training Centralized Application Service).
2. Two professional recommendations. One professional recommendation must be completed by an athletic trainer with whom clinical observation hours were obtained. The other professional recommendation must be completed by an instructor or professor.
3. An overall GPA of 2.7 or higher.
4. A prerequisite GPA of 2.7 or higher in identified courses (Nutrition, Anatomy, Physiology, Biomechanics/Kinesiology, Public/Community Health, and Introduction to Psychology).
5. Completion of additional prerequisite courses with no grade below a 2.0 (Biology, Chemistry, Physics, Exercise Physiology, Developmental Psychology, and Statistics).
6. Complete a minimum of 60 hours of practical experience with an athletic trainer.
7. Admissions interview.
8. Healthcare provider CPR/AED and First Aid certification.

#### Retention Standards

1. Students must continue to meet program retention criteria and Technical Standards to maintain status in the M.S.A.T. Consequences for non-compliance have been determined and could include probation, suspension, or dismissal from the Athletic Training Program.
2. Maintain at least a 3.0 cumulative GPA in the M.S.A.T.
3. Maintain established professional standards and adhere to the AT Policies and Procedures Manual and the BOC, Inc. Standards of Professional Practice.

#### Core I Requirements (32 hours)

These hours are double counted for B.S.A.T. and M.S.A.T.:

ATR 500WI - Clinical Research I 3(3-0)  
 ATR 600 - Immersive Clinical Education I 4(Spec)  
 ATR 605 - Injury Prevention I 2(1-1)  
 ATR 610 - Clinical Education I 1(Spec)  
 ATR 620 - Clinical Education II 1(Spec)  
 ATR 680 - Assessment I 3(1-2)  
 ATR 681 - Therapeutic Modalities 3(2-1)  
 ATR 682 - Assessment II 3(1-2)  
 ATR 683 - Therapeutic Rehabilitation I 3(1-2)  
 ATR 684 - Assessment III 3(1-2)  
 ATR 685 - Therapeutic Rehabilitation II 3(2-1)  
 ATR 687 - Manual Therapy 3(1-2)

#### Core II Requirements (33 hours)

ATR 730 - Clinical Education III 1(Spec)  
 ATR 740 - Clinical Education IV 1(Spec)  
 ATR 751 - Professional Responsibility in Athletic Training 2(2-0)  
 ATR 765 - Injury Prevention II 2(1-1)  
 ATR 775 - Emergency Care 3(1-2)  
 ATR 780 - Organization and Administration for Athletic Training 3(3-0)  
 ATR 786 - Assessment IV 3(3-0)  
 ATR 790 - Evidence-Based Medicine 3(3-0)  
 ATR 792 - Cultural Competence in Health Care 3(3-0)  
 ATR 794 - Pharmacology 2(2-0)  
 ATR 795 - Clinical Research II 3(Spec)  
 ATR 799 - Immersive Clinical Education II 7(Spec)

**Total: 65 semester hours**

**Note:** For information on the Central Michigan University Dietetic Internship (CMUDI), a 28-week program that is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), please follow this link: <https://www.cmich.edu/academics/colleges/herbert-h-grace-a-dow-college-of-health-professions/departments/school-rehabilitation-medical-sciences/nutrition-and-dietetics/cmu-dietetic-internship>

## 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 I, II, and III 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 plans:

- Option I - Plan A Thesis
- Option II - Plan B Internship
- Option III - Plan C Course Work

#### 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 Office of Graduate Studies. This essay replaces the written statement requested as part of the application to the Office 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

(continued)

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 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. NDS 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)

NDS 661 - Macronutrients 3(3-0)  
 NDS 662 - Micronutrients and Gene Interactions 3(3-0)  
 NDS 670 - Seminar: Nutrition 1-3(Spec)  
 NDS 672 - Advanced Clinical Nutrition 3(3-0)  
 NDS 673 - Advanced Nutritional Assessment 3(3-0)  
 NDS 677 - Nutritional Epidemiology 3(3-0)  
 NDS 678 - Research Methods and Biostatistics 3(3-0)  
 NDS 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:** NDS 670 and NDS 798 are variable credit courses. Students on this option are required to take 1 credit hour of NDS 670 and 6 credit hours of NDS 798.

### Option II - Plan B: Internship Option (37 hours)

NDS 661 - Macronutrients 3(3-0)  
 NDS 662 - Micronutrients and Gene Interactions 3(3-0)  
 NDS 670 - Seminar: Nutrition 1-3(Spec)  
 NDS 672 - Advanced Clinical Nutrition 3(3-0)  
 NDS 673 - Advanced Nutritional Assessment 3(3-0)  
 NDS 674 - Dietetic Internship: Clinical Experience 5(Spec)  
 NDS 675 - Dietetic Internship: Foodservice Administration Experience 5(Spec)  
 NDS 676 - Dietetic Internship: Summary Experience 2(Spec)  
 NDS 677 - Nutritional Epidemiology 3(3-0)  
 NDS 678 - Research Methods and Biostatistics 3(3-0)  
 NDS 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 NDS 799 course requirements.

**Note:** NDS 799 must be taken in a student's final semester, as the only course in that semester. All students must take NDS 678 Research Methods in Nutrition prior to enrollment in NDS 799. Permission to be hand-registered is required. Please see <https://www.cmich.edu/global/msnd/Pages/cbe.aspx>.

**Note:** NDS 670 is a variable credit courses. Students on this option are required to take 1 credit hour of NDS 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.

### Option III - Plan C: Course Work Option (33 hours)

NDS 661 - Macronutrients 3(3-0)  
 NDS 662 - Micronutrients and Gene Interactions 3(3-0)  
 NDS 670 - Seminar: Nutrition 1-3(Spec)  
 NDS 672 - Advanced Clinical Nutrition 3(3-0)  
 NDS 673 - Advanced Nutritional Assessment 3(3-0)  
 NDS 677 - Nutritional Epidemiology 3(3-0)  
 NDS 678 - Research Methods and Biostatistics 3(3-0)  
 NDS 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 NDS 799 course requirements.

**Note:** NDS 799 must be taken in a student's final semester, as the only course in that semester. All students must take NDS 678 Research Methods in Nutrition prior to enrollment in NDS 799. Permission to be hand-registered is required. Please see <https://www.cmich.edu/global/msnd/Pages/cbe.aspx>.

**Note:** NDS 670 is a variable credit course. Students in this program MUST enroll in NDS 670 three times (1 hour each) under different subject themes.

### Total: 31-37 semester hours

### CMU Dietetic Internship (CMUDI)

**Note:** For information on the Central Michigan University Dietetic Internship (CMUDI), a 28-week program that is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), please follow this link: <https://www.cmich.edu/academics/colleges/herbert-h-grace-a-dow-college-of-health-professions/departments/school-rehabilitation-medical-sciences/nutrition-and-dietetics/cmu-dietetic-internship>

## Master of Science (M.S.) in Physician Assistant Program

### Minimum Totals for Graduation: 130 hours

<https://chp.cmich.edu/pa>

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0 Entrance Exam: None  
 Application Deadline: September 1, 2024 (for the 2025 entering class, which is a firm deadline)  
 See Admission Requirement Details Below

### Admission Requirements for 2025 Entering Class

The application deadline for the 2025 entering class is September 1, 2024, which is a firm deadline. Official TOEFL (if applicable) scores must be submitted electronically from ETS to CASPA and received by September 1, 2024. 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 at the time the application is submitted;
- 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/academics/colleges/herbert-h-grace-a-dow-college-of-health-professions/departments/school-rehabilitation-medical-sciences/physician-assistant/admission-requirements>.

#### **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/academics/colleges/herbert-h-grace-a-dow-college-of-health-professions/departments/school-rehabilitation-medical-sciences/physician-assistant/admission-requirements/physician-assistant-course-equivalencies>. 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 520  
 Developmental Psychology - PSY 220

Like all programs that have competitive admissions, students meeting the admission criteria are not guaranteed admission to the program.

#### **Accreditation**

At its March 2024 meeting, the Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA) placed the Central Michigan University Physician Assistant Program sponsored by Central Michigan University on Accreditation-Probation status until its next review in March 2026.

Probation accreditation is a temporary accreditation status initially of not less than two years. However, that period may be extended by the ARC-PA for up to an additional two years if the ARC-PA finds that the program is making substantial progress toward meeting all applicable standards but requires additional time to come into full compliance. Probation accreditation status is granted, at the sole discretion of the ARC-PA, when a program holding an accreditation status of Accreditation-Provisional or Accreditation-Continued does not, in the judgment of the ARC-PA, meet the Standards or when the capability of the program to provide an acceptable educational experience for its students is threatened.

Once placed on probation, a program that fails to comply with accreditation requirements in a timely manner, as specified by the ARC-PA, may be scheduled for a focused site visit and is subject to having its accreditation withdrawn. Specific questions regarding the program and its plans should be directed to the program director and/or the appropriate institutional official(s). The program's accreditation history can be viewed on the ARC-PA website at <https://www.arc-pa.org/accreditation-history-central-michigan-university/>.

#### **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 651 - Diagnostic Tests II 2(2-0)  
 PHA 661 - History and Physical Examination II 3(2-2)

##### **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 652 - Diagnostic Tests III 2(1-2)  
 PHA 662 - History and Physical Examination III 3(2-2)  
 PHA 671 - Preventive Medicine 2(2-0)  
 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 672 - Applied Ethics for Physician Assistants 2(2-0)

##### **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 Statistics, Actuarial and Data Sciences

*College of Science and Engineering*

### Dr. Felix Famoye, Chair

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  
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

DAS - Data 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 Office 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 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 (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 691 - Advanced Data Mining Techniques 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).

#### Electives I (9 hours)

Select from the following:

ITC 630 - Cloud Computing 3(3-0)

ITC 686 - Big Data Analytics 3(3-0)

STA 678 - Categorical Data and Survival Analysis 3(3-0)

STA 686 - Multivariate Analysis 3(3-0)

STA 694 - Theory and Applications of Bayesian Statistics 3(3-0)

#### Electives II (3 hours)

Select from the following:

GEO 501 - Principles of Geographic Information Systems 3(2-2)

ITC 510 - Software and Data Modeling 3(3-0)

MTH 586 - Operations Research I 3(3-0)

STA 582 - Experimental Designs 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 590 - Applied Statistical Methods II 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:** Graduate level courses in any discipline different from Statistics with approval of the program advisor may be used as elective courses.

**Note 2:** Students who are exempted from STA 575 and/or STA 591 under Required Courses will take a total of 6 or 9 hours under Electives.

**Note 3:** Students who plan to take ITC 630 or ITC 686 under Electives I must take ITC 510 under Electives II.

#### 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 ADMISSIONS TO THE M.S. IN APPLIED STATISTICS AND ANALYTICS

Advanced undergraduate students majoring in Mathematics, Actuarial Science and Statistics may want to consider the option by which they can obtain Bachelor of Arts in Mathematics, 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.

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 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 STA 580 and STA 584.
3. Students must complete STA 582, STA 591, STA 675 and either STA 585 or ITC 510 or any 500-level course under Electives, 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 Master 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)

- Undergraduate courses (9 hours), in addition to STA 591 (3 hours), and one of the following: STA 582 (3 hours) or ITC 510 (3 hours) or any other Elective.  
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)

Undergraduate courses (6 hours), in addition to STA 675 (3 hours), STA 585 (3 hours), STA 691 (3 hours)  
STA 675 - Advanced Statistical Data Management and Simulation 3(3-0)  
STA 585 - Mathematical Statistics II 3(3-0)  
STA 691 - Advanced Data Mining Techniques 3(3-0)

#### Year 5 - Fall (6 hours)

- Courses must include 6 hours from Electives I (ITC 630, ITC 686, STA 678, STA 686, STA 694).

#### Year 5 - Spring (6 hours)

Select any two courses from Electives I.  
ITC 630 - Cloud Computing 3(3-0)  
ITC 686 - Big Data Analytics 3(3-0)  
STA 678 - Categorical Data and Survival Analysis 3(3-0)  
STA 686 - Multivariate Analysis 3(3-0)  
STA 694 - Theory and Applications of Bayesian Statistics 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)

### Course Work Map for MS in Applied Statistics and Analytics:

#### Example One: For students who already have STA 580 background.

- Year 1
- Fall (9 hours): STA 575, STA 581, STA 591
  - Spring (6 hours): STA 675, STA 691
  - Summer (3 hours): Internship or Plan B Paper
- Year 2

- Fall (6 hours): STA 686 and one from (ITC 510, Other electives).
- Spring (6 hours): Choose two from the list of ITC 686, STA 678, STA 694

#### Example Two: For students who do not have STA 580 background.

Prior to Year 1: Take online STA 580 in Summer Two.

#### Year 1

- Fall (9 hours): STA 575, STA 581, STA 591
- Spring (6 hours): STA 675, STA 691
- Summer (3 hours): Internship or Plan B Paper

#### Year 2

- Fall (6 hours): STA 686 and one from (ITC 510, other electives).
- Spring (6 hours): Choose two from the list of ITC 686, STA 678, STA 694

#### Example Three: For students who do not have STA 580 background.

#### Year 1

- Fall (9 hours): STA 575, STA 580, STA 581
- Spring (6 hours): STA 675, STA 678

#### Year 2

- Fall (9 hours): STA 591, STA 686 and one from (ITC 510, other electives)
- Spring (6 hours): STA 691, choose one from (ITC 686, STA 694)
- Summer (3 hours): Internship or Plan B Paper

## 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) train well-prepared teachers to teach college level statistics and analytics, and conduct independent research effectively in their areas of expertise or b) 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 consideration for assistantships

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 Office 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.

(continued)

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.

#### 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 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 1-15(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 given by the department 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 teaching 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 should 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 Office 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 prospectus must be approved by the dissertation committee, and by the Office 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 Office 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 Office 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 Office 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 3(3-0)
- ACT 541 - Actuarial Mathematics for Life Contingencies I 3(3-0)
- ACT 542 - Actuarial Mathematics for Life Contingencies II 3(3-0)
- ACT 544 - Statistics for Risk Modeling 4(4-0)

#### 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

### 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 Office 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 of Geographic Information Systems 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**

## Department of Teacher and Special Education

*College of Education and Human Services*

<https://www.cmich.edu/academics/colleges/college-education-human-services/departments/teacher-education-professional-development>

**Dr. Troy Hicks, Chair**

421 EHS Building, 989-774-3975

**Brandis Ansley**, Ph.D., Special Education**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 Collings**, Ph.D., Educational Psychology**Dawn Decker**, Ph.D., Special Education**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**JoDell Heroux**, Ph.D., Special Education**Troy Hicks**, Ph.D., Curriculum, Teaching, and Educational Policy**Tamara Jetton**, Ph.D., Curriculum and Instruction**William Leibfritz**, Ph.D., Elementary Mathematics**James McDonald**, Ph.D., Science Education**Krystyna Nowak-Fabrykowski**, Ph.D., Early Childhood**Scott Roberts**, Ph.D., Social Studies Education**Suzanne Shellady**, Ph.D., Special Education**Heidi Waugh**, M.A., Special Education, Reading and Literacy**Jennifer Weible**, Ph.D., Learning, Design, and Technology**Ming Zhang**, Ed.D., Elementary Education**Course Designators:**

ECE - Early Childhood Education

EDU - Teacher Education

MLE - Middle Level Education

SPE - Special Education

The Department of Teacher and Special Education offers five graduate degrees: a Master of Arts in Learning, Design, and Technology; a Master of Arts in Reading and Literacy (K-12); an M.A. in Special Education: The Master Teacher; a doctorate in Educational Technology (DET), and a graduate certificate in Learning, Design, and Technology. Guide sheets specifying requirements, general elective courses, and other information for all the department's 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.*

## Master of Arts (M.A.) in Reading and Literacy K-12

### Minimum Totals for Graduation: 30 hours

The Master of Arts in Reading and Literacy K-12 has been developed based on teacher preparation standards written by the International Literacy Association (ILA) and the National Council of Teachers of English (NCTE) and adopted by the Council for the Accreditation of Educator Preparation (CAEP).

In addition, the course work contains components to meet the standards approved by the Michigan State Board of Education for the Reading Specialist (BR) Endorsement (July 20, 2000). Any certified teacher meeting the requirements for entry into graduate studies at Central Michigan University is eligible to enter the program.

The Master of Arts in Reading and Literacy K-12 provides students with knowledge and skills in reading and writing programs K-12. The major objectives of the program will enable students to:

1. Organize and implement school literacy programs.
2. Diagnose and treat difficulties in literacy.
3. Implement appropriate reading and writing instruction.
4. Develop interdisciplinary and integrated units involving literacy.
5. Conduct research about current issues of literacy.
6. Develop technological and viewing skills related to literacy programs.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 3.0

Entrance Exam: N/A

Application Deadline: July 31

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 <https://www.cmich.edu/global/compliance/Pages/profession-allicensure.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

In addition to the university's general admission requirements, the student must have a valid K-12 teaching certificate or equivalent. Regular admission into the program requires an undergraduate grade point average of at least 3.0 (on a four point scale). Students with a GPA of 2.99 or lower should submit a copy of their current professional resume and a statement of purpose to be reviewed and considered for admission with stipulations. Students with a GPA below 2.5 will not be considered for admission to the program.

A maximum of 6 hours taken before signing the master's program may be counted toward the program. Students must earn a B or better in each graded course.

#### Required Courses - Reading & Literacy Concentration (30 hours)

- EDU 624 - Word Study and Vocabulary Development 3(3-0)
- EDU 627 - Teaching and Learning with Digital Literacies 3(3-0)
- EDU 629 - Reading and Writing Connections 3(3-0)
- EDU 632 - Practicum in Literacy Assessment and Intervention 6(Spec)
- EDU 635 - Advanced Language Arts Instruction 3(3-0)
- EDU 636 - Foundations of Classroom Reading and Writing Instruction 3(3-0)
- EDU 641 - Literacy in the Disciplines 3(3-0)
- EDU 650 - Literacy Coaching and Leadership 3(3-0)
- EDU 730 - Seminar: Issues in Literacy 3(3-0)

**Total: 30 semester hours**

## 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 - Data-Driven Educational Assessment 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

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.

(continued)

**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 - Data-Driven Educational Assessment 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 - Advanced Reading Diagnosis and Instruction 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: 54 hours**

The doctoral program in educational technology prepares educators for the study of the integration of technologies supporting learning and teaching. Specific instruction revolves around the study of the latest educational technologies to increase student achievement. Graduates are prepared for careers in educational technology support, higher education research and teaching, instructional design, learning engineering, research and development of instructional technologies, and private sector training, development, and assessment.

The Doctor of Educational Technology (DET) program at Central Michigan University offers students an opportunity to earn their doctorate degree and matriculate in three years of graduate study if they currently hold an accredited master's degree. A maximum of 12 credits may be transferred from additional graduate work beyond the master's degree.

Students take an additional 36 credit hours of coursework (12 classes) beyond the Master's level. Upon completion of the comprehensive exam, students will enroll in 18 dissertation credits.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

GPA: 3.0

Entrance Exam: Departmental Writing Assessment or GRE or MAT

Priority Deadline: April 1 or November 1, but accepted until cohort is filled.

*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 3.0 or higher or be willing to enroll in the MA in Learning, Design, and Technology program. Three years of professional education experience is preferred. Applicants must complete a departmental writing assessment or the Graduate Record Exam (GRE) or Miller Analogy Test (MAT).

Review of complete application begins April 1 and November 1 and continues until the cohort is filled. A completed application 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. Departmental writing assessment or Graduate Record Exam (GRE) or Miller Analogy Test (MAT);
5. short essay describing the relationship between the applicant's professional goals and the D.E.T. program; and
6. three letters of recommendation 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. The total application package will be evaluated holistically.

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/docs/default-source/student-recruitment-and-retention-division/admissions/international/toefl-exempt-countriescea402cf-7a2b-4969-b70b-a9506447e2d5.pdf?sfvrsn=6ec2001\\_3](https://www.cmich.edu/docs/default-source/student-recruitment-and-retention-division/admissions/international/toefl-exempt-countriescea402cf-7a2b-4969-b70b-a9506447e2d5.pdf?sfvrsn=6ec2001_3)

### 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 MA in Learning, Design, and 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.

#### 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 as needed 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 written proposal submitted to the committee and an oral presentation of the research to be completed. The proposal of the candidate's research will include a formal literature review, the research question(s), methodology for conducting the research, proposed analysis, and three potential articles/artifacts to be written. (Traditional dissertations are also supported.) This will be proposed and approved by the candidate's dissertation committee;
2. Conducting the research, analyzing the results, and writing the final three artifacts/documents, including a minimum of one artifact using data, or a formal dissertation; and
3. oral defense of the research.

**Total: 54 semester hours beyond a Master's program**



## Master of Arts (M.A.) in Special Education: The Master Teacher

### Minimum Totals for Graduation: 30-33 hours

The Master of Arts in Special Education is designed for students who seek advanced study in special education. This program is 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 focuses on preparing master teachers in the discipline of special education. The M.A. in Special Education is intended to increase and hone your skills as a special educator within your own professional practice.

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7

Entrance Exam: N/A

Application Deadline: July 31

### Admission

Beyond the standards of Graduate Studies admission, Special Education requires the following:

1. Applicants hold a bachelor's degree and have demonstrated experience working with individuals with disabilities. If you do not hold a valid Michigan Elementary or Secondary Standard, Permanent, or Life certificate or special education endorsement, you may be required to take additional coursework to meet the Michigan Department of Education initial teacher certification requirements in addition to completing the degree requirements on the MA in Special Education. This would be determined in consultation with a faculty advisor after you have been admitted to the program. Please note that this program is intended only for those graduates who plan to work in Michigan.
2. Applicants must have an undergraduate cumulative grade point average of 2.7 or higher, or the last 60 hours of undergraduate GPA (approximately half of undergraduate courses) is 3.00 or higher, or an earned master's degree or equivalent from an institution that is regionally accredited (or equivalent) with a cumulative GPA of 3.00 or higher. Applicants below the required grade point average may appeal through the chairperson for exception.
3. 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.

To be eligible for certification or endorsements in special education, students must be able to complete an 8-week clinical experience (initial endorsement) or 180-hour clinical experience (additional endorsements) in the state of Michigan. To participate in a clinical experience, an iChat is required. In addition, each student will be responsible to disclose any subsequent infractions which appear on their background checks during the duration of the graduate program to the program director and to the Associate Director of Professional Education. 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 Special Education: The Master Teacher Program.

Please note that certain criminal convictions may preclude clinical experiences, which may impact the student's ability to complete the Special Education: The Master Teacher program. Be aware that some clinical experience settings 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.

**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/admissions-aid/global-campus/professional-certification-licensure-disclosures> 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.

The M.A. in Special Education begins with Emphasis Area I (15 credit hours) where students choose between one of two tracks: Group A is for students seeking an initial special education endorsement and Group B is for students seeking an additional special education endorsement. In the second half of the program, students will select an Emphasis Area II (12-15 credit hours) that will allow them to specialize and obtain an endorsement in one of three areas: autism spectrum disorder, cognitive impairment, or specific learning disability.

Students must successfully complete required coursework and pass the MTTC of the endorsement area they are seeking to add a special education endorsement to their teaching certification with the Michigan Department of Education.

For information on accelerated admissions to this program for CMU students in the B.S. in Science with an Option in Community Development, see the end of this section.

### Degree Requirements

#### Emphasis Area I (15 hours)

Select one of the following groups. **Group A** is for students seeking an initial special education endorsement and **Group B** is for students seeking an additional special education endorsement.

#### Group A - Initial Endorsement

- SPE 660 - Understanding Students with Disabilities 3(3-0)
- SPE 661 - Individualized Education Program Development and Implementation 3(3-0)
- SPE 662 - Culturally Responsive Instruction and Collaboration 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)

#### Group B - Additional Endorsement

- SPE 600 - Ethics, Law, and Current Issues in Special Education 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)
- SPE 790 - Program and Personnel Evaluation in Special Education 3(3-0)

#### Endorsement Area II (12-15 hours)

Select one of the following options based on interest:

#### Option A: Autism Spectrum Disorder Endorsement (15 hours)

- CSD 550 - Communication Assessment and Intervention in Children with Autism Spectrum Disorders 3(3-0)
- SPE 530/PSY 575 - Autism Spectrum Disorder: Characteristics and Etiology 3(3-0)
- SPE 531 - Autism Spectrum Disorder: Educational Implications 3(3-0)
- SPE 532 - Applied Behavior Analysis for Teachers 3(3-0)
- SPE 671 - Transition for Students with Intellectual and Developmental Disabilities 3(3-0)

**Option B: Specific Learning Disability Endorsement (12 hours)**

- SPE 577 - Introduction to Specific Learning Disability 3(3-0)
- SPE 650 - Promoting Self-Determination and Self-Regulation in Students with SLD 3(3-0)
- SPE 675 - Literacy Instruction for Students with Specific Learning Disabilities 3(3-0)
- SPE 690 - Mathematics Instruction for Students with Specific Learning 3(3-0)

**Option C: Cognitive Impairment Endorsement (12 hours)**

- SPE 620 - Evidence-based Approaches for Teaching Students with Mild Cognitive Impairment 3(3-0)
- SPE 624 - Behavioral Assessment and Intervention for Students with Cognitive Impairment 3(3-0)
- SPE 641 - Evidence-based Approaches for Teaching Students with Moderate/Profound Impairment 3(3-0)
- SPE 671 - Transition for Students with Intellectual and Developmental Disabilities 3(3-0)

**Plan B Requirement (3 hours)**

- SPE 689 - Clinical Experience in Special Education 3(Spec)

**Total: 30-33 semester hours**

### **ACCELERATED ADMISSIONS TO THE MASTER OF ARTS IN SPECIAL EDUCATION: THE MASTER TEACHER**

Undergraduate students majoring in the Bachelor of Science with an Option in Community Development may pursue a Master of Arts degree in Special Education: The Master Teacher while fulfilling the final requirement of their bachelor's degree. Accelerated admission to the Master of Arts degree in Special Education: The Master Teacher allows students to reduce the total number of credits to complete their undergraduate degree and graduate degree by applying up to 15 credits toward graduation requirements on both degree programs.

**Admission Criteria:**

To be eligible for accelerated admission to the Master of Arts degree in Special Education: The Master Teacher program, the student must have:

1. An overall cumulative undergraduate grade point average (GPA) of at least 3.0;
2. Minimum of 86 credits hours toward a bachelor's degree with no less than 15 remaining credit hours to complete the undergraduate degree;
3. Must be admitted to CMU Online (not eligible for main campus students);
4. Must be admitted in the Bachelor of Science with an Option in Community Development;
5. Must submit a current statement of purpose for pursuing the degree
6. Must submit two letters of recommendation regarding the applicant's performance with Special Education populations.

During the final academic year, students will complete up to 15 credits of MA in Special Education coursework that will be the final courses taken and counted toward both the undergraduate and graduate degrees. Students will apply during their junior year for accelerated admission into the MA in Special Education degree program to begin the first semester of their senior year.

To seek approval to enroll in this program, students will need to:

1. submit an online admission application to be an Accelerated Graduate student; and
2. complete and submit the Accelerated Graduate Degree Program (AGDP) Acknowledgement and Approval Form found on the Office of Graduate Studies website.

The student must meet with an MA in Special Education advisor to identify courses for the accelerated option. Course requirements are approved by the MA in Special Education advisor. If approved for admission, students must average a "B" or higher in the credits that apply to the graduate degree. AGDP student grades will be monitored by Graduate Studies and any student who does not average a "B" or higher in the credits that apply to the graduate degree will be removed from the AGDP, unless the student obtains an exception from Graduate Studies. To request an exception, the student must have the support of their MA in Special Education advisor and present a viable plan to obtain the minimum "B" average in the credits that apply to the graduate degree prior to the completion of the baccalaureate degree. Students removed from the AGDP must apply for readmission into the master's program. If removed from the AGDP, the completed courses may still be used at the undergraduate level but cannot subsequently be used at a graduate level.

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).

## **Graduate Certificate in Disability Studies and Community Inclusion**

*This is an interdisciplinary program, please see the index for page number.*

## **Department of Theatre and Dance**

*College of the Arts and Media*

**Ms. Keeley Stanley, 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**, 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.*

## 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

## Graduate Certificate in Disability Studies and Community Inclusion

*College of Education and Human Services*

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### Minimum Totals for Graduation: 12 hours

The Graduate Certificate in Disability Studies and Community Inclusion will enable students to move from sympathetic to empathetic approaches of empowerment and engagement with people that have disabilities from diverse backgrounds and diagnoses. Students interested in this graduate certificate will learn to view disability through the lenses of the social and biopsychosocial models of disability as well as to focus on improving community inclusion. The Disability Studies & Community Inclusion Graduate Certificate is designed to complement students that have already graduated with undergraduate degrees in health professions, social work, communication disorders, counseling, recreational therapy psychology, special education, business, hospitality, journalism and a variety of other areas of study.

Students enrolled in the graduate certificate program in Disability Studies & Community Inclusion must complete 12 credits of fully online coursework.

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### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

Regular admission in the program requires an undergraduate GPA of 2.7 (on a 4-point scale). Applicants with a GPA below 2.7 may be considered for regular admission with stipulations. Those applicants must provide a personal statement outlining their interest in the certificate program and how it aligns with their career goals.

A grade of B (3.0) or better in the graduate certificate is required for graduation.

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### Required Courses (12 hours)

RPL 616 - Evidence-Based Disability & Community Inclusion Practices 3(3-0)

RPL 617 - Disability & Social Functioning 3(3-0)

SPE 601 - Introduction to Disability Studies 3(3-0)

SPE 602 - Exploring Ableism 3(3-0)

**Total: 12 semester hours**

## Master of Arts (M.A.) in Education

*College of Education and Human Services*

### Minimum Totals for Graduation: 30 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.

For information, contact:

- Curriculum & Instruction Concentration: Scott Roberts - [rober4s@cmich.edu](mailto:rober4s@cmich.edu)
- Training and Development Concentration: Anne Hornak - [horna1am@cmich.edu](mailto:horna1am@cmich.edu)

### ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS

#### ADMISSION REQUIREMENT SNAPSHOT

GPA: 2.7

Entrance Exam: N/A

**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/profession-allicensure.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 2.7 or higher (on a 4.0 scale). 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 30-33 semester hours of acceptable graduate credit (27-30 semester hours of which must be in the area of concentration/emphasis).
2. Earned a minimum of 15-18 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 (9-18 hours)

Select one of the following options:

##### Option 2 (9 hours)

For a concentration in Curriculum & Instruction, select:

EDU 660 - Methods of Educational Research 3(3-0)

EDU 662 - Data-Driven Educational Assessment 3(3-0)

EDU 776 - Seminar: Issues in Education 3(3-0)

**Note:** EDU 776: 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.

##### Option 3 (9 hours)

For a Concentration in Training & Development, select:

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)

### Concentrations

Select one of the following:

#### 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.

#### Areas of Emphasis (18 hours)

Select two of the following areas of emphasis, each area of emphasis is comprised of 9 hours:

##### Contemporary Issues Emphasis (9 hours)

Three-to-nine (3-9) hours of prior learning credit, or certification-to-credit, and zero-to-six (0-6) hours of coursework, to be determined in consultation with program director or an advisor.

EDU 613/MLE 613 - Current Educational Issues 3(3-0)

EDU 614 - Advanced Educational Psychology 3(3-0)

##### Curriculum and Instruction Emphasis (9 hours)

Select three courses:

EDU 515 - Managing Classrooms and Learning Environments 3(Spec)

EDU 602 - Strategies and Techniques for Teaching 3(3-0)

EDU 643 - Instructional Design 3(3-0)

EDU 705 - Theory and Practice in Curriculum Development 3(3-0)

##### Early Childhood Emphasis (9 hours)

Select three courses:

EDU 525 - Early Childhood Education 3(3-0)

EDU 614 - Advanced Educational Psychology 3(3-0)

HDF 505 - Early Childhood Mental Health 3(3-0)

HDF 508 - Early Childhood Program Administration and Leadership 3(3-0)

##### Educational Technology Emphasis (9 hours)

Select three courses:

EDU 595 - Digital and Media Literacy for Educators 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)

##### History Emphasis (9 hours)

Select three courses:

HST 560 - Mind Games 3(3-0)

HST 609 - Historiography for Teachers 3(3-0)

HST 610 - Colloquium in U.S. History Topics for Teachers 3-12(3-0)

HST 611 - Colloquium in World History Topics for Teachers 3-12(3-0)

(continued)



**Mathematics Emphasis (9 hours)**

Select EDU 613 plus two specific courses in Mathematics for 6 hours.

EDU 613/MLE 613 - Current Educational Issues 3(3-0)

**Reading Emphasis (9 hours)**

Select EDU 540 and SPE 675, plus one of EDU 603 or EDU 606, for 9 hours:

EDU 540 - Literacy Education: Theory and Practice 3(3-0)

EDU 603 - Advanced Reading Diagnosis and Instruction 3(3-0)

EDU 606 - Secondary Advanced Reading Diagnosis and Instruction 3(3-0)

SPE 675 - Literacy Instruction for Students with Specific Learning Disabilities 3(3-0)

**Social Justice Emphasis (9 hours)**

Select three courses:

EDL 661 - School and Community Relations 3(3-0)

EDU 613/MLE 613 - Current Educational Issues 3(3-0)

SPE 602 - Exploring Ableism 3(3-0)

SPE 662 - Culturally Responsive Instruction and Collaboration 3(3-0)

**Special Education Emphasis (9 hours)**

Select three courses:

SPE 530/PSY 575 - Autism Spectrum Disorder: Characteristics and Etiology 3(3-0)

SPE 532 - Applied Behavior Analysis for Teachers 3(3-0)

SPE 577 - Introduction to Specific Learning Disability 3(3-0)

SPE 601 - Introduction to Disability Studies 3(3-0)

SPE 660 - Understanding Students with Disabilities 3(3-0)

SPE 661 - Individualized Education Program Development and Implementation 3(3-0)

**Total: 30 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 (18 hours)**

EDL 626 - The Adult Learner 3(3-0)

HED 612 - Methods and Techniques of Training and Development 3(3-0)

HED 680 - Critical Perspectives in College and Adult Learning Settings 3(3-0)

HED 681 - Teaching with Technology in College and Adult Learning Settings 3(3-0)

HED 682 - Course Design and Assessment in College and Adult Learning Settings 3(3-0)

HED 685 - Special Topics in Equity Centered Teaching and Learning 1-3(Spec)

**Total: 30 semester hours**

**Master of Science in Administration (M.S.A.)**

*College of Education and Human Services*

334 EHS Building; 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 regular admission with stipulations. Those students not meeting the requirements for regular admission to the MSA program must provide a resume and 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.

**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 discuss core area requirements and to select the courses to meet the concentration's requirements. The advisor will develop a degree plan in the Degree Progress System. Course substitutions must be approved in advance by the advisor and the MSA Director. 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.

#### Prior Learning Assessment Credit

MSA students may use up to 12 hours of prior learning assessment credits on the Master of Science in Administration degree program. Application of prior learning credit to the degree plan is determined by the MSA office.

#### 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 698 or 699.
5. Applied no more than 15 semester hours of College of Business Administration courses on the program plan. College of Business Administration courses are:
  - a. Courses carrying designators ACC, BIS, BLR, 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 33% of their 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 majors: Organizational Leadership, Community Development, or Administration, or any main campus major may pursue a Master of Science in Administration degree 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 18 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 18 credits of MSA coursework that will be the final courses taken and counted toward both the undergraduate and graduate degrees.

Generally, students will apply during their junior year for admission into MSA's accelerated degree program to begin the first semester of their senior year. To seek approval to enroll in this program, students should 1) submit an online admission application to be an Accelerated Graduate student and 2) complete and submit the Accelerated Graduate Degree Program Acknowledgement and Approval Form found on the College of Graduate Studies website. The student is required to meet with a MSA advisor to identify the MSA courses for the accelerated option. Course requirements are approved by the MSA Office. If approved for admission, students must average a "B" or higher in the credits that apply to the graduate degree. AGDP student grades will be monitored by Graduate Studies and any student who does not average a "B" or higher in the credits that apply to the graduate degree will be removed from the AGDP, unless the student obtains an exception from Graduate Studies. To request an exception, the student must have the support of their MSA advisor and present a viable plan to obtain the minimum "B" average in the credits that apply to the graduate degree prior to the completion of the baccalaureate degree. Students removed from the AGDP must apply for readmission into the master's program. If removed from the AGDP, the completed courses may still be used at the undergraduate level but cannot subsequently be used at a graduate level.

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

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## Degree Requirements

### Concentrations

**Note:** Some concentrations are not available at the main campus location. Some concentrations are offered via Global Campus.

Select one of the following:

### Digital Management

The Digital Management concentration is designed to develop the skills needed to effectively manage the digital aspects of organizations. Administrators in this space need to lead and communicate with virtual teams, make technologically informed and ethical decisions, and understand how to be effective managers within the digital infrastructure of the enterprise. Leveraging digital resources, using technology to improve business performance, and leading transformation are among the many concepts covered in this concentration.

#### Required Core I (15 hours)

MSA 600 - Foundations of Research Methods in Administration 3(3-0)  
MSA 601 - Organizational Behavior and Leadership 3(3-0)  
MSA 602 - Financial Fluency for Leaders 3(3-0)  
MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
MSA 699 - Applied Research Capstone Project 3(Spec)

#### Required Courses (12 hours)

COM 525 - Virtual Team Communication 3(3-0)  
MSA 520 - Ethics in Digital Transformation 3(3-0)  
MSA 521 - Digital Culture & Social Media Strategies 3(3-0)  
MSA 522 - Digital Leadership 3(3-0)

#### Electives (6 hours)

Select from the following:

CPS 510 - Software Systems Engineering 3(3-0)  
CPS 603 - Computer Information Systems 3(3-0)  
CPS 612 - Software Project Management 3(3-0)  
EDL 760 - Leadership Theory and Practice 3(3-0)  
MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)  
PAD 585 - Public Sector Information Technology Management 3(3-0)  
PAD 785 - Strategic Leadership 3(3-0)

**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 Behavior and Leadership 3(3-0)  
MSA 602 - Financial Fluency for Leaders 3(3-0)  
MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
MSA 699 - Applied Research Capstone Project 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 Behavior and Leadership 3(3-0)  
MSA 602 - Financial Fluency for Leaders 3(3-0)  
MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
MSA 699 - Applied Research Capstone Project 3(Spec)

#### General Administration Concentration (15-18 hours)

**Guide to Choosing Courses:** Students will complete courses in a variety of administrative areas. The student has the flexibility to design a unique program of study intended to acquire or enhance administrative skills. Substitutions must be recommended by the advisor and approved by the MSA Director.

Select from the following:

BIS 601 - Information Systems 3(3-0)  
CED 555/MSA 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)  
EDL 610 - Grants and Fund Procurement 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 751 - Program Evaluation and Review 3(3-0)  
EDL 760 - Leadership Theory and Practice 3(3-0)  
HED 612 - Methods and Techniques of Training and Development 3(3-0)  
IET 500 - Production Concepts 3(3-0)  
IET 524 - Technology and Environment 3(3-0)  
MGT 643 - Human Resource Management 3(3-0)  
MGT 646 - Labor Relations Issues 3(3-0)  
MGT 649 - Seminar in Organizational Development 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 - Professional Development in 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 520 - Ethics in Digital Transformation 3(3-0)  
 MSA 521 - Digital Culture & Social Media Strategies 3(3-0)  
 MSA 522 - Digital Leadership 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 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 613 - Process Improvement: Operational Efficiency & Economic Growth 3(3-0)  
 MSA 618 - Labor Relations, Employment Law, and Globalization 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 523WI - Fundamentals of Grant Writing and Management 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)  
 RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

#### **Cognate Courses (0-3 hours)**

Select any course offered within any MSA degree program concentration in consultation with an academic advisor: A course outside of the MSA program must be approved by the MSA Director. The MSA 690, Internship, course must be planned in advance and approved by the MSA Director. Special topics courses may be used as a cognate or may be available for specific concentrations.

MSA 690 - Internship 1-3(Spec)  
 MSA 696 - Special Topics 3(3-0)

**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 Behavior and Leadership 3(3-0)  
 MSA 602 - Financial Fluency for Leaders 3(3-0)  
 MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
 MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### **Required Core II (3 hours)**

Select one of the following:  
 MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
 MSA 699 - Applied Research Capstone Project 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 Implications 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 in consultation with an academic advisor: A course outside of the MSA program must be approved by the MSA Director. The MSA 690, Internship, course must be planned in advance and approved by the MSA Director. Special topics courses may be used as a cognate or may be available for specific concentrations.

MSA 690 - Internship 1-3(Spec)  
 MSA 696 - Special Topics 3(3-0)

**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 18 credits in consultation with their advisor. **Note:** No more than a total of 15 hours of College of Business courses may be used on the program plan.

#### **Required Core I (15 hours)**

MSA 600 - Foundations of Research Methods in Administration 3(3-0)  
 MSA 601 - Organizational Behavior and Leadership 3(3-0)  
 MSA 602 - Financial Fluency for Leaders 3(3-0)  
 MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
 MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### **Required Core II (3 hours)**

Select one of the following:  
 MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
 MSA 699 - Applied Research Capstone Project 3(Spec)

#### **Concentration Core I (3 hours)**

Select one of the following:  
 MGT 643 - Human Resource Management 3(3-0)  
 PAD 711 - Public Personnel Management 3(3-0)

#### **Concentration Core II (3 hours)**

Select one of the following:  
 MGT 647 - Employee Selection and Evaluation 3(3-0)  
 MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

#### **Concentration Core III (9 hours)**

HED 612 - Methods and Techniques of Training and Development 3(3-0)  
 MSA 502 - Professional Development in Organizations 3(3-0)  
 MSA 618 - Labor Relations, Employment Law, and Globalization 3(3-0)

#### **Electives (3 hours)**

Select one of the following:  
 CED 555/MSA 555 - Human Relations Skills 3(3-0)  
 COM 560 - Communication and Social/Organizational Change 3(3-0)  
 (continued)



COM 561 - Communication in Conflict Management 3(3-0)  
 COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)  
 MGT 649 - Seminar in Organizational Development 3(3-0)  
 MSA 503 - Gender and Generational Supervision 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 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)

**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 Behavior and Leadership 3(3-0)  
 MSA 602 - Financial Fluency for Leaders 3(3-0)  
 MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
 MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

### Required Core II (3 hours)

Select one of the following:  
 MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)

### 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/MSA 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)  
 EDL 760 - Leadership Theory and Practice 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 - Professional Development in 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 522 - Digital Leadership 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 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 613 - Process Improvement: Operational Efficiency & Economic Growth 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 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 in consultation with an academic advisor: A course outside of the MSA program must be approved by the MSA Director. The MSA 690, Internship, course must be planned in advance and approved by the MSA Director. Special topics courses may be used as a cognate or may be available for specific concentrations.

MSA 690 - Internship 1-3(Spec)

MSA 696 - Special Topics 3(3-0)

**Total: 36 semester hours**

## Logistics and Acquisitions

The Logistics and Acquisitions concentration prepares administrators with a focus on purchasing, logistics, and contracting. Students will select electives in a variety of related areas, such as government contracting, quality control, regulatory concepts, and inventory management. Electives will be selected in consultation with the academic advisor.

### Required Core I (15 hours)

MSA 600 - Foundations of Research Methods in Administration 3(3-0)  
 MSA 601 - Organizational Behavior and Leadership 3(3-0)  
 MSA 602 - Financial Fluency for Leaders 3(3-0)  
 MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
 MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

### Required Core II (3 hours)

Select one of the following:  
 MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
 MSA 699 - Applied Research Capstone Project 3(Spec)

### Concentration Core I (9 hours)

MGT 533 - Purchasing Strategy 3(3-0)  
 MKT 631 - Lean Logistics Operations 3(3-0)  
 MSA 611 - Contract Administration 3(3-0)

### Concentration Core II (3 hours)

Select one of the following:  
 MGT 542 - Inventory and Materials Management 3(3-0)  
 MGT 543 - Management and Control of Quality 3(3-0)  
 MKT 555 - Market and Sales Forecasting 3(3-0)  
 MKT 632 - Integrated Logistics Strategy 3(3-0)

### Electives (6 hours)

Select two of the following:  
 IET 500 - Production Concepts 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: 36 semester hours**

### Philanthropy and Nonprofit Organizations

The purpose of the concentration is to provide an appropriate educational experience for students who intend to pursue careers in the field of philanthropy, fundraising and nonprofit management. Students will gain an understanding of grants management, board governance, and the administration of annual/capital campaigns, as well as the knowledge to manage non-profit 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 Behavior and Leadership 3(3-0)  
 MSA 602 - Financial Fluency for Leaders 3(3-0)  
 MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
 MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
 MSA 699 - Applied Research Capstone Project 3(Spec)

#### Required Courses (15 hours)

PAD 521 - Board Governance and Executive Leadership 3(3-0)  
 PAD 523WI - Fundamentals of Grant Writing and Management 3(3-0)  
 MSA 612 - Grants Fiscal Administration 3(3-0)  
 MSA 643 - Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)  
 PAD 620 - Nonprofit Management 3(3-0)

#### Electives (3 hours)

Select one of the following:

EDL 610 - Grants and Fund Procurement 3(3-0)  
 EDL 751 - Program Evaluation and Review 3(3-0)  
 MSA 660 - Marketing Administration 3(3-0)  
 PHL 518 - Professional Ethics 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 Behavior and Leadership 3(3-0)  
 MSA 602 - Financial Fluency for Leaders 3(3-0)  
 MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)  
 MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)  
 MSA 699 - Applied Research Capstone Project 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)  
 MSA 613 - Process Improvement: Operational Efficiency & Economic Growth 3(3-0)

#### Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration in consultation with an academic advisor: A course outside of the MSA program must be approved by the MSA Director. The MSA 690, Internship, course must be planned in advance and approved by the MSA Director. Special topics courses may be used as a cognate or may be available for specific concentrations.

MSA 690 - Internship 1-3(Spec)  
 MSA 696 - Special Topics 3(3-0)

**Total: 36 semester hours**

### Public Administration

The Public Administration Concentration is designed to prepare students for careers in public sector administration. Broadly, the objectives of the program are to provide students with background and competency in five areas including:

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 Behavior and Leadership 3(3-0)

MSA 602 - Financial Fluency for Leaders 3(3-0)

MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)

MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)

MSA 699 - Applied Research Capstone Project 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)

MGT 646 - Labor Relations Issues 3(3-0)

PAD 555 - Managing Modern Local Government 3(3-0)

PAD 561 - Administration and Policy in American State Government 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 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)

**Note:** Only one of the following may be used to fulfill concentration requirements: COM 665 or MGT 646.

#### Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration in consultation with an academic advisor: A course outside of the MSA program must be approved by the MSA Director. The MSA 690, Internship, course must be planned in advance and approved by the MSA Director. Special topics courses may be used as a cognate or may be available for specific concentrations.

MSA 690 - Internship 1-3(Spec)

MSA 696 - Special Topics 3(3-0)

**Total: 36 semester hours**

### Talent 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 Behavior and Leadership 3(3-0)

MSA 602 - Financial Fluency for Leaders 3(3-0)

MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)

MSA 604 - Inclusive and Intercultural Leaders 3(3-0)

#### Required Core II (3 hours)

Select one of the following:

MSA 698 - Applied Research and Professional Development Capstone Project 3(3-0)

MSA 699 - Applied Research Capstone Project 3(Spec)

#### Required Courses (15 hours)

EDL 626 - The Adult Learner 3(3-0)

HED 612 - Methods and Techniques of Training and Development 3(3-0)

MSA 502 - Professional Development in Organizations 3(3-0)

MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

MSA 608 - Succession Planning 3(3-0)

#### Electives (3 hours)

Select one of the following:

COM 560 - Communication and Social/Organizational Change 3(3-0)

COM 667 - Seminar in Intercultural Communication 3(3-0)

HED 680 - Critical Perspectives in College and Adult Learning Settings 3(3-0)

MSA 501 - The Emotionally Intelligent Organization 3(3-0)

MSA 522 - Digital Leadership 3(3-0)

MSA 530WI - Foundations of Wellness Administration 3(3-0)

MSA 573WI - Workplace Violence: Awareness and Prevention 3(3-0)

**Total: 36 semester hours**

## MSA Graduate Certificates

The following MSA Graduate Certificates are offered:

- Administrative Essentials
- Digital Management
- Engineering Management
- General Administration
- Health Services Administration
- Human Resources Administration
- Leadership
- Logistics and Acquisitions
- Philanthropy and Fundraising
- Project Management
- Public Administration
- Talent Development

**Note:** Not all certificates are available at the main campus location.

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. Up to one third of credits in the graduate certificate may be satisfied through prior learning credit. Any combination of prior learning credit and transfer credit cannot exceed 6 credits. Coursework and other requirements must be completed within seven years prior to the awarding of a graduate certificate.

**Note:** Students may not use more than 12 credits of College of Business courses. Required courses: 5-6 courses from the appropriate concentration.

## 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 Behavior and Leadership 3(3-0)

MSA 602 - Financial Fluency for Leaders 3(3-0)

MSA 603 - Leading through Strategic Planning and Implementation 3(3-0)

MSA 604 - Inclusive and Intercultural Leaders 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**

## Digital Management

### Minimum Totals for Graduation: 18 hours

### Required Courses (12 hours)

COM 525 - Virtual Team Communication 3(3-0)

MSA 520 - Ethics in Digital Transformation 3(3-0)

MSA 521 - Digital Culture & Social Media Strategies 3(3-0)

MSA 522 - Digital Leadership 3(3-0)

### Electives (6 hours)

Select from the following:

CPS 510 - Software Systems Engineering 3(3-0)

CPS 603 - Computer Information Systems 3(3-0)

CPS 612 - Software Project Management 3(3-0)

EDL 760 - Leadership Theory and Practice 3(3-0)

MSA 677 - Disruption, Innovation, Transformation and Change 3(3-0)

PAD 585 - Public Sector Information Technology Management 3(3-0)

PAD 785 - Strategic Leadership 3(3-0)

**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 will complete courses in a variety of administrative areas. The student has the flexibility to design a unique program of study intended to acquire or enhance administrative skills. Substitutions must be recommended by the advisor and approved by the MSA Director.

### Required Courses (15 hours)

BIS 601 - Information Systems 3(3-0)  
 CED 555/MSA 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)  
 EDL 610 - Grants and Fund Procurement 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 751 - Program Evaluation and Review 3(3-0)  
 EDL 760 - Leadership Theory and Practice 3(3-0)  
 HED 612 - Methods and Techniques of Training and Development 3(3-0)  
 IET 500 - Production Concepts 3(3-0)  
 IET 524 - Technology and Environment 3(3-0)  
 MGT 643 - Human Resource Management 3(3-0)  
 MGT 646 - Labor Relations Issues 3(3-0)  
 MGT 649 - Seminar in Organizational Development 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 - Professional Development in 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 520 - Ethics in Digital Transformation 3(3-0)  
 MSA 521 - Digital Culture & Social Media Strategies 3(3-0)  
 MSA 522 - Digital Leadership 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 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 613 - Process Improvement: Operational Efficiency & Economic Growth 3(3-0)  
 MSA 618 - Labor Relations, Employment Law, and Globalization 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 523WI - Fundamentals of Grant Writing and Management 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)  
 RPL 521 - Fund Development & Grant Writing for Public & Non-profit Organizations 3(3-0)

**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 Implications 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: 18 hours**

### Course Requirements (18 hours)

#### Required Courses I (3 hours)

Select one of the following:

MGT 643 - Human Resource Management 3(3-0)  
 PAD 711 - Public Personnel Management 3(3-0)

#### Required Courses II (3 hours)

Select one of the following:

MGT 647 - Employee Selection and Evaluation 3(3-0)  
 MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)

#### Required Courses III (9 hours)

HED 612 - Methods and Techniques of Training and Development 3(3-0)  
 MSA 502 - Professional Development in Organizations 3(3-0)  
 MSA 618 - Labor Relations, Employment Law, and Globalization 3(3-0)

#### Electives (3 hours)

Select one of the following:

CED 555/MSA 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)  
 MGT 649 - Seminar in Organizational Development 3(3-0)  
 MSA 503 - Gender and Generational Supervision 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 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)

**Total: 18 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/MSA 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)  
 EDL 760 - Leadership Theory and Practice 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 - Professional Development in 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 522 - Digital Leadership 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 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 613 - Process Improvement: Operational Efficiency & Economic Growth 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 only count MSA 677 or PAD 785 as an elective if not counted as a required course above.

**Total: 15 semester hours**

## Logistics and Acquisitions Certificate

**Minimum Totals for Graduation: 18 hours**

### Required Core I (9 hours)

MGT 533 - Purchasing Strategy 3(3-0)  
 MKT 631 - Lean Logistics Operations 3(3-0)  
 MSA 611 - Contract Administration 3(3-0)

### Required Core II (3 hours)

Select one of the following:

MGT 542 - Inventory and Materials Management 3(3-0)  
 MGT 543 - Management and Control of Quality 3(3-0)  
 MKT 555 - Market and Sales Forecasting 3(3-0)  
 MKT 632 - Integrated Logistics Strategy 3(3-0)

### Electives (6 hours)

Select two of the following:

IET 500 - Production Concepts 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: 18 semester hours**

## Philanthropy and Nonprofit Organizations

**Minimum Totals for Graduation: 18 hours**

### Required Courses (15 hours)

PAD 521 - Board Governance and Executive Leadership 3(3-0)  
 PAD 523WI - Fundamentals of Grant Writing and Management 3(3-0)  
 MSA 612 - Grants Fiscal Administration 3(3-0)  
 MSA 643 - Administration of Annual, Capital Campaigns and Major Gifts 3(3-0)  
 PAD 620 - Nonprofit Management 3(3-0)

### Electives (3 hours)

Select one of the following:

EDL 610 - Grants and Fund Procurement 3(3-0)  
 EDL 751 - Program Evaluation and Review 3(3-0)  
 MSA 660 - Marketing Administration 3(3-0)  
 PHL 518 - Professional Ethics 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)  
 MSA 613 - Process Improvement: Operational Efficiency & Economic Growth 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)  
 MGT 646 - Labor Relations Issues 3(3-0)  
 PAD 555 - Managing Modern Local Government 3(3-0)  
 PAD 561 - Administration and Policy in American State Government 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 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)

**Note:** Only one of the following may be used to fulfill certificate requirements: COM 665 or MGT 646.

**Total: 15 semester hours**

## Talent Development Certificate

**Minimum Totals for Graduation: 18 hours**

### Required Courses (15 hours)

EDL 626 - The Adult Learner 3(3-0)  
 HED 612 - Methods and Techniques of Training and Development 3(3-0)  
 MSA 502 - Professional Development in Organizations 3(3-0)  
 MSA 506 - Evaluation, Coaching and Mentoring 3(3-0)  
 MSA 608 - Succession Planning 3(3-0)

### Electives (3 hours)

Select one of the following:

COM 560 - Communication and Social/Organizational Change 3(3-0)  
 COM 667 - Seminar in Intercultural Communication 3(3-0)  
 HED 680 - Critical Perspectives in College and Adult Learning Settings 3(3-0)  
 MSA 501 - The Emotionally Intelligent Organization 3(3-0)  
 MSA 522 - Digital Leadership 3(3-0)  
 MSA 530WI - Foundations of Wellness Administration 3(3-0)  
 MSA 573WI - Workplace Violence: Awareness and Prevention 3(3-0)

**Total: 18 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

Students do not do rotations among multiple labs in the BCMB program; rather, students need to confirm a match with a faculty mentor prior to final acceptance in the program. You are encouraged to email BCMB faculty members during the Fall semester to learn if they are taking new students, to describe why your experience and interests are a good match for their lab, and/or to ask more about their research programs. Faculty often ask students to meet for an interview to determine if the student will be a good match for the lab. Students are encouraged to independently try to match with a faculty mentor before they submit their application, but a second option is to submit your application with a list of 3 faculty whose research interests you. If a faculty member is interested, they will contact you.

Preference will be given to applications received by January 10 in order to be considered for admission into the program the following fall semester. In some cases, applications may be considered after the January 10 deadline provided that the prospective student has secured a match with a faculty mentor, and the mentor has requested an exception to the standard admissions timeline.

Application materials must be submitted to the Admissions online portal and must include:

- CMU graduate application;
- official college transcripts;
- A statement of purpose explaining (1) how graduate study will aid in your plans for your future occupation or profession, (2) any substantial research experience (independent or class-based), focusing on one specific project, (3) describe the reasons you are interested in the specific research projects of the requested labs, (4) any opportunities or challenges you have encountered in your pursuit of an education, especially if they may have affected your academic performance or strength of your application;
- CV/Resume;
- Three letters of recommendation that address your research ability, academic ability, communication skills, and ability to work with other people. Applicants should ask their recommenders to address these points in their letter.

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, with a GPA of 3.0.

International students must meet the requirements for regular admission. 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. In some cases, a separate application with its own deadline may apply. Students should check with their faculty mentors.

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 using the BCMB student rubric at mandatory biannual 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 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 Overview

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.

#### Program Requirements

##### Required Courses I (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)

##### Required Courses II (1-4 hours)

- SCI 760 - Biochemistry, Cell and Molecular Biology Student Seminar 1-12(Spec)

##### Electives (6-10 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

Students do not do rotations among multiple labs in the BCMB program; rather, students need to confirm a match with a faculty mentor prior to final acceptance in the program. You are encouraged to email BCMB faculty members during the Fall semester to learn if they are taking new students, to describe why your experience and interests are a good match for their lab, and/or to ask more about their research programs. Faculty often ask students to meet for an interview to determine if the student will be a good match for the lab. Students are encouraged to independently try to match with a faculty mentor before they submit their application, but a second option is to submit your application with a list of 3 faculty whose research interests you. If a faculty member is interested, they will contact you.

Preference will be given to applications received by January 10 in order to be considered for admission into the program the following fall semester.

In some cases, applications may be considered after the January 10 deadline provided that the prospective student has secured a match with a faculty mentor, and the mentor has requested an exception to the standard admissions timeline.

Application materials must be submitted to the Admissions online portal and must include:

- CMU Graduate application;
- Official college transcripts;
- A statement of purpose explaining (1) how graduate study will aid in your plans for your future occupation or profession, (2) any substantial research experience (independent or class-based), focusing on one specific project, (3) the reasons you are interested in the specific research projects of the requested labs, (4) any opportunities or challenges you have encountered in your pursuit of an education, especially if they may have affected your academic performance or strength of your application;
- CV/Resume;
- Three letters of recommendation that address your research ability, academic ability, communication skills, and ability to work with other people. Applicants should ask their recommenders to address these points in their letter.

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, with a GPA of 3.0. Research experience is strongly preferred.

International students must meet the requirements for regular admission. 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 the faculty member must provide a plan for financial support, which may include a teaching or research assistantship. In some cases a separate application may apply. Students should check with their faculty mentors.

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 two or more additional faculty members, at least one of whom is affiliated with the BCMB program. Student progress will be assessed using the BCMB student rubric 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 according to the BCMB rubric and voted on by the committee and must be approved by the Office of 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 Overview

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 with the approval of the BCMB program; up to 30 hours of relevant graduate coursework 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 I (11-12 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)

SCI 761 - Biomedical Grant Writing 1(1-0)

**Required Courses II (7-12 hours)**

SCI 760 - Biochemistry, Cell and Molecular Biology Student Seminar 1-12(Spec)

**Electives I (6-21 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 (3-24 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**

## 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 CMU Science of Advanced Materials (SAM) Ph.D. program is designed to offer an interdisciplinary environment that prepares students to be effective researchers without erecting artificial boundaries between disciplines. The coursework focuses on the scientific framework for studying materials and is organized to incorporate the student research project.

For this purpose, the curriculum for the SAM program includes the following components: core research training that establishes a solid foundation in the science of materials via directed research or traditional coursework; elective courses in a number of specialized areas; a seminar course focusing on the current SAM literature and developing essential skills in scientific communication; independent research 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**

*Application Deadline: Rolling Review*

*See Admission Requirement Details Below*

Applicants already holding a Master's degree in a materials-related area may apply for admission 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. Applications will only be considered upon the specific written request of a SAM faculty advisor. Applicants are encouraged to contact a SAM faculty member prior to submitting the application.

Applications must include:

- transcripts of previous undergraduate and graduate degrees,
- 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,
- three letters of recommendation,
- optional GRE scores.

International students must meet the requirements for regular admission to 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.

(continued)

**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 SAM 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 the student's overall performance by the faculty advisor or dissertation committee.

During the second year, students will prepare an original research proposal, present it as a colloquium 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 Graduate Studies. A minimum expectation for graduation is at least one publication accepted in a peer-reviewed journal but the publication standards are ultimately determined by the dissertation committee and faculty advisor.

Also 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 as deemed necessary by the dissertation committee. Students passing the comprehensive exam will attain dissertator status.

Students who fail will be terminated from the program.

**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**

Brooks 219, 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 atmospheric science, biology, chemistry, engineering, 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 components. The EES program promotes research on a range of ecosystem types including terrestrial, aquatic (freshwater and saltwater) and earth systems 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. The EES program offers a collegial forum for advanced students to explore hypothesis-driven, as well as discovery-driven, research topics in Earth and Ecosystem 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 through the online application portal 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.

Candidates are expected to hold a Bachelor of Science (B.S.) or Master of Science (M.S.) degree in chemistry, biology, engineering, geology, geography, atmospheric science, or other relevant areas of science. International students must meet the requirements for regular admission to CMU. For English proficiency, see the CMU English Language Standards in the current *Graduate Studies 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 be required to apply for a teaching assistantship through one of the participating academic departments (deadline February 1) depending on this planned financial support with the faculty mentor.

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 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

Office of Research and Graduate Studies

Jennifer Schisa, Interim Director of Graduate Studies

Contact: [ncs@cmich.edu](mailto:ncs@cmich.edu)

**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.

**Samantha L. Hahn**, PhD, MPH, RD, University of Michigan. Eating disorders and eating-related health disparities among vulnerable populations.

**Ute Hochgeschwender**, M.D., Free University Berlin, Germany. Development and applications of bioluminescent optogenetic tools.

**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.

**Eric Peterson**, Ph.D., Central Michigan University. Development of tools using rational protein design and protein evolution to either report or control neuronal activity based on the presence of various neurotransmitters.

**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.

**Michelle Steinhilb**, Ph.D., University of Michigan. Genetic models of human neurodegenerative disease, cellular and molecular neurobiology.

### Course Designator:

NSC - Neuroscience

## 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: None

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. Applications received at other times will be reviewed only at the request of the prospective faculty mentor.

To apply to the program via the online application portal, official transcripts, three letters of recommendation, and a personal statement form are required. Letters of recommendation should be submitted directly by referees to the online application portal. GRE scores are optional. Detailed instructions are found on the program website (<https://www.cmich.edu/academics/colleges/college-science-engineering/departments-schools/neuroscience>).

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, all students must complete the required coursework (earning a B or better in core courses). For the Plan A degree, students must obtain approval of a written thesis, present their thesis research in a forum open to the public, and successfully defend their thesis. Plan A students who are unable to defend their thesis after two attempts will be dismissed from the program. For the Plan B degree, students must obtain approval of the Independent Study proposal and successfully present their findings. All students must achieve a B or better on the required Principles of Neuroscience courses or pass a subsequent, related comprehensive exam. All other retention and termination standards for the program follow University policy as specified in the Graduate Bulletin.

### Required Courses I (12 hours)

NSC 501 - Principles of Neuroscience I 4(4-0)

NSC 502 - Principles of Neuroscience II 4(4-0)

NSC 597 - Special Topics in Neuroscience 1-4(Spec)

NSC 690 - Research Seminar Neuroscience 1-4(Spec)

**Note:** A minimum of 4 hours between NSC 597 and NSC 690 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)

**Plan (3-6 hours)**

Select one of the following plans:

**Plan A (6 hours)**

NSC 798 - Thesis: Design 1-3(Spec)

NSC 799 - Thesis: Implementation 1-3(Spec)

**Note:** 6 hours from a combination of NSC 798 and NSC 799 is required.

**Plan B (3 hours)**

NSC 697 - Independent Study 1-8(Spec)

**Note:** 3 hours of NSC 697 are required.

**Electives (9-12 hours)**

To be chosen in consultation with an advisor.

**Note:**

- **Plan A:** 9 hours with a minimum of 5 credit hours at the 600 level or higher.
- **Plan B:** 12 hours with a minimum of 8 credit hours at the 600 level or higher.

**Total: 30 semester hours**

**ACCELERATED ADMISSIONS TO THE MASTER OF SCIENCE IN NEUROSCIENCE**

Undergraduates with a signed major in Neuroscience can pursue a Master of Science degree in Neuroscience while still fulfilling the requirements for their Bachelor's degree. The Accelerated Graduate Degree Program (AGDP) 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) toward requirements on both degree programs. The program requirements on the Accelerated Master's Degree program are identical to those of the Master of Science in Neuroscience.

**Doctor of Philosophy (Ph.D.) in Neuroscience****Minimum Totals for Graduation: 61 hours**

The Doctor of Philosophy (Ph.D.) in Neuroscience at Central Michigan University is designed to give each student 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 primary research paper and a dissertation. Students are encouraged to contact Program faculty members in their area of research interest prior to submitting application materials.

**ADMISSION REQUIREMENTS, RETENTION & TERMINATION STANDARDS****ADMISSION REQUIREMENT SNAPSHOT**

GPA: 3.0

Entrance Exam: None

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. Applications received at other times will be reviewed only at the request of the prospective faculty mentor.

When applying for the Ph.D. degree in Neuroscience via the online application portal, applications must include three letters of recommendation, official transcripts, and a personal statement.

GRE scores are optional. Letters of recommendation should be submitted directly by referees to online application portal. Detailed instructions are found on the program website (<https://www.cmich.edu/academics/colleges/college-science-engineering/departments-schools/neuroscience>).

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 30 credit hours earned during non-degree status may be applied toward the Ph.D. degree in Neuroscience.

The Doctor of Philosophy degree in Neuroscience is based upon the satisfactory completion of a minimum of 61 semester hours of graduate work and successful completion of a doctoral dissertation (with oral defense).

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, obtain approval of a written dissertation, present their dissertation research in a forum open to the public, and orally defend the dissertation. Students are also expected to publish at least one first-author primary research manuscript; however, upon approval of the dissertation committee, a significant body of publication-ready original research may substitute for the publication requirement in some cases. All other retention and termination standards for the program follow University policy as specified in the Graduate Bulletin.

**Program Requirements**

Admission to doctoral candidacy is based upon satisfactory grades (i.e., maintaining a minimum 3.0 grade point average), completion of dissertation proposal requirements, and completion of both semesters of the Principles of Neuroscience (NSC 501 and NSC 502) or passing the comprehensive examination for these courses. The doctoral degree is awarded upon the successful writing, public presentation, and defense of the doctoral dissertation.

**Required Courses I (24 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 898 - Doctoral Dissertation: Design 1-12(Spec)

NSC 899 - Doctoral Dissertation: Implementation 1-12(Spec)

**Note:** A minimum of 4 hours of NSC 690 and 12 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 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)

**Electives (34 hours)**

To be chosen in consultation with an advisor.

**Total: 61 semester hours**

## » Course Descriptions

### Key to Designators

AAD	- Academic Advancement
ACC	- Accounting
ACT	- Actuarial Science
ANT	- Anthropology
ARB	- Arabic
ART	- Art
ASL	- American Sign Language
AST	- Astronomy
ATR	- Athletic Training
AUD	- Audiology
BCA	- Broadcast and Cinematic Arts
BIO	- Biology
BIS	- Business Information Systems
BLR	- Business Law and Regulation
BUS	- Business
CDO	- Communication Disorders
CED	- Counselor Education and Personal Development
CGL	- Cultural and Global Studies
CHM	- Chemistry
CHN	- Chinese
CJM	- Communication, Journalism, and Media
CNE	- Credit, no equivalent
COM	- Communication
CPS	- Computer Science
CRM	- Cultural Resource Management
CSD	- Communication Sciences and Disorders
DAN	- Dance
DAS	- Data Science
DBI	- DeafBlind Intervener
DHA	- Degrees in Health Administration
DOL	- Doctor of Organizational Leadership
ECE	- Early Childhood Education
ECO	- Economics
EDL	- Educational Leadership
EDU	- Teacher Education
EES	- Earth and Ecosystem Science
EGR	- Engineering
EHS	- Education and Human Services
ELI	- English Language Institute
ENG	- English Language and Literature
ENS	- Environmental Science
ENT	- Entrepreneurship
ENV	- Environmental Studies
ESC	- Earth Science
FIN	- Finance
FLN	- Foreign Language
FMD	- Fashion Merchandising & Design
FNS	- Foods & Nutrition
FRN	- French
FYE	- First Year Experience
GAM	- Game Design Thinking
GEL	- Geology
GEO	- Geography
GER	- German
GRK	- Greek
GRN	- Gerontology
HAN	- Human Anatomy
HDF	- Human Development & Family Studies
HED	- Higher Education
HNS	- Environmental Health and Safety
HOA	- Hotel Administration
HON	- Honors
HPE	- Health and Physical Education
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
IGR	- Intergroup Relations and Justice
IND	- Interior Design
IPR	- Integrative Public Relations

IPS	- International Program Studies
ITC	- Information Technology
JPN	- Japanese
JRN	- Journalism
LAR	- Liberal Arts
LAS	- Leadership Advancement Scholarship
LAT	- Latin
LDR	- Leadership Studies
LIB	- Library
MAR	- Marine Science
MBA	- Master of Business Administration
MCA	- Media and Cinematic Arts
MDP	- Media, Design, and Production
MED	- College of Medicine
MET	- Meteorology
MGT	- Management
MHA	- Master of Health Administration
MKT	- Marketing
MLE	- Middle Level Education
MMD	- Multimedia Design
MPH	- Master of Public Health
MSA	- Master of Science in Administration
MSL	- Military Science and Leadership
MST	- Museum Studies
MTH	- Mathematics
MTR	- Music Theatre
MUS	- Music
NDS	- Nutrition and Dietetics
NSC	- Neuroscience
NUR	- Nursing
OJB	- Ojibwe
PAD	- Public and Nonprofit Administration
PED	- Sports Instructional Program (Activity)
PES	- Physical Education and Professional Courses
PHA	- Physician Assistant
PHL	- Philosophy
PHS	- Physical Science
PHY	- Physics
POR	- Portuguese
PSC	- Political Science
PSY	- Psychology
PTH	- Physical Therapy
REL	- Religion
RLA	- Recreation and Leisure Activities
RPL	- Recreation, Parks, and Leisure Services Administration
RUS	- Russian
SAM	- Science of Advanced Materials
SCI	- Sciences
SCJ	- Social and Criminal Justice
SEP	- Sustainability and Environmental Policy
SLP	- Speech-Language Pathology
SOC	- Sociology
SPE	- Special Education
SPN	- Spanish
SSC	- Social Sciences
STA	- Statistics
STC	- Strategic Communication
SWK	- Social Work
TAI	- Theatre and Interpretation
TEL	- Teaching English Language
UNV	- Prior Learning
WGS	- Women and Gender Studies

### Key to Course Descriptions

**Course Numbers.** The level of a course is indicated by the number. Usually it is expected that students will take courses appropriate to their classification. It is particularly important for freshmen to register for courses numbered below 200.

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 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 Graduate Studies. Undergraduate students should use the form available from the 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 Graduate Studies.

**800-899 Graduate Courses.** Open only to students who have been admitted to 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 Graduate Studies and who are in the fourth year of doctoral study.

Graduate courses which are subject to limitation under the policy on unspecified content or variable credit are listed in each department.

### Non-Degree Courses

Courses numbered (DESIGNATOR) 589 - Professional Development (1-6) do not apply to degree requirements. These courses cover selected issues designed for professional development, in-service training to meet specific staff development needs in education, business/industry, allied health, technology, and other professional settings. They are not applicable to degree requirements.

### 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, "(1) 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...or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours." 34CFR 600.2 (11/1/2010). This credit policy applies to all courses regardless of the delivery format. See [CMU Policy Credit Hour Definition and Application to Courses](#) for the full policy.

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, ART 115.
- Compound requirements are separated by a semi-colon. Example: ART 105, ART 115; admission to the Teacher Education program.
- Alternative courses are separated by "or". Example: ART 105 or ART 115.
- Multiple alternative courses are preceded by the use of "One of:". Example: One of: ART 105, ART 115, ART 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).

### Course Modality Definitions

**Online Asynchronous.** Online asynchronous courses are completely online with no required meeting days and times, but may offer optional synchronous meetings. All formalized instruction and coursework are completed online. Students will complete assignments by established deadlines. Proctored or monitored exams may be required.

**Online Synchronous.** Online synchronous courses are completely online with required specific meeting days and times where students are expected to be actively engaged in a virtual setting. All formalized instruction and coursework are completed online. Proctored or monitored exams may be required.

**Face-to-Face.** Face-to-face courses meet in a CMU approved location with required specific meeting days, times, and location as noted in the course registration system. Internet-based and other technology may be used to enhance instruction in and outside of class. Proctored or monitored exams may be required.

**Hybrid.** Hybrid courses have required specific meeting days and times outlined in the course registration system and require face-to-face class sessions in a CMU approved location while other required class sessions can be a mixture of synchronous online meetings and asynchronous online activity. Instructors will determine which class sessions will be held in which modality within the specified course day and time range and these will be announced in the course syllabus. Proctored or monitored exams may be required.

**HyFlex.** HyFlex courses meet on specific days and times simultaneously face-to-face and synchronously online. Course meeting dates, times, and location(s) are noted in the course registration system, and face-to-face meetings occur in a CMU approved location. Students can change their mode of attendance freely according to their need or preference. At the instructor's discretion, access to course content may be available online asynchronously. Proctored or monitored exams may be required.

### Other Designation

- CR/NC Credit/No Credit, see index for more information.
- Courses are listed in alphabetical order by designator.



## ACC - Accounting

See *The Philip L. Kintzele 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, ACC 302; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor.

### ACC 511 Federal Income Tax II 3(3-0)

Formation, operation, and distributions of corporations, partnerships, Subchapter S corporations and LLCs. Prerequisites: ACC 311; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor or Graduate status.

### 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor or Graduate status.

### 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. Prerequisite: ACC 302. Pre/Co-requisite: ACC 370.

### ACC 536 Forensic Accounting 3(3-0)

The study of financial fraud and the methods of fraud detection, investigation, and prevention. Prerequisites: ACC 255; MKT 304 or MKT 301.

### ACC 543 Fund Accounting 3(3-0)

Accounting principles and procedures for governmental units and various nonprofit organizations. Prerequisites: ACC 301; ACC 302; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor or Graduate status.

### 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. Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor.

### 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor; or graduate students, permission of the MBA Director.

### ACC 575 Data Analytics for Accounting 3(3-0)

Applied technology course focusing on converting data into accounting information using current analysis tools and techniques. Prerequisites: ACC 302, 370; 56 semester hours completed; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor; or graduate standing.

### 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 and Implementation of Global Accounting Systems using GRC 3(3-0)

Basic conceptual framework, design, implementation, and control of enterprise resource planning systems. 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

### 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 3(3-0)

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.

### ACT 544 Statistics for Risk Modeling 4(4-0)

Concepts, methodology and applications of statistical learning, generalized linear models, regression-based time series models, principal component analysis, decision tree models, and cluster analysis. Prerequisite: STA 589; STA 581 or 585; 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 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, ANT 344, ANT 348; or Graduate standing.

## 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: 6 credits of ART 406; or graduate standing.

### ART 514 Advanced Ceramics Studio 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; or graduate standing.

**ART 517 Advanced Figure Drawing Studio 1-12(Spec)**

An individualized studio experience for the advanced student in figure drawing. Development of an independently directed body of work and portfolio. Prerequisite: 6 credits of ART 417; or graduate standing.

**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 3-6(Spec)**

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 in painting media. Development of an independently directed body of work and portfolio. Prerequisite: 6 credits of ART 433; or graduate standing.

**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, ART 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 441; or graduate standing. Recommended course: ART 342.

**ART 551 Advanced Printmaking Studio 1-12(Spec)**

An individualized studio experience in printmaking beyond ART 451 competency. Development of a fine art print portfolio. Prerequisite: 6 credits of ART 451; or graduate standing.

**ART 556 Independent Studio 1-12(Spec)**

An individualized studio experience determined in consultation with a faculty member. This course is intended for students who have completed the sequence of courses in an area of study. 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. Prerequisites: 6 credits of ART 463; 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: Completion of 56 credit hours; ART 283 or HST 301; 6 credits of 300+ art history or history; 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: Completion of 56 credit hours; ART 285 or HST 301; 6 credits of 300+ art history or history; 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: Completion of 56 credit hours; ART 285 or HST 301; 6 credits of 300+ art history or history; 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. Prerequisite: ART 106; or graduate standing.

**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: Completion of 56 credit hours; One of: ART 283, ART 285, HST 301; 6 credits of 300+ art history or history; or graduate standing.

**ART 589 Research Seminar in Art History 3(3-0)**

Seminar supporting research projects in art history, primarily intended for seniors who are art history majors. May be taken for graduate credit. Prerequisite: ART 492; or graduate standing.

**ART 685 Graduate Introduction to Art Historical Methods 3(3-0)**

This course develops graduate-level skills in visual analysis and art historical methodology.

**ART 686 Art History Graduate Research Seminar 3-9(Spec)**

This course allows students to engage in graduate level work within a specific thematic, chronological, or geographic area of art history. This course is repeatable when content is not duplicated. Prerequisite: ART 685.

**ASL - American Sign Language**

*See the Department of Communication Sciences & Disorders for more information.*

**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 Study Abroad Caribbean 3(Spec)**

An international cultural and language immersion experience. Students apply their ASL skills while learning about Caribbean mainstream and Deaf culture by providing ASL instructional support in a Caribbean school for Deaf and Hard of Hearing children. Prerequisites: ASL 202; ASL 100 or ASL 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 ASL 390; and 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. Prerequisite: ASL 202; ASL 100 or ASL 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 562 Observational Astronomy 4(3-3)**

Astronomical coordinate systems, astronomical instruments, and the techniques of astronomical direct imaging, photometry, and spectroscopy. Prerequisites: AST 261 or graduate standing. Pre/Co-requisite: PHY 322 or graduate standing.

**AST 563 Astrophysics 3(3-0)**

Stellar atmospheres, stellar interiors, interstellar matter and topics of current interest. Prerequisite: AST 261; or graduate standing in Physics. Pre- or co-requisite: PHY 332; or graduate standing in Physics.

**AST 580 Special Topics in Astronomy 1-9(Spec)**

Topics in astronomy or astrophysics not ordinarily covered in regular courses. Prerequisites: As specified in course syllabus.

**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 500WI Clinical Research I 3(3-0)**

Planning, evaluating, and conducting research in athletic training. Writing Intensive. Prerequisite: Admission into the Graduate Athletic Training Program.

**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. Prerequisites: Determined specific to the topic presented. See Course Search and Registration.

**ATR 600 Immersive Clinical Education I 4(Spec)**

The first of two immersive clinical education experiences. Provides a full-time athletic training experience under the supervision of a preceptor. Prerequisite: Admission into the Graduate Athletic Training Program.

**ATR 605 Injury Prevention I 2(1-1)**

Evidence combined with theoretical application and appropriate selection of prophylactic, assistive, and restrictive devices, materials, and techniques. Prerequisite: Admission into the Graduate Athletic Training Program.

**ATR 610 Clinical Education I 1(Spec)**

First of four clinical education courses exposing students to the clinical education environment and clinical decision-making. Clinical education experience under the supervision of a preceptor. Prerequisites: ATR 600, ATR 605. Co-requisites: ATR 680, ATR 681, ATR 683.

**ATR 620 Clinical Education II 1(Spec)**

The second of four clinical education courses integrating didactic learning and patient care. Clinical education experience will be under the supervision of a preceptor. Prerequisite: ATR 610. Co-requisites: ATR 682, ATR 684, ATR 685, ATR 687.

**ATR 680 Assessment I 3(3-0)**

Knowledge and skills necessary to conduct an examination, formulate a clinical diagnosis, and develop an immediate care plan for lower extremity injuries. Prerequisites: ATR 600, ATR 605.

**ATR 681 Therapeutic Modalities 3(2-1)**

Knowledge, skill, and application of therapeutic modalities for tissue healing and pain management. Prerequisite: ATR 600.

**ATR 682 Assessment II 3(3-0)**

Knowledge and skills necessary to conduct an examination, formulate a clinical diagnosis, and develop an immediate care plan for trunk and upper extremity injuries. Prerequisite: ATR 680.

**ATR 683 Therapeutic Rehabilitation I 3(3-0)**

Knowledge and skills related to therapeutic exercise. Other topics include documentation, patient and functional outcomes, girth, and goniometry. Prerequisite: ATR 600.

**ATR 684 Assessment III 3(3-0)**

Knowledge and skills necessary to conduct an examination, formulate a clinical diagnosis, and develop an immediate care plan for head, cervical spine, and environmental injuries. Prerequisites: ATR 680, ATR 683.

**ATR 685 Therapeutic Rehabilitation II 3(2-1)**

Application of therapeutic concepts to develop a rehabilitation plan for common musculoskeletal and neurological injuries. Prerequisites: ATR 680, ATR 681, ATR 683.

**ATR 687 Manual Therapy 3(3-0)**

Application of manual therapy techniques. Prerequisites: ATR 681, ATR 683.

**ATR 697 Independent Study in Athletic Training 1-3(Spec)**

Students engage in independent study on an athletic training related topic. Prerequisites: ATR 600; permission of Athletic Training Program Director and course instructor; completion of course contract document.

**ATR 730 Clinical Education III 1(Spec)**

Third of four clinical education courses synthesizing didactic learning and patient care. Clinical education experience under the supervision of a preceptor. Prerequisite: ATR 620. Co-requisites: ATR 775, ATR 786, ATR 794.

**ATR 740 Clinical Education IV 1(Spec)**

The last of four clinical courses integrating didactic learning, clinical decision-making, and patient care. Clinical education experience under the supervision of a preceptor. Prerequisite: ATR 730. Co-requisites: ATR 751, ATR 765, ATR 780, ATR 790, ATR 792.

**ATR 751 Professional Responsibility in Athletic Training 2(2-0)**

Application process for athletic training certification and state credentials. Final preparation for the prospective entry-level athletic training professional. Prerequisite: ATR 730.

**ATR 765 Injury Prevention II 2(1-1)**

Implementation of advanced strength and conditioning principles for the purpose of injury prevention in athletic training. Prerequisites: ATR 683, ATR 685.

**ATR 775 Emergency Care 3(3-0)**

Knowledge and skills necessary to manage emergent conditions. Prerequisites: ATR 680, ATR 682, ATR 684.

**ATR 780 Organization and Administration for Athletic Training 3(3-0)**

Prepares athletic training students to administer programs and manage facilities that provide health care services to athletes and other individuals. Prerequisite: ATR 730.

**ATR 786 Assessment IV 3(3-0)**

Etiology, examination, and recognition of illnesses and general medical conditions. Prerequisites: ATR 680, ATR 682, ATR 684.

**ATR 790 Evidence-Based Medicine 3(3-0)**

Application of the principles and concepts of evidence-based clinical decision making. Prerequisites: ATR 500, ATR 683, ATR 685.

**ATR 792 Cultural Competence in Health Care 3(3-0)**

Knowledge of cultural views and the effect on health care. Prepares students to become culturally competent athletic trainers. This course may be offered in an online format. Prerequisite: ATR 730.

**ATR 794 Pharmacology 2(2-0)**

Pharmacological principles of common medications used in the treatment of illness and injury encountered in athletic training. Prerequisites: ATR 680, ATR 681, ATR 682, ATR 684.

**ATR 795 Clinical Research II 3(Spec)**

Completion and presentation of a clinical research project, case study, systematic review, or other creative activity. Prerequisites: ATR 500WI, ATR 790. Co-requisite: ATR 799.

**ATR 799 Immersive Clinical Education II 7(Spec)**

Consists of an immersive clinical education experience. A capstone experience applying athletic training knowledge and skills in a practical 'on-the-job' environment. Prerequisites: ATR 740, ATR 751. Corequisite: ATR 795.

**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)**

This course offers in-depth study of various topics within audiology. Individual course content is available from the Communication Sciences and Disorders Department. 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. Prerequisites: AUD 750.

**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 fundamental theories, earmold acoustics, electroacoustic characteristics, and clinical measures. 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. Prerequisite: AUD 731.

**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 1-6(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 Across the Lifespan 3(3-0)**

Focuses on the aural rehabilitation across the lifespan. Assessment of communicative function and implementation of appropriate remedial strategies are emphasized. Prerequisite: Admission to the Au.D. program, AUD 773.

**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 1-9(Spec)**

Clinical practicum providing for the independent performance of basic audiologic procedures, including hearing aid management. Prerequisites: Admission to the Au.D. program; AUD 759.

**AUD 771 Seminars in Audiology 3(3-0)**

Study of tinnitus, pharmacology, and ototoxicity. Prerequisite: 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: AUD 752.



**AUD 781 Electrophysiological Techniques in Audiology 3(2-2)**

Study of principles underlying auditory evoked responses used in diagnostic audiology. For this course the emphasis will be on diagnostic techniques used for the Auditory Brainstem Response Test (ABR) and for the Auditory Steady State Response Test (ASSR). Prerequisites: Admission to the Au.D. program; AUD 731.

**AUD 782 Evaluation and Management of Vestibular Disorders 3(3-0)**

Review of the anatomy and physiology of balance and differential diagnostic procedures such as videonystagmography, posturography, vestibular-evoked myogenic potentials and rotational testing. 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 such as vestibular compensation, risk of falls, pediatric vestibular assessment, and high frequency vestibular tests. Prerequisites: AUD 781, AUD 782.

**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. Prerequisite: AUD 740.

**AUD 849 Advanced Clinical Practicum: Audiology 1-12(Spec)**

Clinical practicum which encompasses the entire range of audiologic procedures including rehabilitation. Prerequisites: Admission to the Au.D. program; AUD 769.

**AUD 853 Psychosocial Aspects of Hearing Loss 3(3-0)**

The role of the audiologist in providing information and supportive counseling to individuals with hearing loss with an emphasis on multicultural issues. Prerequisite: AUD 731.

**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 1-23(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; AUD 849.

## BIO - Biology

See the Department of Biology for more information.

**BIO 500 Biological Statistics 3(2-2)**

Analyze biological data by appropriately selecting, assessing, and interpreting results of statistical tests including chi-squared analyses, t-tests, one-way ANOVA and correlation/regression. Prerequisites: BIO 212, 213 with a C- or better; or BIO 211 and a signed major in Neuroscience or Biochemistry; or graduate standing. 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 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, BIO 213 both with a grade of C- or better; 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, BIO 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, BIO 213 both with a grade of C- or better; or BIO 218; or graduate standing.

**BIO 516 Avian Field Experience 2(1-1)**

A field experience in birding and mist-netting with emphasis on bird identification, bird banding, migration and avian conservation. Prerequisites: BIO 212, BIO 213 both with a C- or better; 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, BIO 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, BIO 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, BIO 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, CHM 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, BIO 213 both with a C- or better; or BIO 340; or graduate standing. Recommended: One of: CHM 120, CHM 132, CHM 161.

**BIO 527 Limnological Methods 2(0-4)**

A quantitative examination of the physical, chemical and biological aspects of lake ecosystems. Pre/Co-requisite: BIO 526 or admission to the Biology M.S., Conservation Biology M.S., or Earth and Ecosystem Sciences Ph.D. program.

**BIO 530 Stream and River Ecology 3(2-2)**

Evaluates interrelations between organisms and their lotic aquatic environment, emphasizing links between biotic communities and the productivity, diversity and biogeochemistry of stream and river ecosystems. Prerequisites: BIO 212, BIO 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 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, BIO 213 both with a C- or better; or BIO 390 or BIO 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, BIO 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, BIO 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, BIO 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, CHM 346, CHM 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, BIO 213 both with a C- or better; or BIO 211 with a C- or better and a signed major in Biochemistry or Neuroscience; 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-requisites: 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, BIO 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, BIO 213 both with a grade of C- or better; or BIO 330; or graduate standing.

**BIO 552 Scanning Electron Microscopy 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, BIO 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, BIO 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 212, BIO 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 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, BIO 213 with a grade of C- or better; or graduate standing.

**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, BIO 213 both with a C- or better; or graduate standing. Recommended: BIO 515.

**BIO 561 Wetland Ecology and Management 3(3-0)**

Students will study structure and function of wetland ecosystems. Chemical, physical, and biological processes will be put into the context of conservation, management, and restoration. Prerequisites: BIO 212, BIO 213 both with a C- or better; or graduate standing.

**BIO 562 Plant Systematics and Evolution 4(3-3)**

In-depth study, covering important topics in plant identification, evolution, and systematics. Prerequisites: BIO 212, BIO 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 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, BIO 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. Writing Intensive. Prerequisites: BIO 212, BIO 213 both with a grade of C- or better; or BIO 208; CHM 132; or graduate standing in a CSE program.

**BIO 570 Medical Cell Biology 3-4(Spec)**

A course that explores advanced topics in cell biology relevant to human health and disease, and focuses on experimental techniques and reading the primary literature. This course may be offered with or without a laboratory. May be offered as Writing Intensive. Prerequisites: BIO 324 or 392; or graduate status.

**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, BIO 213 both with a C- or better; or graduate standing.

**BIO 573 Applied Genomics 3(3-0)**

Application of genomics tools (bioinformatics software) to genomic annotation. Topics include next generation sequencing (NGS), assembly, alignment, gene finding (annotation) of DNA and RNA sequences. Prerequisites: BIO 212, BIO 213 with a C- or better; or BIO 315 with a C- or better and a signed Biological Analytics minor; or graduate standing in a Master's or Ph.D. program in the College of Science and Engineering.

**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, BIO 213 with a C- or better; or BIO 315 with a C- or better and a signed Biological Analytics minor; 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, BIO 213 both with a C- or better; or graduate standing.

**BIO 580 Medical Microbiology 3(1-5)**

Focuses on the relationships between humans and pathogenic microbes. Covers major groups of medically important microorganisms, pathological consequences of infection, and clinical case problem-solving. Prerequisites: BIO 212, BIO 213 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 212, BIO 213 with a C- or better; 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: neuron cell biology, electrophysiology, ion channels, membrane potentials, neurochemistry, synaptic structure and function, synaptic plasticity, sensory physiology, neural systems. Prerequisites: BIO 392 or NSC 301; or graduate standing.

**BIO 592 Developmental Neurobiology 3-4(Spec)**

Principles of brain development, including neural stem cells, axon guidance, synaptogenesis, critical periods and plasticity. May be offered with or without a Journal Club. Prerequisites: Completion of 56 semester hours and C- or better in one of: BIO 211, NSC 301; or graduate standing.

**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, BIO 213 both with a grade of C- or better, or BIO 324, BIO 326; CHM 342 or CHM 343 or CHM 345; or graduate standing. Recommended: CHM 520 or CHM 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, BIO 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: Admission to the Biology M.S., Conservation Biology J.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 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 Advanced Topics in Biology 1-9(Spec)**

Practical experience in methodology and techniques in selected field or laboratory-oriented topics. Prerequisite: Admission to the Biology, BCM, 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: One of: Graduate standing in the Biology M.S. program, graduate standing in the Biochemistry, Cell and Molecular Biology (BCMB) M.S. program, graduate standing in the BCMB Ph.D. 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 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 3(2-3)**

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 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. Prerequisite: Graduate status in Biology or Earth and Ecosystem Sciences.

**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 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)**

Technical and theoretical foundation of landscape ecology as it applies to conservation biology and applications of landscape ecology, spatial and temporal scale, and GIS tools. Pre/Co-requisite: BIO 680. Recommended: BIO 500 or STA 382; GEO 203, GEO 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. Prerequisite: Graduate student status or 86 hours undergraduate credits completed.

**BIS 510 Network and 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. 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. Prerequisites: BIS 380 or BIS 510 or CPS 333; 86 semester hours completed; or admission into the MSIS degree program.

**BIS 520 Teaching and 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. Prerequisites: BIS 350 or admission to the MSIS or MBA program or graduate standing.

**BIS 521 Governance, Risk, and 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. Prerequisite: BIS 512.

**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. Prerequisite: BIS 512.

**BIS 525 Managing Security and 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. Prerequisite: BIS 512.

**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. Prerequisite: BIS 512.

**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. 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 BUS 331; 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. 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. Prerequisites: STA 282QR or BUS 300QR or BUS 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. Prerequisites: STA 282QR, or BUS 300QR, or BUS 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. 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. 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.

**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.

**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.

**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. 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.

**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.

**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. Prerequisite: BIS 601.

**BIS 634 Seminar in Information Systems Issues 3(3-0)**

Overview of contemporary information systems issues.

**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. 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. 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. Prerequisite: BIS 601 or MBA 610.

**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.

**BIS 656 Enterprise Analytics Using SAP Software 3(3-0)**

A study of enterprise analytics using SAP software tools. Prerequisites: Admission to CBA graduate program.

**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. 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. Prerequisites: BIS 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. 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. 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. Prerequisites: Completed 24 hours in the MSIS Program, BIS 605, BIS 628, BIS 636, and BIS 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. 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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. Prerequisites: BLR 202 or BLR 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. Prerequisites: BLR 202 or BLR 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 597 Special Topics in Business Administration 1-9(Spec)**

Selected topics in business administration that are not included in existing courses. Repeatable up to 9 hours when content does not duplicate previous topics. This course may be offered in an online format. Prerequisites: 86 semester hours completed; STA 282 or 382; MTH 107 or 132 or 217; or Graduate Standing.

**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 and 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. This course may be offered in an online format. Prerequisites: An SAP course taken at CMU or permission of the MBA director. Additional hours to be arranged.

## CED - Counselor Education and Personal Development

See the Department of Counseling, Educational Leadership, and Higher Education for more information.

**CED 555 Human Relations Skills 3(3-0)**

An introduction to the theories, skills, and models utilized in developing helping relationships in organizations. Identical to MSA 555. Credit may not be earned in more than one of these courses. This course may be offered in an online format. Prerequisite: Senior standing or graduate status.

**CED 603 Introduction to Clinical Mental Health Counseling 3(3-0)**

This course includes a survey of historical, cultural, and political dimensions and trends in clinical mental health counseling. Prerequisite: Admission to Master of Arts in Counseling Program.

**CED 604 Introduction to School Counseling 3(3-0)**

This course provides a history and philosophy of school counseling programs. The role and function of school counselors will be explored. Prerequisite: Admission to the Master of Arts in Counseling program.

**CED 610 Career Counseling 3(3-0)**

This course provides a critical survey of theories, techniques, and trends in career counseling. This course may be offered in an online format.

**CED 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. Prerequisite: CED 604; Admission to M.A. in Counseling program.

**CED 617 The Counseling Supervisor 3(3-0)**

This course provides an overview of the empirical literature, ethics, and techniques of clinical counseling supervision.

**CED 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. Prerequisite: Admission to the M.A. Counseling program.

**CED 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.

**CED 630 Professional Orientation and Ethics 3(3-0)**

This course introduces students to the counseling profession and reviews the legal, ethical, and consultation issues that affect the profession.

**CED 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. Prerequisite: Admission to the M.A. in Counseling Program.

**CED 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. Prerequisite: Admission to Master of Arts in Counseling Program.

**CED 642 Neuropsychopharmacology 3(3-0)**

This course provides an introduction to the neurological, behavioral, psychological, physical, and social effects of psychoactive substances. Prerequisites: CED 641. Admission to M.A. in Counseling program.

**CED 643 Etiology of Addiction 3(3-0)**

This course introduces students to the potential causes of and reasons for addiction. Prerequisite: CED 641; admission to the M.A. counseling program.

**CED 644 Addiction Oriented Systems and Methods of Care 3(3-0)**

This course addresses addiction-oriented systems and methods of care, including assessment, wellness, and prevention. Prerequisite: CED 641; admission to the M.A. Counseling program.

**CED 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. Prerequisite: CED 604; Admission to the Master of Arts in Counseling Program.

**CED 650 Theories and Techniques of Group Counseling 3(3-0)**

This course emphasizes the application of group theories and techniques, interpersonal communication skills, and the assessment of group counseling interventions. Pre/Co-requisite: Admission to the Master of Arts in Counseling Program. Co-requisite: CED 660.

**CED 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. Prerequisite: Admission to the Master of Arts in Counseling Program.

**CED 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; admission to the M.A. counseling program.

**CED 665 Personal and Professional Development Across the Lifespan 3(3-0)**

The course introduces students to biopsychosocial concepts and theories of lifespan development related to counseling and the counseling process.

**CED 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. Prerequisite: Admission to the M.A. Counseling program.

**CED 670 Independent Study 1-12(Spec)**

Study and/or investigation of a special problem with the guidance of a staff member. CR/NC only. Prerequisites: Admission to the M.A. in Counseling.

**CED 677 Counseling Theories 3(3-0)**

Examination of psychological foundations of counseling theories. The course facilitates students' development of a personal counseling theory. Prerequisite: Admission to the Master of Arts in Counseling Program.

**CED 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. Prerequisite: admission to the M.A. counseling program.

**CED 684 Grief and Loss Counseling 3(3-0)**

This course examines and applies the theories of grief and loss, and identifies the appropriate therapeutic interventions designed to mitigate their effects.

**CED 686 Psychopathology in Counseling 3(3-0)**

The history, theoretical approaches, and current concepts in the study of psychopathology will be addressed. Prerequisite: CED 677, CED 699; admission to the M.A. Counseling program.

**CED 690 Counseling Practicum 3(Spec)**

Supervised counseling of individuals, families, couples, and children. Observation and critique of peer counseling sessions. CR/NC only. Prerequisites: CED 620, CED 630, CED 677, CED 660 and CED 699; admission to the Master of Arts in Counseling program.

**CED 691 Internship 1-6(Spec)**

Clinical experience in selected settings managing a client caseload under qualified supervision. CR/NC only. Prerequisite: CED 690; Admission to the Master of Arts in Counseling Program.

**CED 695 Research in Counseling 3(3-0)**

Presentation and application of designs and procedures pertinent to conducting research in the field of counseling. Prerequisite: Admission to the Master of Arts in Counseling.

**CED 699 Diagnosis and Treatment Planning in Counseling 3(3-0)**

This course provides an overview of the diagnosable mental and emotional disorders and appropriate intervention methods. Clinical documentation formats will also be reviewed. Prerequisite: CED 677; Admission to the Master of Arts Counseling Program.



**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 1-3(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**

Contact the College of Liberal Arts and Social Sciences for more information.

**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)**

This course 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; PHY 131 or 146; admission into the Teacher Education Program; signed major or minor in chemistry or physics (secondary education); Junior or Senior 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. Identical to PHY 507. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: admission into the Teacher Education Program; Junior or Senior standing. Graduate students must be enrolled in a teaching master's program. Pre/Co-requisite: CHM 505 or PHY 505.

**CHM 511 Advanced Analytical Chemistry 4(1-6)**

Qualitative and quantitative analysis using analytical sampling, method development, separation, instrumentation, and statistics to solve chemical problems and communicate the results. Prerequisite: CHM 211; or graduate standing. Recommended: CHM 352 or CHM 353 or CHM 355.

**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 CHM 346. Pre/Co-requisites: CHM 351 or CHM 353 or CHM 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 323 or BIO 213; or graduate standing.

**CHM 520 Introductory Biochemistry 3(3-0)**

Structure, function, and metabolism of proteins, carbohydrates, lipids, and nucleic acids. Prerequisite: CHM 346 or CHM 343 or admission to Chemistry MS or BCMB program.

**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 CHM 347 or CHM 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 2(1-3)**

Isolation, characterization, and analysis of proteins and other biomolecules using chromatographic, electrophoretic, spectroscopic, and advanced analytical techniques. Prerequisites: CHM 211, CHM 349; or graduate standing. Pre-/Co-requisites: CHM 520 or CHM 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 520 or CHM 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 or graduate standing. Recommended: CHM 352 or CHM 353.

**CHM 541 Advanced Organic Chemistry: Mechanisms 3(3-0)**

Mechanisms of organic reactions, emphasizing methods by which these are determined including kinetics, principles of bonding and stereochemistry in depth. Prerequisites: CHM 345 and CHM 346; or graduate standing.

**CHM 542 Structure Determination Using Spectroscopic and Related Methods 3(3-0)**

Utilization of spectroscopic and related methods (UV, IR, MS, 1D and 2D NMR, other) for the determination of molecular structure. Prerequisite: CHM 343 or 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, CHM 331.

**CHM 551 Materials Chemistry 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. Prerequisite: CHM 331 or graduate status. Recommended: CHM 346 or CHM 347 or CHM 348.

**CHM 555 Advanced Physical Chemistry 3(3-0)**

Advanced development and application of physical theories using a statistical mechanics approach to understanding of molecular energetics and kinetics. Prerequisites: CHM 352 or CHM 353 or CHM 355; MTH 133; or graduate standing.

**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 CHM 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 CHM 347 or CHM 348; CHM 352 or CHM 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 or CHM 347 or CHM 348 or acceptance into the Chemistry MS program.

**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. Prerequisites: CHM 346 or CHM 343 or graduate standing. Recommended: CHM 352 or CHM 353 or CHM 355; CHM 520 or CHM 521; CHM 561; BIO 105QR.

**CHM 568 Pharmaceutical Chemistry 3(3-0)**

Interdisciplinary introduction to the science of drug formulation, delivery and efficacy. Prerequisite: CHM 346 or CHM 343 or CHM 342 or graduate standing. Recommended: CHM 520 or CHM 521; CHM 355 or CHM 353; BIO 392.

**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 575 Internship in Chemistry or Biochemistry 1-6(Spec)**

A full-time or part-time work experience for one or more semesters dealing with aspects of Chemistry or Biochemistry. Prerequisites: Permission of department chairperson or major advisor; 56 semester hours completed; a signed Chemistry or Biochemistry major; graduate students must declare a graduate program.

**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 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 or CHM 520.

**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 CHM 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 survey the structure, bonding, reactivity, and characterization of inorganic and organometallic compounds, and discusses solid-state characterization techniques and compound applications. Prerequisites: 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 644 Advanced Organic Chemistry: 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 nine hours. Prerequisites: CHM 352 or CHM 353 or CHM 355.

**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 or CHM 353; MTH 233; or graduate standing.

**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 698 Plan B Project 1-9(Spec)**

Capstone course for the MS in Chemistry, Plan B option. Students will design, evaluate, and deliver chemistry relevant instructional materials, presentations and laboratory experiments. Emphasis placed on improving student subject matter capabilities and project design in chemistry. CR/NC only. Prerequisite: Permission of the Chair of the Department of Chemistry and Biochemistry.

**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 Science in Chemistry program; permission of the instructor.

**CHM 791 Directed Research 1-6(Spec)**

Directed research supervised by a Chemistry and Biochemistry faculty member. May be repeated for a total of 6 credits. Prerequisites: Permission of Chemistry and Biochemistry 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 Science in 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 1-9(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, Journalism, and Media 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. Prerequisites: Students must have completed at least 56 credit hours; at least one COM course at the 100-300 level or JRN 350, JRN 369 with a grade of C (2.0) or better; 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. This course may be offered in an online or hybrid format. Prerequisites: 56 credit hours completed; COM 251 with a grade of C or better or declared IPR major; or graduate standing.

**COM 525 Virtual Team Communication 3(3-0)**

Examines communication issues and best practices for successful virtual teams. Includes processes for developing and maintaining virtual team identity/roles, leadership, performance, project planning/organization, and evaluation. Prerequisites: Students must have completed at least 56 credit hours and must have completed at least one COM course at the 100-300 level; 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: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; or declared IPR major; or graduate standing.

**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: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; or graduate standing.

**COM 560 Communication and Social/Organizational Change 3(3-0)**

Research and methods of communicating changes into existing social systems. Prerequisite: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; or declared IPR major; 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. Prerequisites: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; or declared IPR major; or graduate standing.

**COM 563 Health Communication Campaigns 3(3-0)**

Research and methods of communicating health messages for education and disease prevention. Prerequisites: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; 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: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; or graduate standing.

**COM 568 Dating and Relating 3(3-0)**

Survey of interpersonal communication theories. Focuses on current issues and concepts in the area of interpersonal relationships. May be offered as Writing Intensive. Prerequisites: Students must have completed at least 56 credit hours and at least one COM course at the 100-300 level; or graduate status.

**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.

**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.

**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. Prerequisites: COM 600.

**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)**

Overview of computer organization, programming languages, various computer applications, information management systems and ethical implications of computing. Does not count toward CPS major or minor or the MS in Computer Science. Prerequisite: Senior or graduate standing.

**CPS 510 Software Systems Engineering 3(3-0)**

Covers requirements analysis and techniques to develop a system from those requirements. Credit will not be given for both CPS 410 and CPS 510. Does not count for the M.S. in Computer Science. Prerequisites: CPS 340; MTH 175.

**CPS 525 Introduction to Text Mining 3(3-0)**

Overview of tools and techniques to process text data with the aim of producing actionable insights. Introduction to the cleaning, filtering, transforming and querying of text data. Prerequisites: CPS 181, CPS 240 or CPS 280 or CPS 285; or admitted to the Master of Science in Computer Science program.

**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)**

Analysis of algorithms including computing time and space requirements. Efficient algorithm design techniques. Introduction to parallel algorithms and computational complexity classes. Prerequisite: CPS 340 or admitted to the Master of Science in Computer Science program.

**CPS 580 Supervised Machine Learning 3(3-0)**

Theory and tools for supervised machine learning. Overview and application of architectures and training techniques applicable to image classification, object recognition and text generation. Prerequisites: CPS 340 or ITC 510 or CPS 285, DAS 450.

**CPS 581 Introduction to Biocomputing and Evolutionary Computation 3(3-0)**

Use of elementary automata theory, limits on computation, cellular automata, neuron models, evolutionary (genetic) algorithms and learning, and Artificial Immune Systems, DNA, and quantum computing. Prerequisites: CPS 340 or graduate standing.

**CPS 583 Nonlinear Dynamics and Learning 3(3-0)**

Elementary nonlinear dynamics and chaos theory. Correlation dimension. Approximate, Sample, and Multiscale entropies. Cellular automaton dynamics. Entropy analysis and learning in time series data. Prerequisites: CPS 340 or graduate standing.

**CPS 585 Applied Data Engineering 3(3-0)**

Study of data engineering concepts and techniques, including data collection, cleaning, transformation, security and storage. Construction of a data pipeline in an applied setting. Prerequisites: CPS 181; CPS 240 or CPS 280 or CPS 285; or admitted to the Master of Science in Computer Science program. Recommended: ITC 341.

**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)**

Applications of computer information systems to support business plans and decision making, collection and distribution of information in an organization, role of information systems manager. Does not count for the MS in Computer Science.

**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 612 Software Project Management 3(3-0)**

Overview of the software engineering process, software project organization and management issues, software project economics, software configuration management, software operations issues. Does not count for the MS in Computer Science.

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

A course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements. Prerequisite: Permission of graduate advisor or department chairperson.

**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 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, and trend analysis. Data mining applications. Prerequisite: ITC 510 or admitted to Master of Science in Computer Science program.

**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 698 Capstone Project 3(3-0)**

A project-oriented study of the planning, analysis, design, development, and testing of a computing solution to address a research problem. Prerequisite: CPS 691.

**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**

*Contact the College of Liberal Arts and Social Sciences for more information.*

**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, ANT 344, ANT 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. Prerequisites: ANT 173, 342, or 347; or graduate standing.

**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 1-6(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-method research design procedures. Prerequisites: Admitted to CSD program; STA 282QR or PSY 211QR; or admission to the graduate program in Speech-Language Pathology or Audiology.

**CSD 537 Special Topics in Communication Sciences and 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 538 Corporate Speech-Language Pathology 2(2-0)**

Designed for SLPs to work with clients exhibiting communication inhibitors. Open to non-CSD/SLP students to improve their corporate communication skills. Prerequisite: Students must have already satisfied the Oral English Competency or graduate status.

**CSD 540 The Engaged Clinician: Our Behavior Matters 2(2-0)**

Clinical engagement is a cornerstone in maximizing therapeutic outcomes. This course will explore core engagement principles and offer skill-building opportunities for entering client/family partnerships. Prerequisite: CSD 494 or admission to the graduate program in Speech-Language Pathology.

**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. 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 588 Neuroscience for Communication Sciences and Disorders 3(3-0)**

Fundamental aspects of normal neuroanatomy and neurophysiology underlying human communication; etiologies and effects of select neuropathologies encountered in communication disorders. Prerequisites: Acceptance into the communication sciences and disorders major or the speech-language pathology graduate program.

**CSD 595 Literacy Clinical Practicum 3(Spec)**

Literacy clinical experience with an approved clinical instructor in appropriate on- or off-campus clinical setting. CR/NC only. This course may be offered in an online format. Prerequisites: CSD 512, EDU 533, EDU 537, EDU 531 or SLP 720, EDU 540.

**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 speechlanguage 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)**

A study of the history of global dance traditions and values and the varying ways dance shapes, responds to, and is integrated within cultures. Prerequisite: Junior or graduate standing.

**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. Course may be offered in an online 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)**

Explores managerial epidemiology in relation to health status and interventions among populations and sub-populations including optimizing actionable information, improving outcomes, leveraging technology, and addressing cost. This course may be offered in an online format. Prerequisite: Admission to the Doctor of Health Administration Program, or admission to the Graduate Certificate Program in International Health. Co-requisite: DHA 705.



**DHA 705 Seminar in Public Health 1(Spec)**

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 may be offered in an online format. Prerequisites: Admission to the Doctor of Health Administration Program. Co-requisites: DHA 704.

**DHA 706 Quantitative Analysis in Health Organization 3(3-0)**

Research methodology and statistical techniques (parametric and non-parametric) application to independent research questions, quantitative analysis of healthcare data for various decision making processes. This course may be offered in an online 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 may be offered in an online 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)**

Economics of health and healthcare and its implications for policy, population health improvement, workforce and research. Economic evaluation of interventions, services, and policy. This course may be offered in an online 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)**

The course covers the interdisciplinary area of Health Informatics and its applications such as Telemedicine, Electronic Health Records, and decision support systems. This course may be offered in an online 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 may be offered in an online format. Prerequisite: 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 Graduate Studies; and permission of the Program Director.

**ECE - Early Childhood Education**

*See the Department of Teacher and Special Education 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 and 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 370; or graduate standing in Economics.

**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)**

This course allows for independent, in-depth explorations of economics topics. Prerequisite: Permission of instructor. Recommended: 12 hours of ECO courses with B average or graduate standing in Economics.

**ECO 591 Seminar Research Studies 1-3(Spec)**

Independent study on special problems for majors and minors in economics and graduate students in economics. Prerequisite: Permission of instructor. Recommended: Nine hours of 300- to 500-level ECO courses or graduate standing in 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 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 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 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 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 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 Counseling, Educational Leadership, and Higher Education for more information.

**EDL 592 Professional Development in Educational Leadership 1-9(Spec)**

Identification and study of emerging problems of educational leadership. This course may be offered in an online or hybrid format.

**EDL 600 Research 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 615 Educational Technology for Administrators 3(3-0)**

The development of knowledge, philosophy, skills and practical applications regarding technology for administrators. This course may be offered in an online or hybrid format.

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

A non-credit course intended for students who have completed all program credits but still need to use university resources to complete their degree requirements.

**EDL 620 Administration Within Diverse Populations 3(3-0)**

Examination of critical issues, trends, and practices relative to cultural diversity that influences the organization and administration of school and other human service organizations. This course is approved for offering in a distance learning format.

**EDL 622 Adult Literacy and Society 3(3-0)**

A study of the theories of language and literacy and their relationship to the practices of adult education. This course may be offered in an online or hybrid format.

**EDL 624 Planning for Instruction in Nontraditional Settings 3(3-0)**

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 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. Prerequisites: Admission to a graduate program in educational leadership or MA in Education.

**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 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 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 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 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 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 600 or EDL 700 or HED 512.

**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 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 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; HED 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 PK-12 Educational Policy 3(3-0)**

Examination of policy issues in PreK-12 education. The application of theory, policy-making, influence, and implementation in education. This course may be offered in an online format. Prerequisite: Admission to a specialist or doctoral program.

**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 equips students to design methodologically sound qualitative research studies, with attention given to philosophical foundations, methodological approaches, methods, goodness criteria, and ethical considerations. This course may be offered in an online format. Prerequisites: EDL 700; Admission to a doctoral program.

**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 format. Prerequisites: Admission to a doctoral program.

**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 power, justice, and equity issues in education. This course may be offered in an online format. Prerequisites: Admission to a doctoral program; EDL 700.

**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 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 880 Doctoral Internship 3-6(Spec)**

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 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: HED 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. Prerequisite: Successful completion of the Ed.D. Comprehensive Examination. Pre/Co- requisite: EDL 897.

**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 on qualitative research design for graduate students. Students will use their own research data using data analysis software. Prerequisite: EDL 800.

**EDL 901 Advanced Quantitative Analysis in Educational Leadership 3(3-0)**

Study of multivariate analytical principles as it applies to educational research and policy. Prerequisite: EDL 801.

## EDU - Teacher Education

See the Department of Teacher and Special Education for more information.

**EDU 505 Diagnostic Literacy Assessments and Instruction: K-3 3(3-0)**

Diagnostic literacy assessments will be introduced including appropriate administration, data analysis, and related instructional practices. State literacy assessment certification: MLPP K-3. Prerequisites: EDU 330 or graduate status.

**EDU 506 Principles and Techniques for Individualizing Instruction 3(3-0)**

Examination of individualized instruction and its classroom implications. Prerequisite: EDU 330 or EDU 340.

**EDU 508 Education Workshop 1-6(Spec)**

Identification and study of educational theory, topics and/or issues in contemporary education. Prerequisites: Senior Standing or Graduate Status.

**EDU 515 Managing Classrooms and Learning Environments 3(Spec)**

Engages students with theories and effective practices related to effectively managing classrooms and learning environments. 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. Prerequisites: EDU 330 or graduate standing.

**EDU 531 Assessment, Instruction, and Intervention in Reading 3(3-0)**

Use formal and informal assessment procedures to design and evaluate reading instruction and intervention. Prerequisite: Admission to Teacher Education or graduate status.

**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)**

Engages students in administering assessments and analyzing data to plan and provide effective literacy instruction. Prerequisites: EDU 330 or graduate standing.

**EDU 537 Knowledge of Diverse Readers, Including Dyslexia 3(3-0)**

Address the knowledge and skill base for teaching reading to diverse readers, including dyslexia. Prerequisite: Admission to Teacher Education or graduate status.

**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. 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. 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. 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. 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.

**EDU 603 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 Pre-K-12 classroom.

**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.

**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.

**EDU 614 Advanced Educational Psychology 3(3-0)**

Educational psychology theories and research as tools for analyzing and evaluating teaching and learning. Prerequisite: Admission to a graduate degree program.

**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. 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. Prerequisite: Admission to a graduate degree program in education.

**EDU 627 Teaching and Learning with Digital Literacies 3(3-0)**

Critical examination and application of technologies designed for literacy and multimodal expression, as applied to literacy acquisition and integration of digital resources into literacy curriculum. 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 and support K-12 writing development.

**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)**

Diagnostic assessments and instructional materials for literacy interventions; supervised literacy interventions; implement literacy remediation procedures; and coach stakeholders on continued literacy intervention. 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)**

This course is designed to provide theoretical and pragmatic understanding of the six language arts, reading, writing, listening, speaking, viewing, and visually representing. Prerequisites: Admission to a graduate degree program in education.

**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. 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 in the disciplines. Prerequisites: Admission to a graduate degree program in education.

**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.

**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. 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 650 Literacy Coaching and Leadership 3(3-0)**

Expectations and effective practices of literacy leaders; implementation of coaching models; design, implementation, and evaluation of school-wide literacy. Prerequisites: Admission to a graduate degree program in education.

**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. 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.

**EDU 662 Data-Driven Educational Assessment 3(3-0)**

Models of data-driven assessment practices and their application in various contexts of education. Prerequisite: Admission to a graduate degree program.

**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)**

A research-intensive project completed as a culminating experience to graduate study at the master's level work in consultation with an advisor. CR/NC only. Prerequisite: EDU 660.

**EDU 705 Theory and Practice in Curriculum Development 3(3-0)**

Study of the history, nature, theory, and scope of curriculum planning development and instruction. Pre-requisites: 6 graduate credits completed.

**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.

**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. 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. 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. 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. 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. Prerequisites: Admission to a graduate degree program in education.

**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. Prerequisites: EDU 660, EDU 662, 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.

**EDU 801 Qualitative Research in Educational Technology 3(3-0)**

Applications, evaluation, and analysis of qualitative research concepts and in various aspects of professional practice in educational technology terminal-degree careers. 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. 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. 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. 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. 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. 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. 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. Prerequisite: EDU 800.

**EDU 853 Evolving Internet Learning 3(3-0)**

Application and implementation of evolving digital resources in educational settings. 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. 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. 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. A student may enroll in up to 6 credits of EDU 898 prior to completing the Doctor of Educational Technology Program Comprehensive Examination. 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 for more information.

**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 511 Water Quality Management 3(3-0)

Water quality standards. Indicators, monitoring and impacts of water quality. Point and non-point sources of water pollution. Water quality protection and improvement. Green infrastructure. Prerequisites: EGR 408 or GEL 308; cumulative GPA of 2.5 or higher; permission of E&T advisor; or graduate standing in a CSE program.

### EGR 512 Air Pollution Engineering 3(3-0)

Sources and types of air pollutants. Adverse effects on humans and the environment. Transportation and transformation of pollutants in the atmosphere. Methods controlling air pollution. Prerequisites: EGR 305; permission of E&T advisor; cumulative GPA of 2.5 or higher; or graduate standing in a CSE program.

### 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, EGR 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, EGR 255, EGR 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)

Study of composite material mechanics with emphasis on selection, analysis, and use. Includes stiffness and strength theories applied to composite beams and plates. Prerequisites: EGR 255, EGR 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/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, EGR 355; MTH 233; permission of E&T advisor; cumulative GPA of 2.5 or higher; or graduate student in Engineering.

### EGR 580 Fundamentals of Internet of Things 3(3-0)

Internet of Things (IoT), protocols and standards, IoT architecture, micro-controller, sensor, actuator interfacing, wired and wireless communication, network interface, edge and cloud computing. This course may be offered in an online or hybrid format. Prerequisites: EGR 398; cumulative GPA of 2.5 or higher; permission of E&T advisor; or graduate standing.

### EGR 585 Wireless Sensor Networks 3(3-0)

Wireless Sensor Networks (WSN), sensors, node components, operating systems, protocols, simulators, applications, security, and signal processing. This course may be offered in an online or hybrid format. Prerequisites: EGR 398; cumulative GPA 2.5 or higher; permission of E&T advisor; or graduate standing.

### EGR 588 Photonics 3(3-0)

A study of optical phenomena and its application to engineering problems. The course focuses on electromagnetic and quantum properties of the semiconductor laser. Prerequisite: EGR 388; cumulative GPA of 2.5 or higher; permission of E&T advisor; or graduate student in Engineering.

### EGR 591 CMOS Circuit Design 3(2-2)

Design and simulation of analog and mixed signal integrated circuits and systems using transistor level differential amplifiers, operational amplifiers, oscillators and data converters. Prerequisites: EGR 292, EGR 392; cumulative GPA of 2.5 or higher; permission of E&T Advisor; or graduate student in Engineering.

### 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 597 Special Topics in Engineering 1-6(Spec)

Study of selected engineering topics presented at an advanced undergraduate or beginning graduate level and not included in a regular course. Repeatable up to 6 credits when content previously studied is not duplicated. Prerequisites: See class schedule; permission of E&T advisor; cumulative GPA of 2.5 or higher or graduate standing in MS in Engineering program.

### 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 selected engineering topics presented at the graduate-level and not included in a regular course. Repeatable up to 6 credits when content previously studied is not duplicated. Prerequisite: See class schedule, graduate standing in MS Engineering Program.

### 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 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 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 560 Clinical Practice in English Education 4(Spec)

Application of skills and knowledge for teaching English in secondary classrooms with diverse student populations. Includes pre-student teaching clinical experience. Prerequisite: ENG 311; Pre/Co-requisite: ENG 319; or graduate standing.

### 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 ENG 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 Texts for the Middle Grades 3(3-0)**

Study of genres, formats, and media appropriate for grades 5-9. Emphasizing print, film, and digital texts that reflect diverse cultures, traditions, and perspectives. Prerequisites: Graduate status or the following: ENG 201 with a grade of C or better; ENG 234WI or ENG 381WI.

**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 616 The Teaching of Creative Writing 3(3-0)**

Theory and practice of teaching creative writing. Prerequisite: Admission to the MA in Creative Writing (accelerated or regular).

**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(3-0)**

Study of notable poetry from 1945 to the present. Recommended: 6 hours of literature at the graduate or undergraduate level. Prerequisite: Admission to the MA in Creative Writing (accelerated or regular).

**ENG 622 Seminar in Contemporary Fiction 3(3-0)**

Study of notable fiction from 1945 to the present. Prerequisite: Admission to the MA in Creative Writing (accelerated or regular).

**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. in Creative Writing.

**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: Writing Creative Nonfiction 3-6(3-0)**

Workshop in contemporary approaches to writing creative nonfiction. Course may be repeated up to six hours.

**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: Admission to the M.A. in English Language & Literature - Creative Writing Concentration.

**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 M.A. in English Language & Literature—Creative Writing Concentration.

**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 MA program in the Department of English Language and Literature.

**ENG 697 Independent Study 3-6(Spec)**

Individualized study in an interest area related to English language, literature, writing, and/or pedagogy agreed upon by the student and supervising instructor. May be repeated when content does not duplicate a previous independent study.

**ENS - Environmental Science**

Contact the Department of Earth and Atmospheric Sciences for more information.

**ENS 503 Environmental Modeling 3(2-3)**

Environmental models used to understand behaviors and interactions in complex systems. Includes design and building of environmental models, calibration, verification, and validation. Prerequisites: ENS 401 with a C- or 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 CSE 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. Pre/Co-requisite: ENT 600 or admission to the MBA Program.

**ENT 620 New Venture Formation and Governance 3(3-0)**

Covers the business, legal and tactical issues surrounding the formation and governance of business entities. Prerequisite: ENT 605 or admission to the MBA Program.

**ENT 625 New Venture Hires, Filings and 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. Pre/Co-requisite: ENT 620.

**ENT 630 Seed Financings and 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. Prerequisite: ENT 620 or admission to the MBA Program.

**ENT 640 Intellectual Property for Entrepreneurs 3(3-0)**

Covers the business, legal and tactical issues surrounding intellectual property. Prerequisite: ENT 605 or admission to the MBA Program.

**ENT 650 Crowdfunding 3(3-0)**

Covers the business, legal and tactical issues surrounding crowdfunding. Prerequisite: ENT 605 or admission to the MBA Program. Recommended: ENT 640.

**ENT 660 Technology for Entrepreneurs 3(3-0)**

Covers business, legal and tactical issues surrounding prevalent technology uses by entrepreneurs. Prerequisite: ENT 605 or admission to the MBA Program. Recommended: ENT 640.

**ENT 670 Venture Capital 3(3-0)**

Covers the business, legal and tactical issues surrounding venture capital. Prerequisite: ENT 630 or admission to the MBA Program.

**ENT 680 Growth and 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. Prerequisite: ENT 640 or admission to the MBA Program.

**ENT 690 Entrepreneurial Acquisitions and Exits 3(3-0)**

Covers the business, legal and tactical issues surrounding mergers, acquisitions, IPOs and other entrepreneurial exits. Prerequisite: ENT 670 or admission to the MBA Program.

**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)**

Qualified students may explore environmental topics of special interest with faculty guidance. Prerequisite: At least 9 hours of ENV credits or graduate standing.

**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. Prerequisites: FIN 302 or FIN 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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. 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. 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. 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. 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. Prerequisites: MBA 670; Admission to Master of Business Administration program.

**FLN - Foreign Language**

See the Department of History, 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. Prerequisites: 56 credit hours completed; 18 credits of FMD coursework completed; or graduate standing.

**FMD 545 Advanced Draping 3(0-6)**

Advanced interpretation of garment designs developed through the draping on dress forms. Prerequisites: FMD 345 or graduate status.

**FMD 546 Experimental CAD for Fashion 3(1-3)**

Creative use of CAD software as applied to standards prevalent in the design, manufacture or presentation of fashion goods. This course may be offered in an online format. Prerequisite: FMD 246 or graduate standing.

**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 555 Electronic Textiles 3(1-3)**

Offers fundamentals of developing smart textiles by integrating textiles and electronics. Includes hands-on projects such as fabric optics and bio-signal monitoring using embedded electronics. Prerequisites: FMD 155 and 246, or graduate standing.

**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. Prerequisites: 56 credit hours completed; FMD 246, FMD 355QR; For Product Development or Fashion Merchandising Concentrations: FMD 200; or graduate standing.

**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 330 or graduate standing.

**FMD 597 Special Topics in Fashion Merchandising and 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 Research in Textiles and Apparel 3(3-0)**

An overview of research and research methods in textiles and apparel including concepts employed in quantitative, qualitative, design theories and the creative process. Prerequisite: Enrollment in the Apparel Product Development and Merchandising Technology (APDMT) 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 and 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. Prerequisite: 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 Fashion Retail Technology 3(3-0)**

In-depth study of technologies and innovations in fashion retailing. Prerequisites: FMD 604.

**FMD 697 Special Topics in Fashion Merchandising and 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 Fashion Merchandising and 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 Fashion Merchandising and 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.

**FRN - French**

See the Department of History, World Languages, and Cultures for more information.

**FRN 510 Study Abroad 1-12(Spec)**

Intended for very advanced undergraduate and graduate students studying French abroad. Prerequisites: 6 hours of French at the 400 level; or graduate standing; 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. Prerequisite: 6 FRN credit hours at the 300-level or above.

**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.

## GAM - Game Design Thinking

Contact the College of Liberal Arts and Social Sciences for more information.

## GEL - Geology

See the Department of Earth and Atmospheric Sciences for more information.

### GEL 502 Geochemistry of Natural Waters 3(2-3)

Geochemical processes governing the chemistry of water, with a focus on the distribution of natural and anthropogenic chemical species. Prerequisite: CHM 132 or CHM 141; or graduate standing. Pre/Co-requisite: BIO 320 or CHM 351 or GEL 340 or ENS 323 or EGR 305; or graduate standing.

### GEL 509 Applied Hydrologic Modeling 3(2-3)

Design, construction, calibration, history matching, and verification of hydrologic models including rivers and watersheds, groundwater, and lakes. Prerequisites: GEL 380WI and GEL 308 with a C or better; or EGR 408 with a C or better; or Graduate Standing in a CSE program.

### GEL 512 Stable Isotope Geochemistry 3(2-3)

Isotope geochemistry applied to geological and environmental problems, including the use of non-traditional isotopes to understand low and high temperature geochemical processes. Prerequisite: CHM 132 or CHM 141; or graduate standing. Pre/Co-requisite: BIO 320 or CHM 351 or GEL 340 or ENS 323 or EGR 305; or graduate standing.

### GEL 523 Advanced Petrology 3(2-3)

Igneous and metamorphic processes revealed from textural, mineralogical, and quantitative-geochemistry characteristics. Physicochemical-evolution paths of magmas and metamorphic assemblages through quantitative methods. Field trip fee required. May be offered as Writing Intensive. Prerequisite: GEL 310 or graduate standing; Pre/Co-requisite: CHM 132 or PHY 146 or graduate standing.

### GEL 550 Economic Geology 3(2-3)

Metallic and nonmetallic ore deposits, including critical mineral resources, and their tectonic settings; principles of resource exploration in context of responsible environmental stewardship. Prerequisite: GEL 310 or GEL 320 or graduate standing. Recommended: GEL 523.

### GEL 575 Special Topics in Geosciences 1-6(Spec)

Special topics and recent developments in geosciences that are not included in existing courses. Specific topic will be listed on student's transcript. Repeatable up to 6 credits when content previously studied is not duplicated. Prerequisite: See Course Search and Registration.

### GEL 597 Advanced Independent Study 1-6(Spec)

Self-directed students conduct an advanced research project with instructor's guidance. An EAS Independent Study proposal form must be completed and signed by student and instructor at the time of enrolling. Laboratory and/or field safety training may be required. Prerequisites: At least 27 credits of geology courses or graduate standing; permission of instructor.

### 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. Prerequisite: GEO 303 or graduate standing.

### GEO 501 Principles of Geographic Information Systems 3(2-2)

Fundamentals of GIS and its applications in environmental, social and economic analysis (for nongeography majors or minors only). 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, GPS, 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, GEO 308; or GEO 501. Prerequisites/Co-requisites: STA 282 or STA 382 or BIO 500.

### GEO 510 Python Programming for GIS 3(2-2)

Review of programming basics, Python scripting syntax and library modules, accessing software APIs, automating the workflow of GIS tasks, and creating GIS application tools. Prerequisites: GEO 303 or GEO 501; or admission to graduate GIS program. Prerequisite/Co-requisite: CPS 180 or CPS 190 or admission to graduate GIS program.

### 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; or GEO 501, graduate standing in the Data Mining or Health GIS certificate program; or graduate standing in the MS GIS program.

### 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 Environmental Management and Policy 3(3-0)

Examination of the interrelationships between decision-makers, stakeholders, and the environment for issues spanning local to international scales. Prerequisite: ENV 310, GEO 331 or graduate standing.

### GEO 528 Environmental Modeling with GIS 3(2-2)

Application of GIS to model environmental patterns and processes such as surface hydrology, habitat suitability, ecology, and environmental change. Model design, capabilities and implementation are explored. Recommended: 6 credits in MET, ENS, BIO, GEL, or GEO or admission to graduate GIS program. Prerequisites: GEO 303 or GEO 501 or admission to graduate GIS program.

### GEO 540 Health Data Visualization 3(2-2)

Theories and techniques of geo-visualization for health data analysis and information communications. Prerequisite: GEO 303 or GEO 501.

### 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)

Qualified students may explore self-directed geographic and environmental topics of special interest with faculty guidance. Prerequisites: At least 12 hours of GEO or ENV credits or graduate standing and completion of Geography and Environmental Studies Departmental independent study approval form and approval by Geography and Environmental Studies Chairperson.

### 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 601 Special Topics in Advanced GIS Theories and Methods 3-6(2-2)

Advanced theories and techniques in Geographic Information Sciences including but not limited to data acquisition and management, data analysis and modeling, and information communications. Prerequisite: Graduate standing in the MS GISci program.

### GEO 602 Special Topics in Advanced GIS Applications 3-6(2-2)

In-depth studies of exemplar cases that apply Geographic Information Sciences (GISci) to solve real world problems. Prerequisite: Graduate standing in the MS GISci program.

### 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 and Communication in GIS 1-4(Spec)

Formulating research questions, reviewing literature, designing research methodology, and communicating research results in Geographic Information Sciences. May be taken 4 times. CR/NC only. Prerequisites: Admission to M.S. GIS program or accelerated M.S. GIS program.

### 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 Research Project in Geographic Information Sciences 1-6(Spec)**

Research project on theories and technology as well as applications in Geographic Information Sciences. CR/NC only. Prerequisites: Plan B research proposal approved by committee, public presentation of proposal completed, and Plan B project prospectus on file in the Geography & Environmental Studies department office.

**GEO 798 Thesis 1-6(Spec)**

Preparation of a thesis and oral presentation of thesis research. CR/NC only. Prerequisites: Thesis proposal approved by thesis committee, public presentation of proposal completed, and plan A thesis prospectus on file in the Geography & Environmental Studies department office.

**GER - German**

See the Department of History, 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**

Contact the Herbert H. and Grace A. Dow College of Health Professions 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 500 Supporting Children and Families through the Touchpoints Approach 3(3-0)**

Students explore evidence-based approaches to build optimal relationships with families and children based on Brazelton Touchpoints Center guiding principles. Prerequisites: 56 credit hours completed or graduate status. Recommended: One year experience working with children and families.

**HDF 505 Early Childhood Mental Health 3(3-0)**

Examines the social emotional development of young children, prenatal to 5-years-old, and factors that influence their development. Emphasis is on high-risk populations. Prerequisites: HDF 302; HDF 303; or graduate standing.

**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. Prerequisites: HDF 302 or HDF 303; 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. Prerequisites: Two of: HDF 302, HDF 303, HDF 306, HDF 307, HDF 308; or graduate standing.

**HDF 511 Seminar in Human Sexuality 3(3-0)**

Survey of professional literature pertaining to human sexuality. This course may be offered in an online format. Prerequisite: HDF/WGS 213 or HSC 222; or graduate standing.

**HDF 513 Readings in the Family 3(3-0)**

Survey of professional literature related to the family. This course may be offered in an online format. Prerequisite: HDF 211 or SOC 411; or graduate standing.

**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. This course may be offered in an online format. Prerequisites: HDF 100 or PSY 220; HDF 211 or SOC 411; or graduate standing.

**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 and 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. 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.

**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 and 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 and 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 and 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 HDFs; Permission of Plan B Committee based on approval of Plan B proposal.

## HED - Higher Education

See the Department of Counseling, Educational Leadership, and Higher Education for more information.

**HED 516 Foundations for Social Justice 3(3-0)**

Examination of social justice perspectives and their application to complex relationships found in and around institutions of learning. Prerequisites: 56 credit hours or graduate standing.

**HED 557 Helping Skills in Student Affairs 3(3-0)**

Examination of the role of student affairs educators as helpers through theoretical explorations and practical simulations. Prerequisites: 56 credits or graduate standing.

**HED 598 College Student Development 3(3-0)**

Examination and application of relevant developmental theories and models for facilitating holistic student development. Prerequisites: LDR 200 and HED 557 or graduate standing.

**HED 611 Critical Approaches to Assessment in Higher Education 3(3-0)**

This course will examine equity-centered assessment in higher education settings. Students will learn about assessment practices, design assessments, and apply equity-centered assessment methods.

**HED 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.

**HED 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 format.

**HED 636 Higher Education Law 3(3-0)**

An introduction to legal issues in higher education institutions.

**HED 659 Organization of Community Colleges 3(3-0)**

Study of the history and organization of community colleges and how these institutions fit within the larger context of higher education institutions.

**HED 676 Administration of Community Colleges 3(3-0)**

Structure, organization, and management of the community college. This course may be offered in an online format.

**HED 677 Contemporary College Students 3(3-0)**

Contemporary college student populations are examined emphasizing campus environments, teaching/learning experiences, and how campus culture affects students.

**HED 680 Critical Perspectives in College and Adult Learning Settings 3(3-0)**

Course provides a foundation in critical perspectives in college and adult learning settings.

**HED 681 Teaching with Technology in College and Adult Learning Settings 3(3-0)**

Course provides learners with methods and practices to enhance instructional effectiveness online and through incorporating technology in adult learning settings. This course may be offered in an online format. Recommended: HED 680.

**HED 682 Course Design and Assessment in College and Adult Learning Settings 3(3-0)**

Study of course design, syllabus construction, student learning, assessment, and rubrics in college and adult learning settings. This course may be offered in an online format. Recommended: HED 680.

**HED 685 Special Topics in Equity Centered Teaching and Learning 1-3(Spec)**

Students will learn to use a variety of culturally responsive and developmentally appropriate high-impact teaching strategies to engage adult students. This course may be offered in an online format. Recommended: HED 680.

**HED 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. 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.

**HED 697 College & Adult Teaching Practicum 1-6(Spec)**

Under the direct supervision of a practicing teaching mentor, student will develop skills applicable to college and adult learning. CR/NC only. Prerequisites: Permission of instructor and approval of practicum application.

**HED 698 Master's Colloquium 3(3-0)**

Capstone seminar to synthesize master's coursework. Students will apply theory to practice. Prerequisite: HED 512, 516, 636, 757, 677, 764, 776, 777.

**HED 705 Comparative Community College Systems 3(3-0)**

This course focuses on the history, philosophy, programs, and practices, and comparative analysis of community college systems across North America. Recommended: Admission to the MA in Education Program.

**HED 716 Readings in Equity and Inclusion in Higher Education 3(3-0)**

The seminar-style course provides opportunity to critically explore several long-form texts that center equity and inclusion and have implications for higher education and student affairs.

**HED 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. Prerequisites: Admission to a graduate level program in EDL and completion of at least 3 graduate credit hours.

**HED 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.

**HED 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. Prerequisites: Admission to the MA in Higher Education Administration Program.

**HED 776 Administration of Higher Education 3(3-0)**

Study of the organization and management of colleges and universities. Prerequisites: Admission to a master's or doctoral program in Educational Leadership.

**HED 777 Student Affairs Administration 3(3-0)**

Examines the organization, structure, management, programs, and functions of student affairs administration in post-secondary education.

**HED 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.

**HED 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. Prerequisites: Admission to the doctoral program in Educational Leadership.



## HPE - Health and Physical Education

Contact the Department of Health and Physical Education

### HPE 605 Motor Behavior and Adapted Physical Education 3(3-0)

Course integrates motor development, motor learning, and adapted physical education to prepare educators to plan, teach, and assess health and physical education at all levels.

### HPE 625 Principles and Methods in Fitness Education and Lifetime Physical Activity 3(3-0)

Development of teaching practices and content knowledge within fitness education, physical activity pursuits, and individual/team sports.

### HPE 645 Curriculum Content in Health & Wellness Education 3(3-0)

This course provides content knowledge for School Health Education programs to meet local/state/national standards and induce behavioral change in K-12 students for lifelong wellness.

### HPE 665 Methods in Teaching Health and Physical Education 3(3-0)

This course provides a broad spectrum of effective teaching practices used in K-12 health and physical education. Recommended: HPE 605, HPE 625, HPE 645.

### HPE 685 Programming and Assessment in Health and Physical Education 3(Spec)

This course provides a comprehensive experience in health and physical education focusing on data-driven approaches to planning, assessment, program improvement, professionalism, collaboration and advocacy. Prerequisites: HPE 645, HPE 665.

## 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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. This course may be offered in an online format. Prerequisites: HSA 350, 447; 86 semester hours completed; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor, 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 Sciences

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 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 HSC 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 format. Prerequisites: Completion of 56 credit hours or graduate standing.

### 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 format. Prerequisites: Sophomore status or higher; or graduate standing.

### 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. Prerequisite: HSC 317 or HSC 235; or graduate standing.

### 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.

### 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.

### 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. Prerequisites: 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. Prerequisite: SOC 200QR or STA 282QR or PSY 211QR; 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 HSC 420, HSC 308, HSC 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 of financial administration of health services organizations. This course may be offered in an online format. Prerequisites: ACC 201 or graduate standing.

**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, and ethical issues related to health-care. Prerequisites: Fifty-six (56) earned undergraduate credit hours; or graduate standing.

**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 585 Human Dissection 3(0-6)**

Students will gain experience in dissection of selected regions of human cadavers. Oral presentations and peer teaching will include the anatomical basis of relevant pathologies. Prerequisite: HSC 411 or graduate standing.

**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 health-care 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 an online format.

**HSL 621 Healthcare Operations and Structures 3(3-0)**

Examination of structures and operational opportunities and challenges in healthcare, concentrating on systems management, evidence-based problem-solving, supply chain management, and strategic tools. This course may be offered in an online format.

**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 an online format.

**HSL 641 Health Economics and Policy Implications 3(3-0)**

This course emphasizes the relationship between health economics and the development of health care policy in the United States and globally. This course may be offered in an online format. 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)**

The course focuses on introducing accounting and financial management principles and concepts relevant to department-level management of health services organizations. This course may be offered in an online format. Recommended: 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 an online format.

**HST - History**

*See the Department of History, World Languages, and Culture 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, HST 102, HST 350, HST 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 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 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 524 American Diplomatic History Since 1898 3(3-0)**

This course examines US history in a global context, analyzing interactions between the United States and other nations from the Spanish-American War to the present. Prerequisites: Junior standing or admission to the graduate program.

**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 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 542 The Enlightenment in Europe 3(3-0)**

An overview of social, political, cultural and intellectual developments in Europe from the late seventeenth century to the early nineteenth century. Recommended: Six hours of course work in European or world 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 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 world history classroom. This course may be offered in an online format. Prerequisite: 300- level writing intensive course and 56 credit hours or graduate standing.

**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(3-0)**

This course examines various theoretical approaches and methodologies that have shaped historical research and writing. 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 609 Historiography for Teachers 3(3-0)**

This course traces the ways in which historians have thought about and practiced history from ancient times until the present.

**HST 610 Colloquium in U.S. History Topics for Teachers 3-12(3-0)**

An investigation of historians' interpretations and methodologies on a major topic, theme, or period in American history. Repeatable up to 12 hours when content does not duplicate previous topics. This course may be offered in an online format.

**HST 611 Colloquium in World History Topics for Teachers 3-12(3-0)**

An investigation of historians' interpretations and methodologies on a major topic, theme, or period in world history. Repeatable up to 12 hours when content does not duplicate previous topics. This course may be offered in an online format.

**HST 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.

**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 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 655 A Divided Nation: Germany East & West 3(3-0)**

This study-abroad course takes graduate students to Germany to study the history of East and West Germany from division to reunification.

**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 Colloquium 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 1-15(Spec)**

Courses on selected historical issues offered at partner institutions for students in the history graduate program.

**HST 696 Research Seminar for Accelerated Graduate Degree Program 3-6(3-0)**

Seminar in historical research and writing. This course is an elective for the Accelerated Graduate Degree Program in History. Repeatable up to six hours when content does not duplicate previous topics. Prerequisite: HST 301 and admission to the Accelerated Graduate Degree 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 the history of the United States in the nineteenth century through research in primary sources and writing a substantial scholarly paper. Repeatable up to 6 hours when the seminar paper does not duplicate the previous topic. Recommended: Admission to one of the graduate history programs; six hours of American history.

**HST 717 Seminar in the History of Twentieth Century America 3-6(3-0)**

Study of a selected topic in twentieth-century United States history through research in primary and secondary sources and the production of a substantial scholarly paper. Repeatable up to six hours when content does not duplicate previous topics. Prerequisites: Admission to one of the History Department's graduate programs.



**HST 723 Seminar in American Diplomatic History 3(3-0)**

Study of selected topics in US diplomatic history through research in primary and secondary sources and the production of a substantial scholarly paper. Prerequisites: Admission to one of the History Department's graduate programs.

**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 selected topic in Latin American history. Recommended: Admission to one of the History Department's graduate programs.

**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 792 Research Seminar 3-12(3-0)**

Seminar in historical research and writing. Repeatable up to 12 hours when content does not duplicate previous topics. Prerequisite: Admission to one of the History Department's graduate programs. Recommended: HST 600 and a colloquium.

**HST 795 Seminar Abroad 1-15(Spec)**

Seminar on selected historical issues offered at partner institutions for students in the history graduate program.

**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. CR/NC only. 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. 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. Prerequisites: STA 282; cumulative GPA of 2.5 or higher; or graduate standing and statistics competency; permission of E&T advisor.

**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 540 Mechanical Computer-Aided Engineering 3(2-2)**

Mechanical components design, structural analysis, and mechanism analysis by using computer aided design system and simulation tools. Prerequisites: IET 226, IET 350; IET 379 or EGR 255; permission of E&T advisor; cumulative GPA of 2.5 or higher; or Admission to the Master of Science in Engineering.

**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 458; permission of E&T advisor, cumulative GPA of 2.5 or higher; or graduate student in Engineering.

**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.

## IPR - Integrative Public Relations

Contact the Department of Communication, Journalism, and Media 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 311WI, COM 264 or COM 365, JRN 202WI, JRN 302, JRN 350, JRN 369WI, JRN 450WI with a C or better, completion of 86 credit hours, open only to signed Integrative Public Relations majors; or graduate status with a public relations background. Prior written approval of the designated internship director is required.

## 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. Methods and techniques for software and data modeling. Prerequisite: DAS 350 or CPS 410 or admitted to the Master of Science in Computer Science program or admitted to the Master of Science in Applied Statistics and Analytics program.

### 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)

Applications and services using distributed and containerized computation, networking, and storage from mobile devices to the cloud. Prerequisites: CPS 180 or CPS 190; CPS 294, CPS 340, or ITC 292; or admitted to the Master of Science in Computer Science program.

### ITC 531 Cloud Application Development 3(3-0)

Containerized and cloud services based application development. Amalgamation of cloud services. Course does not count toward a major in CPS or Cybersecurity. Prerequisite: ITC 292 or ITC 341; or graduate standing.

### ITC 532 Cloud Service Orchestration 3(3-0)

Containerized and cloud-based service orchestration and management using standard frameworks. Integration of multiple cloud providers. Course does not count toward a major in CPS or Cybersecurity. Prerequisite: ITC 531.

### ITC 533 Applied Artificial Intelligence for Internet of Things 3(3-0)

Application of artificial intelligence to IoT data, including data ingestion and distributed processing. Use of AI tools. Course does not count towards a major in CPS or ITC or the MS in CPS. Prerequisites: CPS 280 or CPS 340; STA 282QR or STA 382QR; or graduate standing

### ITC 534 Introduction to Cloud Computing 3(3-0)

An introduction to the architecture and algorithms used in cloud computing services, such as distributed computing, virtualization, storage, security and cloud software tools. 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 related services such as distributed computing, virtualization, storage, IaaS, PaaS, SaaS, data handling, 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.

## JRN - Journalism

See the Department of Communication, Journalism, and Media 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 JRN 353; JRN 369; JRN 450.

### JRN 556 Public Relations Seminar 3(3-0)

Practical applications of public relations principles in a diverse society. Prerequisites: JRN 350 or JRN 353; JRN 450; JRN 551.

### 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

Contact 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.

## LAS - Leadership Advancement Scholarship

## 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 of the MBA director.

**MBA 504 Using Financial Accounting Information 2(2-0)**

Introduces use of financial accounting income statements, balance sheets, and statements of cash flow in managerial planning, control, and evaluation. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 505 The Economic Environment of Business 2(2-0)**

Provides the economic tools necessary for graduate study in business: demand and supply, elasticity, costs and production, competitive and monopolistic markets, macroeconomics, and international trade. Not open to economics graduate students. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 506 Legal Environment of Business 2(2-0)**

Basic concepts concerning the interrelationships of business and its external environments. Managerial participation in and response to public policy issues and their resolutions. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 507 Introduction to Marketing Management 2(2-0)**

An introduction to the marketing management process including the marketing environment, buyer behavior, marketing analysis, segmentation, marketing strategy, the marketing mix, and social/ethical issues. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 508 Management and Organization 2(2-0)**

Introduction to the internal structure, processes, and control of organizations. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 509 Production/Operations Management 2(2-0)**

Concepts and applications of production and operations management in business and industry. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 510 Financial Management and Analysis 2(2-0)**

An introduction to basic finance principles and tools including the time value of money, risk and return, capital budgeting and the interpretation of financial statements. Prerequisites: admission to the MBA program, or permission of the MBA director.

**MBA 511 Statistics for Managerial Decisions 2(2-0)**

An introduction to descriptive and inferential statistics in a business decision context. Applications of various t-tests, ANOVA, multiple regression, and cross-tabulation are emphasized. Prerequisites: admission to the MBA program, or graduate status and permission of the MBA director.

**MBA 609 Information Systems Management 2(2-0)**

Examination of issues involved in managing and deploying information systems in organizations with an emphasis on technologies and human factors that support competitive strategies. This course is approved for offering in a distance learning format. Prerequisites: knowledge of advanced business applications in spreadsheets, database, and presentation graphics software, admission to the MBA program or permission of the MBA director.

**MBA 610 Managing Information Systems in a Global Economy 3(3-0)**

The management and deployment of information systems (IS) in organizations around the world, creating value from IS assets and exploring emerging technologies. 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. 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 employed to understand and lead individual and group behavior and the processes used to create organizational change. 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 a variety of quantitative data analysis methods that uncover important information for making effective business decisions. 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. Prerequisite: 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. 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 economics. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of the MBA director. Recommended: MBA 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. 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)**

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 solutions. 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 impact of the global economy on managerial decision making. Topics include trade, exchange rate, balance of payments, economic growth, and fiscal and monetary policies. 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 and Strategy Simulation 3(3-0)**

Focuses on integrative approach in developing competitive business strategies through analyzing business environments, selecting and implementing strategies, and evaluating results. Incorporates Strategy Simulation experience. Prerequisites: Admission to the MBA program; completion of MBA 620, MBA 650, MBA 660, and MBA 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.

## MCA - Media Arts

See the *School of Communication, Journalism, and Media* for more information.

**MCA 503WI Critiquing Mass Media 3(3-0)**

Critical evaluation of mass media messages and content with special attention on media's aesthetic properties and economic, political and societal effects. Writing Intensive. Prerequisites: MCA 210 with a C or better or signed Cinema Studies minor or graduate standing.

**MCA 506WI Writing for the Small Screen 3(3-0)**

Creating episodic and serial television scripts from concept to pilot. Emphasis on story structure, characterization, and creative team dynamics. Writing Intensive. Prerequisites: 56 completed credit hours; or graduate standing.

**MCA 508WI Writing the Feature-Length Screenplay 3(3-0)**

Techniques, formatting styles and aesthetic strategies for writing and analyzing feature-length cinematic narrative screenplays, emphasizing characterization, plot and structure. Writing Intensive. Prerequisites: 56 completed credit hours; or graduate standing.

**MCA 510 Electronic Media Law 3(3-0)**

Regulation of the electronic media. Examination of legal and administrative materials and cases. Prerequisites: MCA 210 with a C or better and junior standing or above; or signed Cinema Arts major; or graduate standing.

**MCA 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: Pre/Co-requisite MCA 311; limited to juniors or above; or graduate standing.

**MCA 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.

**MCA 515 Sports Broadcasting 3(2-2)**

Overview of the sports broadcasting industry. Emphasis on tools and techniques of live sporting event production and reporting. Prerequisites: MCA 210, MCA 317 each with a C or better; or graduate standing in Media Arts.

**MCA 516 Media Leadership 3(3-0)**

Discusses the role of media leadership. Topics include skills needed to lead companies through the production, distribution, marketing, and monetization of media content. Prerequisites: Limited to juniors or above; or graduate standing.

**MCA 517 Professional 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 media-industry talent. Prerequisite: MCA 317 with a C or better; or graduate standing.

**MCA 518 Multimedia News Reporting 3(2-2)**

Techniques of news gathering, reporting, and interviewing for news media programming. Prerequisites: MCA 318 with a C or better; or graduate standing.

**MCA 520 Special Topics in Media Arts 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.

**MCA 521 Advanced 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: MCA 223, MCA 440 each with a grade of C or better; limited to juniors or above; or graduate standing.

**MCA 522 Audio Post-Production 3(2-2)**

Advanced recording, editing, sweetening, synchronizing and mixing of audio for video/film applications. Prerequisites: MCA 223, 421 both with a grade of C or better; or graduate standing.

**MCA 524 Producing Live Television 3(1-4)**

A collaborative experiential approach to writing and constructing original television programming for a variety of platforms. Utilizes an industry-standard studio to create dynamic live productions. Prerequisite: MCA 223; or MCA 318WI; or graduate standing.

**MCA 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. Prerequisites: Limited to juniors or above; or graduate standing.

**MCA 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.

**MCA 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 Media and Cinematic Arts.

**MCA 529 Internship in Media and Cinema Arts 1-6(Spec)**

Directed work experience at participating media venues. May count 3 hours maximum toward a Media Arts major or minor. Minimum 2.5 GPA required. Prerequisites: Prior written approval of Internship Coordinator; limited to juniors or above; open only to signed Media Arts or Cinema Arts majors or minors.

**MCA 531 Client Based Video 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: MCA 223, MCA 440 with a minimum grade of C in each; limited to juniors or above; or graduate standing.

**MCA 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: MCA 223, MCA 440 with a grade of C or better; or graduate standing.

**MCA 533 Advanced Theory and Practice for Content Creators 3(2-2)**

Analysis of post-broadcast and emerging media practices. Emphasis on streaming and social media production routines and their political and social outcomes. Prerequisites: MCA 332; or graduate standing.

**MCA 534 Media Content Distribution and Business 3(3-0)**

Exploration of marketing and distributing media content from podcasts to films to videos. Learn about rights, residuals, copyrights, and strategies to reach an audience. Prerequisites: 56 completed credit hours; or graduate standing. Recommended: MCA 265QR.

**MCA 540WI Music Industry and Business 3(3-0)**

Exploration of the music recording industry, music copyrights and music industry business and marketing strategies to reach consumers. Writing Intensive. Prerequisites: Limited to juniors or above; or graduate standing.

**MCA 542 Contemporary Recording and Mixing 3(2-2)**

Advanced recording, mixing and mastering techniques of contemporary music for multimedia distribution. Laboratory hours arranged with instructor. Prerequisites: MCA 421 with a grade of B or better; or graduate standing.



**MCA 560 Radio Operations 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, MCA 222 or MCA 317; or graduate standing.

**MCA 571 Telecommunications Media Policy 3(3-0)**

Learn how the legal and economic policies that impact the structure, functions, and prospects of American electronic media systems are created and managed. Prerequisite: MCA 510 and 56 completed credit hours; or graduate standing.

**MCA 575 Film Theory and Criticism 3(3-0)**

Survey and application of major film theories. Prerequisites: MCA 101 and 56 completed credit hours; or graduate standing.

**MCA 600 Introduction to Research and Graduate Study in Media 3(3-0)**

Introduction to graduate-level academic writing and research design as they relate to media. Prerequisites: Admission to the Media Arts graduate program.

**MCA 601 Theories of Mass Communication 3(3-0)**

Examination of theories and application of conceptual frameworks to the study of mass communication.

**MCA 603 Qualitative Mass Communication Research Methods 3(3-0)**

Examination of qualitative research methods applied to the study of mass communication. Recommended: MCA 601.

**MCA 604 Quantitative Mass Communication Research Methods 3(3-0)**

Examination of quantitative methods applied to the study of mass communication. Topics include study design, statistical analysis and reporting, and writing for the social sciences. Recommended: MCA 601.

**MCA 612 Graduate Media Seminar 3(3-0)**

Examination of current issues and controversies in media to construct arguments, investigate impact, and facilitate original research. Prerequisite: MCA 600. Recommended: MCA 601; and MCA 603 or MCA 604.

**MCA 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 Media and Cinematic Arts.

**MCA 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 MCA numbered 500 and above.

**MCA 729 Advanced Independent Study in Media Arts 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.

**MCA 730 Plan B Project Research 3(3-0)**

Advanced research for Plan B project. No more than nine credits may be earned in MCA 729 and MCA 730 combined. CR/NC only. Prerequisites: MCA 600; permission of Plan B committee members based on satisfactory completion of research prospectus.

**MCA 798 Thesis 1-6(Spec)**

Thesis Research. CR/NC only. Prerequisites: MCA 600; permission of Graduate Advisor.

**MED - Medicine**

See the College of Medicine for more information.

**MED 600 Medicine and Society 4(Spec)**

Explores topics and skills in research methods, public health, and health humanities to address the ethical, legal, and cultural aspects of medicine in society. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 610 Essentials of Clinical Skills 4(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 630 Foundational Sciences of Medicine 11-22(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 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 9(Spec)**

Provides students medical knowledge through learning experiences required to understand mechanisms of wellness and disease for the cardiovascular and pulmonary systems. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 660 Renal/Endocrine 8(Spec)**

This course provides students with learning opportunities to understand basic knowledge underlying wellness and disease in the renal and endocrine systems. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 740 Neurosciences and Behavior: Sciences 11(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/Dermatology 5(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 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 5(Spec)**

Provides the basic and clinical sciences knowledge and learning experiences required to understand wellness and disease mechanisms for the hematological and neoplastic disorders. CR/NC only. Prerequisite: Admission to the College of Medicine.

**MED 780 SYNAPSE 5(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 800 Comprehensive Community Clerkship 16(Spec)**

Medical school third year clinical clerkship in primary care located in communities throughout Michigan teaching patient care skills and medical decision-making. CR/NC only. Prerequisite: M3 status, permission from the CMED Office of Medical Education.

**MED 810 Surgery 8(Spec)**

This 8-week clerkship emphasizes the core knowledge and skills of surgical practice through active participation in pre-operative, perioperative, and post-operative care of patients. CR/NC only. Prerequisite: M3 status, permission from CMED Office of Medical Education.

**MED 820 Hospital Medicine 8(Spec)**

This 8-week clerkship emphasizes core knowledge and skills of hospital-based internal medicine practice through active participation in diagnosis and therapeutic management of hospitalized patients. CR/NC only. Prerequisite: M3 status, permission from CMED Office of Medical Education.

**MED 830 Psychiatry 4(Spec)**

Four-week clerkship emphasizes core knowledge and skills necessary in the care of behavioral health patients through active participation in ambulatory and/or hospital-based psychiatric patient care. CR/NC only. Prerequisite: M3 status, permission from CMED Office of Medical Education.

**MED 840 Obstetrics/Gynecology 4(Spec)**

Four-week clerkship emphasizes core knowledge and skills necessary in obstetric and gynecologic care of women through active participation in the ambulatory and hospital-based patient care. CR/NC only. Prerequisites: M3 status, permission from CMED Office of Medical Education.

**MED 850 Pediatrics 4(Spec)**

Four-week clerkship emphasizes the core knowledge and skills necessary in the care of pediatric patients through active participation in ambulatory and hospital-based patient care. CR/NC only. Prerequisite: M3 status, permission from CMED Office of Medical Education.

**MED 900 Pediatrics Sub-Internship 6(Spec)**

This 4-week clerkship will prepare fourth-year medical students for residency, with emphasis on the knowledge and skills necessary in the care of pediatric patients. CR/NC only. Prerequisites: M4 status; Permission from CMED Office of Medical Education.

**MED 910 Surgery Sub-Internship 6(Spec)**

Four-week surgery clerkship develops a student's knowledge, clinical skills and professional behaviors to be comparable to a PGY-1 resident through delegation of progressive responsibility. CR/NC only. Prerequisites: M4 status, permission from CMED Office of Medical Education.

**MED 920 Medicine Sub-Internship 6(Spec)**

Four-week inpatient medicine clerkship develops a student's knowledge, clinical skills and professional behaviors to be comparable to a PGY-1 resident through delegation of progressive responsibility. CR/NC only. Prerequisite: M4 status, permission from CMED Office of Medical Education.

**MED 930 Emergency Medicine 4(Spec)**

Four-week clerkship emphasizes core knowledge and skills to care for patients with potentially life, organ, or limb-threatening illnesses/injuries through active participation in the emergency department. CR/NC only. Prerequisites: M4 status, permission from CMED Office of Medical Education.

**MED 997 Elective in Medicine 2-28(Spec)**

Two or 4-week clinical immersion experience in a specific medical field or specialty, designed to provide increased breadth and depth of student knowledge and skill. CR/NC only. Prerequisites: M3 status, Permission from CMED Office of Medical Education.

## MET - Meteorology

See the Department of Earth and Atmospheric Sciences for more information.

### MET 575 Advanced Special Studies in Meteorology 1-6(Spec)

Special topics and recent developments in geosciences that are not included in existing courses. Specific topic will be listed on student's transcript. Repeatable up to 6 credits when content previously studied is not duplicated. Prerequisite: See Course Search and Registration.

### MET 580WI Atmospheric Modeling 3(2-2)

Numerical differencing techniques, stability analysis, structure and operation of commonly utilized weather and climate models, physical parameterizations and their implications. Writing Intensive. Prerequisites: MET 450; MET 315 or CPS 180; or admission to the Earth and Ecosystem Science Ph.D. program.

### 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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. Prerequisites: MGT 333 and admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor.

### 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor, or graduate standing.

### MGT 565 Global Strategy 3(3-0)

An in-depth analysis and integration of international business functions from the multinational firm's strategic perspective, paired with global case studies. Prerequisites: MGT 360, MGT 365, signed major/minor/certificate requiring MGT 565; or graduate status.

### 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 the BSBA Degree; if not earning a BSBA Degree, course listed on a declared 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. 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. Credit cannot be earned in both MGT 647 and MGT 637. Prerequisites: STA 282 or STA 382 or statistics competency; MGT 320 or MGT 633 or MGT 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. 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 format. Prerequisites: Statistics Competency (as outlined in the Bulletin program requirements). 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 Marketing, Hospitality, and Logistics for more information.*

**MKT 510 Sustainability and Marketing 3(3-0)**

Exploration of marketing's intersection with societal, economic, and environmental domains. Topics include the role of marketing in society, ethics, and marketing actions toward business sustainability. Prerequisites: MKT 300, MKT 301 or MKT 304; 80 hours of course work completed; or graduate standing.

**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 may be offered in an online format. Prerequisites: one course in MKT; one course in statistics or MKT 450; Admission to the BSBA Degree; if not earning a BSBA Degree, course listed on a declared major or minor; 86 semester hours completed; or admission to the MBA or MSA program; or permission of the MBA or MSA director.

**MKT 560 International Marketing 3(3-0)**

Policies and practices employed in international business. Considers problems in international payments, trade and investment with special emphasis on integrating managerial dimensions with related economic principles. Prerequisites: MKT 300 or MKT 301, Admission to the BSBA Degree or declared a major/minor with MKT 560 as a requirement/elective, 86 semester hours completed; or graduate standing.

**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.

**MKT 632 Integrated Logistics Strategy 3(3-0)**

Current best practices and strategies for designing and managing integrated logistics systems.

**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.

**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**

*Contact the Department of Teacher and Special Education 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**

*See the School of Health Sciences for more information.*

**MPH 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.

**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 641 Data Management and Analysis in Public Health 3(3-0)**

This applied computer course covers the fundamentals of SAS and R programming techniques for data management, processing, and manipulation for epidemiologic and statistical analysis. This course may be offered in an online format. Prerequisites: MPH 640, 646.

**MPH 642 Social and Behavioral Sciences in Public Health 3(3-0)**

This course introduces social and behavioral science theories applied to public health problems. It introduces health determinants and covers health behavior theories for improving health.

**MPH 644 Rural Health 3(3-0)**

This course analyzes unique healthcare needs of rural, underserved, and marginalized populations in the U.S. Topics include rural-specific determinants of health and rural healthcare systems.



**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 647 Global Health Epidemiology 3(3-0)**

This course examines the global burden of diseases, programs and policies with emphasis on infectious diseases, non-communicable diseases, poverty, health inequity, and major global initiatives. This course may be offered in an online format. Prerequisite: MPH 646.

**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.

**MPH 650 Biological Basis of Public Health 3(3-0)**

This course provides a foundation in the biological mechanisms and principles underlying human diseases. Coursework illustrates how biological, chemical and physical agents affect human health. Recommended: BIO 101 or any college biology course.

**MPH 652 Environmental Health Sciences 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 format.

**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. Prerequisites: MPH 646, MPH 648, MPH 652.

**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. 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 662 Public Health and Aging 3(3-0)**

This course introduces students to health issues affecting older persons, their caregivers, families, and communities. Major topics include biology of aging, dementia, and community services. This course may be offered in an online format. Prerequisite: MPH 642.

**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. Prerequisites: 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.

**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 740 Biostatistics II for Public Health 3(3-0)**

This course provides in-depth instruction in statistical techniques commonly used in epidemiology and health services research including linear, logistic, Poisson regression and survival analysis. This course may be offered in online format. Prerequisites: MPH 640, 646.

**MPH 746 Intermediate Epidemiological Methods 3(3-0)**

This course provides in-depth instruction in study design, causation in epidemiology, and assessment of threats to study validity including confounding, selection bias, and effect modification. This course may be offered in online format. Prerequisites: MPH 640, 646.

**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 1-3(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. 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. Prerequisites: 86 semester hours completed; or graduate standing.

**MSA 502 Professional Development in Organizations 3(3-0)**

Examines the process of preparing professional development strategies, defining content, and selecting professional development activities used by administrators to improve employee performance throughout their careers. Prerequisites: 86 semester hours completed or admission into a graduate program.

**MSA 503 Gender and Generational Supervision 3(3-0)**

Provides the administrator skills necessary to leverage gender and generational diversity in organizations.

**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. 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.

**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. Prerequisites: 86 semester hours completed; or graduate standing

**MSA 511 Increasing Mindfulness in Organizations 1(1-0)**

Focuses on techniques for increasing mindfulness and the benefits of doing so in organizations. Analyzes connection between mindfulness and wellbeing, engagement, retention, and satisfaction. Prerequisite: 86 semester hours completed; or graduate standing.

**MSA 512 Transformational Leadership in the 21st Century 1(1-0)**

This is a concentrated study of transformational leadership in organizations. Prerequisite: 86 semester hours completed; or graduate standing.

**MSA 519 Artificial Intelligence and the Inclusive Workplace 1(1-0)**

Introduces the equity and inclusion issues related to the algorithms used in applications of machine learning and artificial intelligence in organizations. Prerequisite: 86 semester hours completed; or graduate standing.

**MSA 520 Ethics in Digital Transformation 3(3-0)**

Focuses on the ethical decision-making process that derive from the moral challenges related to technology, information, and algorithmically driven systems. Prerequisite: 86 semester hours completed; or graduate standing.

**MSA 521 Digital Culture & Social Media Strategies 3(3-0)**

Focuses on best practices and principles administrators need to successfully engage in virtual communities and advance interpersonal influence to produce desired results across departments. Prerequisite: 86 semester hours completed; or graduate standing.

**MSA 522 Digital Leadership 3(3-0)**

Examines the unique complexities of leading in a digital environment including transformation, decision making, collaboration, and resource allocation. Prerequisite: 86 semester hours completed; or graduate standing.

**MSA 530WI Foundations of Wellness Administration 3(3-0)**

Examines foundational underpinnings of development, promotion, administration, and evaluation of wellness programs within organizations. Reviews organizational culture supporting wellness programs and employee wellbeing. Writing Intensive. Prerequisite: 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. Prerequisite: 86 hours completed or graduate standing.

**MSA 555 Human Relations Skills 3(3-0)**

An introduction to the theories, skills, and models utilized in developing helping relationships in organizations. Identical to CED 555. Credit may not be earned in more than one of these courses. Prerequisite: Senior standing or graduate status.



**MSA 573WI Workplace Violence: Awareness and Prevention 3(3-0)**

Focuses on the complexities of workplace violence and organizational implications. Examines theory, applied concepts, and processes essential to awareness and mitigation of potentially violent situations. Writing Intensive. Prerequisite: 86 semester 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.

**MSA 601 Organizational Behavior and Leadership 3(3-0)**

Analysis and application of organizational behavior concepts/theories on the individual, team, and organizational levels for skill development in leading/managing human behavior in complex organizations.

**MSA 602 Financial Fluency for Leaders 3(3-0)**

Study of key finance concepts for leaders of all types of organizations, with a strong emphasis on for-profits, through the lens of multiple stakeholders.

**MSA 603 Leading through Strategic Planning and Implementation 3(3-0)**

An examination of processes and approaches used by administrative leaders to analyze internal and external environments to establish and accomplish long-term strategic organizational goals.

**MSA 604 Inclusive and Intercultural Leaders 3(3-0)**

This course develops the competencies essential for leaders to effectively manage an intercultural workforce by emphasizing diversity, equity, inclusion, justice and belonging in the workplace.

**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.

**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.

**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.

**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.

**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. Prerequisites: MSA 602 or the permission of MSA Director.

**MSA 613 Process Improvement: Operational Efficiency & Economic Growth 3(3-0)**

This course offers an integrated approach to strategic process improvement to increase operational efficiency, develop economic growth, and improve organizational culture.

**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.

**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.

**MSA 618 Labor Relations, Employment Law, and Globalization 3(3-0)**

Reviews the application of people operations from international, multinational, and intercultural perspectives with a strong focus on labor relations, law, compensation, and benefits.

**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 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.

**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.

**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.

**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.

**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.

**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.

**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.

**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 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.

**MSA 698 Applied Research and Professional Development Capstone Project 3(3-0)**

Professional development and research project on a practical organizational leadership issue integrating theoretical and applied knowledge from core and concentration coursework with student's professional experience. Prerequisites: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604 all with a grade of C or better; 27 hours of graduate credit.

**MSA 699 Applied Research Capstone Project 3(Spec)**

Research project on a practical organizational leadership issue integrating theoretical, methodological, and applied knowledge from core and concentration coursework with student's professional experience. Prerequisites: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604 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 linear programming and nonlinear programming. Prerequisites: MTH 233 or graduate standing.

**MTH 521 Number Theory 3(3-0)**

Properties of integers, divisibility, the Euclidean algorithm, distribution of primes, congruences, arithmetic functions, quadratic reciprocity. MTH 321 and MTH 521 cannot be taken in the same semester. Prerequisite: MTH 523 or graduate standing.

**MTH 523 Abstract Algebra 3(3-0)**

Groups, rings, integral domains, fields, and fundamental homomorphism theorems. Prerequisite: MTH 332 or graduate status.

**MTH 525 Advanced Linear Algebra 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 or graduate status.

**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. The real number system, sequences, limits, continuity, differentiation, integration, exponential and logarithmic functions, series, uniform convergence. Credits will not count towards MA or Ph.D. degree requirements in mathematics. Prerequisites: MTH 233, 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)**

High order equations, series solutions, Bessel functions, nonlinear differential equations, stability, introduction to partial differential equations, boundary value problems, Sturm-Liouville theory, applications to physical/engineering sciences. Prerequisites: MTH 233, 334; or graduate standing.

**MTH 543 Curves and Surfaces 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. Prerequisites: MTH 233, 332; or admission to graduate program in Mathematics. Recommended: MTH 532.

**MTH 545 Introduction to Point-Set Topology 3(3-0)**

Sets, functions, metric spaces, topological spaces, homeomorphisms, compactness and connectedness, quotient spaces. Prerequisite: MTH 332 or graduate status.

**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. Prerequisite: 45 credit hours completed or graduate status.

**MTH 573 History of Mathematics 3(3-0)**

Survey of the history of mathematics, focusing on topics taught in secondary schools and undergraduate courses. Emphasis on representing diverse mathematics traditions and legacies. Prerequisite: MTH 332 or graduate standing.

**MTH 578 Combinatorics and Graph Theory 3(3-0)**

Introduction to enumerative combinatorics and graph theory. Topics include the graphs, networks and flows, partially ordered sets, principle of inclusion-exclusion, generating functions, and partitions. Prerequisites: MTH 523.

**MTH 586 Operations Research I 3(3-0)**

Theory and application of linear programming and mathematical programming. Simplex method, duality theory and sensitivity analysis, interior point algorithm, and mathematical programming problems. Prerequisite: MTH 233 or graduate standing.

**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. Prerequisite: Permission of instructor.

**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, MTH 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 Lebesgue Measure and Lebesgue Integration for Functions of Real Variables. Normed Linear Spaces,  $L^p$  Spaces, Inequalities of Holder and Minkowski. Prerequisite: MTH 532.

**MTH 633 Real Variables 3(3-0)**

General measure and integration theory. Fundamental theorems on metric spaces, compact topological spaces, and Banach spaces. Prerequisite: MTH 632.

**MTH 634 Fourier Analysis 3(3-0)**

Study of Fourier Series, convergence, summability, Fourier Transforms, distributions and wavelet analysis. Applications of fast Fourier Transform to Heat and Wave Equation, Signal Processing. Prerequisites: MTH 532 or graduate standing in Mathematics MA or PhD program.

**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 solution of one-variable nonlinear equations, numerical linear algebra, approximation theory, eigenvalue-eigenvector computation, numerical differentiation and integration, initial value problems for ordinary differential equations. Prerequisite: MTH 532. Pre/Co-requisite: MTH 533.

**MTH 643 Differentiable Manifolds 3(3-0)**

Topological and smooth manifolds, smooth maps, tangent bundles, vector fields, differential forms, submanifolds, Riemannian metrics, Lie groups, quotient manifolds, Stokes' theorem, de Rham cohomology. Prerequisites: MTH 533 or 543; MTH 623.

**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 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 695 Special Topics in Mathematics Education 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. Prerequisites: graduate standing; additional instructor prerequisites will be announced in the Course Search and Registration.

**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. Prerequisite: Permission of instructor.

**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, MTH 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 including first order equations, wave equations, Laplace equations, heat equations, and applications to scientific problems. Prerequisites: MTH 534, 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 MTH 636; permission of instructor. Recommended: MTH 533, MTH 632, MTH 636, MTH 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 543 or 643; 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 best practices of undergraduate instruction. Prerequisite: Admission to the MA or Ph.D. program in the Department of Mathematics or the Department of Statistics, Actuarial and Data Sciences.

**MTH 762 A Survey of Research in Collegiate Mathematics Education 3(3-0)**

Introduction to understanding and interpreting mathematics education research at the undergraduate level. Prerequisite: 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 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)**

Students will conduct the pilot study they designed in MTH 767. They will collect and analyze data and develop conclusions based on their data. Prerequisites: MTH 767. Pre/Co-requisite: PSY 611.

**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 3(3-0)**

Scoring for orchestra and chamber orchestra. Prerequisite: MUS 304 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 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 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 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. The 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.

## NDS - Nutrition and Dietetics

*See the Department of Rehabilitation and Medical Sciences for more information.*

**NDS 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. Recommended: NDS 271, NDS 370.

**NDS 557 Diets: Myths and Facts 3(3-0)**

This course provides an overview of the scientific literature related to the efficacy and safety of popular diets for weight loss. Prerequisite: NDS 370 with a grade of C or better; or graduate standing.

**NDS 560 Field Experience in International Nutrition 3(Spec)**

This is a faculty-led study abroad course to learn and have experience in food, culture, and nutritional problems in a host country. This is an elective course. Recommended: NDS 271, NDS 370, NDS 512.

**NDS 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: NDS 370 and NDS 473 and BIO 392, or HSC 214 and HSC 215; one of the following: CHM 421 or CHM 425 or CHM 522; or graduate status.

**NDS 575 Geriatric Nutrition 3(3-0)**

Nutrition for older adults, including food selection, nutritional status, food-drug interaction and disease prevention. Prerequisite: NDS 370.

**NDS 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 as Writing Intensive. Prerequisite: NDS 370 or graduate status.

**NDS 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. Prerequisites: See Course Search and Registration.

**NDS 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.

**NDS 661 Macronutrients 3(3-0)**

Advanced study of nutrition, metabolism, and function of proteins, carbohydrates and lipids as related to human health and disease. Prerequisites: Admission to the MS in Nutrition and Dietetics program.

**NDS 662 Micronutrients and Gene Interactions 3(3-0)**

Advanced study of metabolism, function, and gene regulation of micronutrients as related to human health and disease. Prerequisite: Admission to the MS in Nutrition and Dietetics Program.

**NDS 663 Advanced Eating Disorders and Nutrition 3(3-0)**

Factors involved in the etiology, assessment, consequences, treatment and prevention of eating disorders. Prerequisite: admission into the MS in Nutrition and Dietetics graduate program.

**NDS 664 Advanced Nutrition - Pharmacology 3(3-0)**

Issues in pharmacology and drug-nutrient with respect to polypharmacy, nutritional and appetitive drug effects. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**NDS 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.

**NDS 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. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**NDS 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. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**NDS 669 Advanced Performance Nutrition 3(3-0)**

Advanced concepts of nutrition to support optimal performance with nutritional implications specific to athletics and fitness. Prerequisites: Admission to the online MS in Nutrition and Dietetics program.

**NDS 670 Seminar: Nutrition 1-3(Spec)**

Professor-led student review and presentation of specific topics of current research in nutrition. Prerequisite: Admission to the Master of Science in Nutrition and Dietetics.

**NDS 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. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**NDS 672 Advanced Clinical Nutrition 3(3-0)**

Advanced, evidence-based concepts of diet therapy and care for a variety of clinical disorders with nutritional implications. Includes coverage of enteral and parenteral nutrition. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics program.

**NDS 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. Prerequisite: Admission to the online MS in Nutrition and Dietetics Program.

**NDS 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 Graduate Studies.

**NDS 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 Graduate Studies.

**NDS 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 Graduate Studies.

**NDS 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. Prerequisite: Admission to the MS in Nutrition and Dietetics Program.

**NDS 678 Research Methods and Biostatistics 3(3-0)**

Presents fundamental concepts in research methods and biostatistics. Emphasizes evaluating and utilizing methods in nutrition research. Prerequisite: Admission to the MS in Nutrition and Dietetics Program.

**NDS 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.

**NDS 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.

**NDS 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: NDS 678 or MPH 670.

**NDS 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.

**NDS 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. Prerequisite: NDS 678, permission of instructor.

**NDS 799 Capstone in Nutrition and Dietetics 3(3-0)**

Significant research project completion resulting in manuscript submission to a peer reviewed journal; oral examination and e-portfolio. Prerequisite: NDS 678.

**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 graduate students in neuroscience or advanced undergraduates, providing comprehensive neuroscience fundamentals such as discipline history, cellular, molecular, and sensory physiology, and disorders that illustrate functions. Prerequisites: NSC 301 or PSY 387 or BIO 392, or graduate standing.

**NSC 502 Principles of Neuroscience II 4(4-0)**

Second of two core courses for graduate students in neuroscience or advanced undergraduates, providing comprehensive neuroscience fundamentals such as physiology underlying movement, development, cognitive learning, and related clinical disorders that illustrate functions. Prerequisite: NSC 501.

**NSC 597 Special Topics in Neuroscience 1-4(Spec)**

Topics of special interest that are not normally included in existing courses. Prerequisites: PSY 387 and completion of 56 semester hours; or graduate standing.

**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 the Master's thesis. CR/NC only. Prerequisite: Graduate standing in the Neuroscience program.

**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. Prerequisite: Graduate standing in the Neuroscience program.

**NSC 899 Doctoral Dissertation: Implementation 1-12(Spec)**

Completion of the doctoral dissertation. CR/NC only. Prerequisite: Graduate standing in the Neuroscience program.

**PAD - Public Administration**

*See the Department of Politics, Society, Justice, and Public Service for more information.*

**PAD 521 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 organizations. Prerequisites: Graduate standing or completion of 56 credit hours.

**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. Prerequisite: Graduate standing or completion of 56 credit hours.

**PAD 555 Managing Modern Local Government 3(3-0)**

Overview of major themes and issues confronting the management of local government. Prerequisites: Graduate standing or completion of 56 credit hours.

**PAD 561 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. Prerequisites: 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. 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.

**PAD 620 Nonprofit Management 3(3-0)**

Introduction to the fundamentals of managing organizations in the nonprofit sector.

**PAD 622 Strategic Planning for Public/Non-Profit Organizations 3(3-0)**

Study of strategic planning processes and documents in public and nonprofit organizations.

**PAD 623 Public Policy Processes and Evaluation 3(3-0)**

This course provides an introduction to the professional practice of policy analysis.

**PAD 711 Public Personnel Management 3(3-0)**

This course is designed to provide an overview of personnel management in the public sector.

**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.

**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.

**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.

**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.

**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.

**PAD 780 Public Sector Research Methods 3(3-0)**

Exploration of research methods used in governmental and public sector organizations.

**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.

**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.

**PAD 799 Public Service Competencies Capstone 1(Spec)**

Overview and assessment of the competencies needed to be an effective administrator in the public sector. Prerequisite: A minimum of 30 hours of required MPA courses completed.

**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 564WI 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. Writing Intensive. Prerequisites: PES 119, 180, and 293 with a B- or better; PES 218QR, 280, and 318 with a C or better; PES 360 or 380 with a C 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 599 Integrated Sport Management Internship 1-6(Spec)**

An integrated internship experience applying theoretical and practical knowledge in a sport management setting. Prerequisites: Enrolled in the Accelerated MA in Sport Administration degree program; 3.0 overall GPA or better; and permission of the sport management internship supervisor.

**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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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. 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)**

A comprehensive survey course that covers prioritized medical topics within organ systems. The systems included are ear, nose and throat, ophthalmologic, cardiovascular and respiratory. Prerequisites: Admission to the Physician Assistant Program.

**PHA 609 Clinical Medicine II 4(4-0)**

A comprehensive course that covers prioritized medical topics within organ systems. The systems included are renal, neurology, and endocrine. Prerequisite: PHA 608; Admission to the Physician Assistant Program.

**PHA 610 Clinical Medicine III 3(3-0)**

A comprehensive survey course that studies prioritized medical topics within organ systems. The systems included are Gastroenterology, Hematology, Oncology, and Rheumatology. Prerequisites: PHA 609; Admission to the Physician Assistant Program.

**PHA 612 Obstetrics/Gynecology 3(3-0)**

This course is designed to familiarize the student with normal presentations and common problems in obstetrics and gynecology. Prerequisite: Admission to the Physician Assistant program.

**PHA 614 Pediatrics 3(3-0)**

This course will familiarize students with care of pediatric patients including well-childcare, anticipatory guidance, and the diagnosis and management of selected acute and chronic conditions. Prerequisite: Admission 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. 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 hematology diseases, 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)**

Prepares students to critically analyze medical research, practice guidelines, and relevant literature and apply the concepts of evidence-based medicine to clinical practice. 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)**

Second of three integrated didactic/laboratory courses teaching patient assessment through physical examination, with continued focus on medical history, preparing the student for clinical practice. Prerequisite: Successful completion of PHA 660 with a C or better.

**PHA 662 History and Physical Examination III 3(2-2)**

Last of three integrated didactic/laboratory courses teaching patient assessment via the physical examination, with continued focus on the medical history, preparing the student for clinical practice. Prerequisites: Completion of PHA 660 and PHA 661.

**PHA 671 Preventive Medicine 2(2-0)**

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)**

This course includes diagnosis and management of psychiatric disorders with a specific emphasis on commonly encountered clinical presentations. Prerequisite: 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, Anthropology, 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. Prerequisite: 60 hours of course credit; or graduate standing.

## 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.

## 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)**

This course 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; PHY 131 or 146; admission into the Teacher Education Program; signed major or minor in chemistry or physics (secondary education); Junior or Senior 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. Identical to CHM 507. Credit may not be earned in more than one of these courses. CR/NC only. Prerequisites: admission into the Teacher Education Program; Junior or Senior standing. Graduate students must be enrolled in a teaching master's program. Pre/Co-requisite: CHM 505 or PHY 505.

**PHY 511 Fundamentals of Quantum Computing 2(2-0)**

This course introduces the fundamental concepts of quantum information technology and quantum computing. Prerequisites: PHY 247 and junior standing or higher; or graduate standing in Physics.

**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 596 Research Practices in Physics, Astronomy, and Astrophysics 1-9(Spec)**

Directed research supervised by a Physics faculty member. Prerequisite: PHY 332 or graduate student standing and permission of advisor.

**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)**

The concepts and mathematical framework of advanced quantum mechanics, including approximation methods, symmetry, identical particles, and applications of quantum mechanics. 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 Politics, Society, Justice, and Public Service 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 514 American Public Policy Making 3(3-0)**

This course serves to integrate political institutions and levels of government in terms of policy development and implementation. Prerequisites: PSC 105 or graduate standing.

**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. 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. Prerequisite: Completion of 56 credit hours or graduate standing.

**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. Prerequisite: PSC 105 and a minimum of 12 hours of political science coursework at the 200-level or above, or graduate standing.

**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.

**PSC 536 Refugees and Forced Migration Studies 3(3-0)**

Major causes of forced migration and their implications for international security. Prerequisites: Completion of 56 credit hours or graduate standing and instructor's permission.

**PSC 551 Seminar in International Relations 3(3-0)**

Significant aspects of international relations on the basis of timeliness and importance.

**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.

**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 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. 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 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 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. 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. Prerequisites: Admission to the MPA program.

**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 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. This course may be offered in an online format. Prerequisite: PSY 211QR, 310.

**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 Advanced Law and Forensic Psychology 3(3-0)**

Advanced application of principles and theories from Clinical, Cognitive, Developmental, and Social Psychology and Neuroscience to the legal system. Prerequisite: PSY 211QR 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, PSY 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)**

Study of health, well-being, and safety of individuals in the workplace. Prerequisites: PSY 336 or 379, or graduate standing.

**PSY 544 Theories of Personality 3(3-0)**

Theories regarding the structure and functions of personality. Prerequisite: PSY 340.

**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 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)**

Anatomy of the nervous system and its support of behavior. Emphasis is on how various CNS structures function to mediate behavior. Prerequisite: NSC 302 or PSY 387, with a C- or better from either, 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. 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 211QR 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 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 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 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 704 Oncology Rehabilitation 1(Spec)**

Introduction to physical therapy management for persons diagnosed with cancer throughout continuum of care. Prerequisites: PTH 634.

**PTH 706 Current Concepts in Concussion Management 1(Spec)**

Introduction to the conceptual framework, evaluation, diagnosis, and treatment strategies for concussion injuries. Pre-requisites: PTH 735, 745. Pre-Co-requisite: PTH 621.

**PTH 708 Sports Physical Therapy 1(Spec)**

Introduction to current concepts and principles of Sports Physical Therapy. Prerequisite: PTH 634.

**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, Anthropology, and Religion for more information.

**REL 501WI Method and Theory in the Academic Study of Religion 3(3-0)**

The study of religion as an academic discipline, including major scholarly approaches to the concept of religion itself, religious experiences, and intersections with power. 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: a signed Religion major, REL 501; or graduate standing and permission of instructor.

**REL 597 Special Topics 1-6(Spec)**

Studies of areas in religion not included in courses currently listed in the Bulletin. Topics are to be agreed upon by student and instructor. Prerequisite: Permission of instructor.

**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 and 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: graduate status; or signed Environmental Studies major or Sustainability and Environmental Policy minor.

**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 616 Evidence-Based Disability & Community Inclusion Practices 3(3-0)**

This course focuses on the creation and testing of evidence-based practices for the inclusion of people with disabilities in the community. This course may be offered in an online format. Prerequisite: Acceptance into Disability Studies & Community Inclusion Graduate Certificate Program.

**RPL 617 Disability & Social Functioning 3(3-0)**

This course provides an overview of the social functioning of people with disabilities through the lens of the Social Model of Disability. This course may be offered in an online format. Prerequisite: Acceptance into Disability Studies & Community Inclusion Graduate Certificate Program.

**RPL 618 Issues in Leisure 3(3-0)**

Theories of leisure behavior and current issues and trends in leisure. Topics discussed are dependent upon interests of students enrolled in class. This course may be offered in an online or hybrid format. Prerequisite: Admission to the MSA program.

**RPL 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 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 CHM 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 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 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)**

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: Completion of 56 semester hours; or graduate standing; additional instructor prerequisites will be announced in the Course Search and Registration.

**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 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 BCB faculty member. May be repeated for a total of 30 credits.



**SCI 760 Biochemistry, Cell and Molecular Biology Student Seminar 1-12(Spec)**

Development and guided practice of presentation skills in biochemistry, cell & molecular biology research. May be repeated up to 12 credits. CR/NC only. Prerequisite: Admission to the Biochemistry, Cell and Molecular Biology M.S. or Ph.D. program.

**SCI 761 Biomedical Grant Writing 1(1-0)**

Development and guided practice of skills in biomedical grant writing. CR/NC only. Prerequisite: Second year (or higher) students in the Biochemistry, Cell and Molecular Biology Ph.D. program or the Neuroscience Ph.D. program.

**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 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 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.

## 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 1-9(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 oral, pharyngeal, and esophageal swallowing disorders in pediatric and adult patients, and pediatric feeding disorders. 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 of infants and toddlers, 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 typical and disordered language and cognitive processes as they relate to school-age children. Prerequisites: Admission to the graduate program in speech-language pathology; SLP 704.

**SLP 713 Voice and Resonance Disorders 3(3-0)**

This course covers etiology, evaluation, and treatment of adults and children with voice and resonance disorders. Prerequisites: Admission to the graduate program in Speech-Language Pathology.

**SLP 714 Motor Speech Disorders 3(3-0)**

This course examines the neurological etiologies, evaluation methods, and treatment options for adults and children with different types of motor speech disorders. 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 720 Assessment of Literacy Disorders for the SLP 3(3-0)**

Learn how to apply formal and informal assessments to evaluate literacy abilities and achievement. This course may be offered in an online format.

**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 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)**

Etiology and course of developmental stuttering over the lifespan; diagnosis, evaluation, and treatment of communication efficiency, confidence, and assertiveness in persons who stutter. Prerequisite: Admission to the graduate program in Speech-Language Pathology.

**SLP 749 Clinical Practicum in Speech-Language Pathology 3-15(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. Repeatable up to 15 hours. CR/NC Only. Prerequisites: Admission to the graduate program in speech-language pathology and a grade point average (GPA) of at least 3.0 in the SLP graduate courses.

**SLP 795 Internship 3-6(Spec)**

Full-time clinical experience with an approved clinical instructor in hospital, private practice, school, or other appropriate setting. CR/NC only. Prerequisites: SLP 749.

**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 School of Politics, Society, Justice, and Public Service for more information. Note: Prerequisites for any undergraduate course in sociology may be waived by permission of the department chair and the instructor.*

**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 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 SOC 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 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, SOC 350.

**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 599 Special Topics in Sociology 1-10(Spec)**

Consideration of subject-matter not included in courses currently listed in catalog.

## SPE - Special Education

*See the Department of Teacher and Special Education for more information.*

**SPE 500 Collaborating with Stakeholders Around Early Childhood Special Education 3(3-0)**

This course examines current issues in early childhood special education aligned with developmentally appropriate practices, working with families and professionals. Prerequisite: Junior standing.



**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. 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. 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. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and SPE 323 with grades of C+ or better; Admission to Teacher Education. Graduate students may be admitted with permission of instructor.

**SPE 521 Teaching Students with Cognitive Impairment 3(3-0)**

Special techniques and materials used in the instruction of students identified with cognitive impairment. Grade of C+ or better required to count toward degree. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and SPE 323 with grades of C+ or better; Admission 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. Prerequisites: SPE 126 with a C or better; SPE 322, 323, 324, 519, 521 all with a C+ or better; Admission 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. 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. 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. 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. Prerequisite: SPE 530; senior standing or 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. Prerequisite: Junior standing or graduate status.

**SPE 550WI 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. Writing Intensive. Prerequisites: Sophomore standing or graduate status.

**SPE 557 Early Childhood Special Education Seminar 3(3-0)**

This course involves the practical application of pedagogical knowledge related to developmentally appropriate educational programming in Birth-Kindergarten settings. Students with B-K or B-3 majors are required to earn a C+ or better in this course. Prerequisites: SPE 585; Admission to Teacher Education, Student Teaching Application Approval; Co-requisite: SPE 558.

**SPE 558 Early Childhood Special Education Clinical Experience 3(Spec)**

This course involves the practical application of pedagogical knowledge related to developmentally appropriate educational programming in Birth-Kindergarten settings. CR/NC only. Prerequisites: SPE 585; Admission to Teacher Education; Student Teaching Application Approval; Co-requisite: SPE 557.

**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. 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. 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. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and SPE 323 with grades of C+ or better; Admission 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. Prerequisites: SPE 126 with a grade of C or better; SPE 322, SPE 323 with grades of C+ or better; Admission 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. Prerequisites: SPE 126 with a C or better; SPE 322, 323, 324, 578, 579 all with a C+ or better; Admission to Teacher Education. Co-Requisite: SPE 456.

**SPE 585 Early Childhood Special Education 3(3-0)**

This course examines current issues in early childhood special education aligned with developmentally-appropriate practices, working with families and professionals. Prerequisites: HDF 100; or junior standing; or graduate standing.

**SPE 600 Ethics, Law, and Current Issues in Special Education 3(3-0)**

Concentrated study of special education law, professional ethics, and current issues in the field of special education. Prerequisites: Admission to a master's program in special education.

**SPE 601 Introduction to Disability Studies 3(3-0)**

This course will provide an introduction to the interdisciplinary field of disability studies.

**SPE 602 Exploring Ableism 3(3-0)**

This course is designed to provide an in-depth examination of ableism, including the social, political, and economic consequences.

**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 620 Evidence-based Approaches for Teaching Students with Mild Cognitive Impairment 3(3-0)**

This course presents evidence-based strategies for preparing future special educators for teaching students with mild cognitive impairment. Prerequisite: SPE 660.

**SPE 624 Behavioral Assessment and Intervention for Students with Cognitive Impairment 3(3-0)**

This course prepares future special educators to effectively develop and administer assessments to evaluate behavioral progress and social skill development for students with cognitive impairment.

**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 641 Evidence-based Approaches for Teaching Students with Moderate/Profound Cognitive Impairment 3(3-0)**

This course presents evidence-based strategies for preparing future special educators for teaching students with moderate/profound cognitive impairment. Prerequisite: SPE 660.

**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. 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. Prerequisite: SPE 577.

**SPE 655 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. Prerequisites: SPE 600 or SPE 660.

**SPE 660 Understanding Students with Disabilities 3(3-0)**

Introduction to characteristics of students with disabilities. This course addresses issues relevant to special education practices.

**SPE 661 Individualized Education Program Development and Implementation 3(3-0)**

Developing, facilitating, and implementing effective Individualized Education Programs for students with disabilities.

**SPE 662 Culturally Responsive Instruction and Collaboration 3(3-0)**

Survey of sociocultural influences on culturally and linguistically diverse students with disabilities. Introduces and reinforces culturally responsive and collaborative practices that promote equity in education. Prerequisites: SPE 660 or Admission to the MA in Education Curriculum and Instruction Concentration.

**SPE 663 Strategies for Teaching Students with Disabilities 3(3-0)**

Pedagogical methods and evidence-based approaches for effectively teaching students with disabilities across instructional settings. Prerequisites: SPE 660.

**SPE 665 Independent Study 1-3(Spec)**

Individual research or project dealing with a problem in special education. Prerequisite: Approval of department chairperson.

**SPE 671 Transition for Students with Intellectual and Developmental Disabilities 3(3-0)**

This course presents evidence-based strategies for transitioning students with cognitive impairments from school to adulthood. Prerequisite: SPE 660.

**SPE 675 Literacy Instruction for Students with Specific Learning Disabilities 3(3-0)**

Methods and materials used in teaching students with specific learning disabilities. Prerequisite: SPE 577 or Admission to the MA in Education: Curriculum and Instruction Concentration.

**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. Prerequisites: SPE 600, SPE 695; admission to MA in Special Education program.

**SPE 686 Assessment and Data-Based Decision Making in Special Education 3(3-0)**

Development, selection, evaluation, administration, and interpretation of assessments used in special education for data-based service delivery. Prerequisites: SPE 600 or SPE 660.

**SPE 689 Clinical Experience in Special Education 3(Spec)**

This course includes an 8-week clinical experience in special education. Prerequisites: SPE 600 or 660; SPE 695 or 661; SPE 785, SPE 750; SPE 662 or 790; Autism Spectrum Disorder: SPE 530, SPE 531, CSD 550, SPE 671, and SPE 532; Specific Learning Disability: SPE 577, SPE 675, SPE 650, and SPE 690; Cognitive Impairment: SPE 620, SPE 641, SPE 671, and SPE 624.

**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. Prerequisites: SPE 577, 675.

**SPE 695 Research for Special Education 3(3-0)**

Presentation of consumption and application of special education research to professional practices. Prerequisites: SPE 600.

**SPE 790 Program and Personnel Evaluation in Special Education 3(3-0)**

This course involves approaches for evaluating special education programs and strategies for effective leadership. Prerequisites: SPE 600 or SPE 660; SPE 750 or SPE 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. 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 History, World Languages, and Cultures for more information.

**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. 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 sample 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 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: Permission of graduate advisor or department chairperson.

**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 581 or 584.

**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 1-15(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.

**STC - Strategic Communication**

See the Department of Communication Sciences and Disorders for more information.



## SWK - Social Work

See the School of Politics, Society, Justice, and Public Service for more information.

### SWK 597 Independent Study 1-12(Spec)

Directed reading or research on approved topic. Prerequisite: Completion of SWK 321 or graduate standing.

### 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 SWK 321 or graduate standing.

## TAI - Theatre and Interpretation

Contact 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 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 574 History of Drama and Theatre I 3(3-0)

Development of drama and theatre in Western and Non-Western cultures from ancient origins to 1800. Prerequisites: Junior standing, TAI 280; or graduate standing.

### TAI 575 History of Drama and Theatre II 3(3-0)

Development of drama and theatre in Western and Non-Western culture from 1800 to the present. Prerequisites: Junior standing, TAI 280; or graduate standing.

### 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 TAD 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 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).

## TEL - Teaching English Learners

Contact the College of Education and Human Services for more information.

### TEL 500 Assessment Practices for Teachers of Multilingual Learners 3(3-0)

Assessment practices for teachers of multilingual learners. Course will include Assessment certification: WIDA ACCESS for ELLs: 1-12. Prerequisites: TEL 300, TEL 301, or TEL 302 and signed a TEL Minor; or graduate standing.

### TEL 501 Teaching Multilingual Learners in the Sociocultural Context 3(3-0)

Teaching multilingual learners within sociocultural contexts. Topics include implementing culturally-responsive, standards-aligned instruction. Prerequisites: TEL 300, TEL 301, or TEL 302 and signed a TEL Minor; or graduate standing.

### TEL 502 Practicum in Teaching Multilingual Learners 3(3-0)

Application of skills and knowledge for teaching PK-12 multilingual learners. Includes a clinical experience. Prerequisites: TEL 500 and TEL 501; signed a TEL Minor or graduate standing.

## UNV - Prior Learning

### UNV 697 Prior Learning 1-10(Spec)



## » 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 Director 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.

(continued)

**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**

(continued)



**4.1.8 Disciplinary Probation:** Subjection to a period of critical examination and evaluation of behavior. In addition to any of the sanctions set forth above, the student or organization may be placed on probation for a stated period. Placement on probation may include additional restrictions or requirements, including but not limited to the following:

- a) Withdrawal of the privilege of campus registration of a motor vehicle,
- b) Withdrawal of the privilege of membership in a campus organization,
- c) Withdrawal of the privilege of holding office in a campus organization,
- d) Withdrawal of the privilege of representing the university in any inter-university event,
- e) Requirement to complete a specified number of credit hours with a specific grade point average during the current or subsequent academic session,
- f) Requirement to complete coursework related to the violation,
- g) Withdrawal of the privilege of using computing resources,
- h) Completion of work or other service to be provided to the university or other organization within a specified time. The person or body imposing this sanction may impose another allowed sanction as an alternative if the specified service is not completed within the time stipulated, and may impose additional sanctions.

A condition of probation may be that automatic suspension or dismissal of a student or organization shall occur upon a determination (under the procedures set forth in Article 5 herein) that a violation of a condition of probation or any other violation has occurred.

**4.1.9 Suspension/Dismissal from an Academic Program:** Exclusion from an academic program as set forth for a definite or indefinite period of time.

**4.1.10 Suspension:** Exclusion from classes and other privileges or activities as set forth for a definite period of time. Suspension may include exclusion from the campus and property belonging to the university for a stated period of time and may require an independent evaluation supporting the student or organization's return, with which CMU concurs.

**4.1.11 Dismissal:** Permanent termination of student status.

## **4.2 Additional Sanctions**

Sanctions in addition to those listed in Article 4.1 may be established by the university.

## **4.3 Temporary Suspension**

The university reserves the right to suspend a student, summarily and without notice, if in the judgment of the President of the university or the President's representative a student's presence would constitute a continuing danger to the student, other persons or property, or that the operation of the university would be seriously impaired. In the case of temporary suspension, the student will be given written notice of the charges against the student following the conclusion of any related investigations and a hearing before a Hearing Officer will be held as soon as possible considering the complexities of the matter and the status of any related criminal proceedings.

## **4.4 Automatic Sanctions for Grave Offenses**

Certain grave offenses require that the sanctions be stipulated in advance and imposed automatically. The following shall be breaches of the student conduct regulations for which the minimum sanction of suspension is mandatory:

- 4.4.1** Bomb threat or knowingly false bomb warning.
- 4.4.2** Willful destruction of property worth more than \$1,000.
- 4.4.3** Willful disruption of scheduled university activities.
- 4.4.4** Violence against persons that results in bodily injury requiring substantial medical treatment or death.

**4.4.5** Administering or causing to be administered to any person unknowingly or against the person's will any "Controlled Substance" as defined in the Controlled Substances Act of 1971, as amended.

**4.4.6** Sale or distribution of, or aiding or assisting in the sale or distribution of, any "Controlled Substance" as defined in the Controlled Substances Act of 1971, as amended.

**4.4.7** Possession of a firearm or any other dangerous weapon as described in Section 3.2.14.

**4.4.8** Participation in a riot or civil disorder as described in Section 3.2.20 or 3.2.22.

**4.4.9** Urging other persons to commit unlawful acts during a riot or civil disorder, as described in 3.2.21.

**4.4.10** Being present at a riot or civil disorder after an order has been given to disperse.

**4.4.11** Violations of Sections 3.2.7 (Threat/Endangerment/Assault), or 3.2.9 (Property Damage) during a riot or civil disorder.

**4.4.12** Violation of the terms of any injunction regulating conduct in Isabella County or the terms of the Mt. Pleasant Nuisance Party Ordinance during and as a part of a riot or civil disorder.

**4.4.13** Violation of section 3.2.33 (Arson).

## **5. Student Hearing Procedures for Charged Violation of Student Conduct Regulations**

### **5.1 Intake Conduct Proceedings Officer**

**5.1.1** A charge may be made to the Conduct Proceedings Officer by any member of the university community or may be brought by the Conduct Proceedings Officer on one's own initiative stating that a student has violated the Specific Regulations Concerning Student Conduct (3.2). Students subject to the provisions of this Code are defined as all persons who have enrolled at the university, either full-time or part-time, pursuing undergraduate, graduate, or non-degree studies. Persons who have been enrolled at the university, and who have not withdrawn (or been academically dismissed), are students even when they are not enrolled for a particular term. Students also include persons who have been admitted to the university and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership, band, or other camp, athletic training and practices).

**5.1.2** One or more Conduct Proceedings Officers shall be appointed by the President or the President's designated representative. The Conduct Proceedings Officer will make, or cause to be made, an investigation of the charge.

**5.1.3** If, from the investigation, the Conduct Proceedings Officer determines the matter may be reason for discipline under the student conduct regulations, the Conduct Proceedings Officer will notify the student that a charge has been made and will offer the student an opportunity to discuss the matter.

If notified by either United States mail or by university email, the notice will be mailed to the last address for the student on file with the university Office of the Registrar. The notice will be deemed received two (2) business days following the date the notice is posted at facilities of the United States Post Office (for U.S. Postal mail) or immediately upon delivery for electronic mail. In the absence of mailing, personal delivery to the student cited, or delivery to the last address on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last address is used, the date notice is so delivered shall be deemed the date the notice is received.

The student will have two (2) business days from the date of receipt (through any of the mediums listed above) in which to respond to the notice. If the student has not responded at the end of this two-day period, the Conduct Proceedings Officer will set up a hearing.

**5.1.4** The student may bring an advisor of the student's choice to the discussion with the Conduct Proceedings Officer. If the student's advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the discussion. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

**5.1.5** If the student chooses to discuss the matter, the Conduct Proceedings Officer will at the discussion inform the student of the charge(s) and the regulation(s) which are alleged to have been violated and will explain to the student the process outlined in this document.

#### **5.1.6 Student Admits Violation**

**5.1.6.1** If the student admits to the violation, the Conduct Proceedings Officer may:

- a) Issue a sanction
- b) Order that the sanction be set by a university Hearing Officer, or
- c) Enter into a written, mutually acceptable, behavioral contract with the Student and/or
- d) Refer the student for counseling.

**5.1.6.2** The student charged or the person or group who first brought the charge, or the university, may appeal the sanction (except the terms of a behavioral contract), by a letter delivered to the Office of the Conduct Proceedings Officer or university Hearing Officer within five (5) business days after the Conduct Proceedings Officer has set the sanction. Since admission of the violation by the student is a prerequisite to the Conduct Proceedings Officer acting under this section, such an appeal will only be as to the appropriateness of the sanction and not the fact of whether the violation occurred.

Once a student admits a violation for which there is an automatic sanction, the sanction is automatically imposed and only the terms of a suspension may be appealed. The appeal is to the Appeals Board.

#### **5.1.7 Student Does Not Admit Violation**

After discussion with the student, the Conduct Proceedings Officer may determine that the matter requires no further action. The Conduct Proceedings Officer will refer the matter for hearing if:

**5.1.7.1** The student denies the charge and the Conduct Proceedings Officer determines the matter may be reason for discipline.

**5.1.7.2** The student chooses not to discuss the matter at the discussion offered by the Conduct Proceedings Officer. The student will be notified of the date and time of the hearing.

#### **5.1.8 Alternative Resolution**

**5.1.8.1** Mutual Settlement. In lieu of referral to a hearing or prior to a student's admission of a violation of the Code, the Conduct Proceedings Officer may offer or accept mutual settlements of any charged violations under this code. Settlements shall be in writing and shall state the conditions of the agreement and any sanctions imposed. Mutual settlements may not be appealed.

Cases not settled in a timely manner shall proceed to a hearing.

**5.1.8.2** Counseling. In lieu of, or in addition to, a sanction or referral to a hearing the Conduct Proceedings Officer may refer the student for psychological counseling.

**5.1.8.3** Behavioral Contract. In lieu of, or in addition to, a sanction or referral to a hearing, the Conduct Proceedings Officer may arrange a behavioral contract with the student. A behavioral contract is a mutually acceptable agreement between the university and a student that specifies certain behavior with which the student must comply, and specifies automatic sanctions that will be imposed if the contract is broken. If the contract is broken, as determined by a finding of fact under procedures set forth in Article 5 herein, the student may be suspended from the university as determined by the Conduct Proceedings Officer. In cases where suspension is automatic under the terms of a behavioral contract, a hearing to determine if the contract has been broken will be on fact only.

**5.1.8.4** Referral to Behavioral Evaluation Team. In lieu of referral to a hearing, the Conduct Proceedings Officer and the student may agree to a referral to a process provided by the Care Team, Care Team Coordinator, or Behavioral Evaluation Team. This option is available in situations where the alleged conduct of the student appears to be related to a mental health concern(s) or emotional issues(s).

#### **5.2 Hearings**

There are two hearing forums: The university Hearing Officer and the university Hearing Body. The Conduct Proceedings Officer will assign a case to one of these forums, except that in cases where there is potential for a sanction of suspension or dismissal, the student may choose which hearing forum will hear the case. The student will have two (2) business days from the date of the meeting with the Conduct Proceedings Officer to make a final choice in writing to the Conduct Proceedings Officer. If no such timely choice is made, the Conduct Proceedings Officer will designate whether the case will be heard by a Hearing Officer or Hearing Body. The student will be notified of the time and date of the hearing.

##### **5.2.1 University Hearing Officer**

**5.2.1.1** One or more university Hearing Officers will be appointed by the President or the President's designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

**5.2.1.2** The university Hearing Officer will be assigned by the Associate Vice President for Student Affairs, or the Director of the Office of Student Conduct, as the designee of the Associate Vice President for Student Affairs, to hear the case.

**5.2.1.3** The university Hearing Officer, based on the information presented at the hearing, determines whether the student charged violated the student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the university Hearing Officer will decide if a violation has occurred and, if so, the terms of a mandatory sanction.

##### **5.2.2 University Hearing Body**

**5.2.2.1** The university Hearing Body consists of one university Hearing Officer and two students.

**5.2.2.2** The students will be selected from a pool of students who are approved by the Vice President for Enrollment and Student Services or his/her designee in consultation with the Student Government Association and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

**5.2.2.3** The university Hearing Body, based upon the information presented at the hearing, determines whether the student charged violated student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the university Hearing Body will decide if a violation has occurred and, if so, the terms of a mandatory sanction.

##### **5.2.3 Hearing Procedures**

**5.2.3.1** In all disciplinary hearings, the burden of proof rests with the Conduct Proceedings Officer, who must prove by a preponderance of evidence that a violation has occurred.

**5.2.3.2** The student charged may have an advisor of the student's choice present at the hearing. If the student's advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

**5.2.3.3** A record of the hearing, made by an audio recording device, will be kept by the Conduct Proceedings Officer at least until the appeal time is exhausted. The Conduct Proceedings Officer, on behalf of the university, will maintain all copies of these recordings.

**5.2.3.4** A university Hearing Officer presides at all hearings.

**5.2.3.5** Hearing notifications and procedures will be communicated to the charged student at least twenty-four (24) hours before the hearing.

**5.2.3.6** The Hearing Officer or Hearing Body will issue a written decision within ten (10) business days to the Conduct Proceedings Officer stating if a violation has been found, what facts support this finding, and the sanction(s) to be imposed.

**5.2.3.7** A decision letter will be emailed to the student within three (3) business days from the date the decision is received by the Conduct Proceedings Officer.

**5.2.3.8** The student charged has the right to cross-examine the complainant and any witnesses in the case against him or her. The Hearing Officer, however, has the right to determine the method the cross-examination will take (direct confrontation, submission of written questions, or any other method that, in the Hearing Officer's opinion, will elicit the desired testimony).

### **5.3 Complainant's Rights**

Central Michigan University recognizes that complainants have rights that need to be protected as well as those of the person who is cited.

**5.3.1** The complainant has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

**5.3.2** The complainant has the right to remain present during any disciplinary or appeal hearings.

**5.3.3** The complainant has the right to submit an "impact statement" and to suggest an appropriate sanction if the person cited is found in violation of the Code of Student Rights, Responsibilities and Disciplinary Procedures.

**5.3.4** The complainant has the right to be informed in a timely manner of the outcome of the hearing regarding the findings and the sanction.

**5.3.5** The complainant has the right to appeal either the findings or the sanction.

**5.3.6** The complainant has the right to cross-examine the student charged and any "defense" witnesses in the case. The Hearing Officer, however, has the right to determine the method the cross-examination will take (direct confrontation, submission of written questions, or any other method that, in the Hearing Officer's opinion, will elicit the desired testimony).

### **5.4 Appeals**

**5.4.1** The following matters may be appealed to the Appeals Board:

**5.4.1.1** The decision of a university Hearing Body or a university Hearing Officer as provided in Section 5.2. The appeal may be as to the facts found or the sanction set or both. If the sanction is automatic, then the appeal may only be made as to the findings, or the terms of a suspension. The appeals board may not reduce the sanction below the minimum imposed by Section 4.4 or by the terms of behavioral contracts or other disciplinary actions in which automatic sanctions are specified.

**5.4.1.2** The sanction set by the Conduct Proceedings Officer after admission of violation by the student. Imposition of any automatic sanction after such an admission may not be appealed; however, the terms or conditions of the sanction may be appealed. See Section 5.1.6.2 for more information regarding this type of appeal.

**5.4.2** The Appeals Board consists of the Student Government Association President or designee, the Chairperson of the Academic Senate or designee, and the Associate Vice President for Student Affairs or designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

**5.4.3** An appeal to the Appeals Board may be made by the student involved, by the person or group who first brought the charge, or by the university.

**5.4.4** An appeal is timely only if taken within five (5) business days of the decision appealed. An appeal not made within the time limit will not be heard unless the President or the President's designee makes an exception.

**5.4.5** An appeal is made by submitting a written statement of appeal to the Conduct Proceedings Officer within the time limit. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy that the person appealing is requesting from the Appeals Board.

**5.4.6** The student charged may have an advisor of the student's choice present at the hearing of the appeal. If the student's advisor is an attorney, the student must notify the Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

**5.4.7** The Conduct Proceedings Officer is responsible for notifying members of the Appeals Board of the appeal and for setting a time and place for holding a meeting of the Appeals Board. The Conduct Proceedings Officer will provide notice of time and place of the meeting of the Appeals Board to the student(s) charged, the charging party, and other university persons deemed appropriate by the Conduct Proceedings Officer.

**5.4.8** The Conduct Proceedings Officer will assemble the documentary evidence introduced at the hearing, the record made of the hearing, and the administrative contact history made in connection with the matter and will make these materials available to the Appeals Board.

**5.4.9** The Appeals Board may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

**5.4.10** The Appeals Board makes its determination based solely on the record of the student's hearing, facts that are presented to the Appeals Board, and arguments before the Appeals Board. No additional witnesses, witness statements, or other materials may be introduced during the Appeal.

**5.4.11** The purpose of the Appeals Board is to decide if the findings and/or the sanction of the Hearing Body were so incorrect that the decision should be changed. It is not the purpose of the Appeals Board to substitute its judgment for that of the Hearing Officer or Body. It is not the purpose of the Appeals Board to decide if it would have reached the same decision had it been the Hearing Officer or Body. It is not the function of the Appeals Board to rehear the charges against the student; it is an appeal of the findings and/or the sanction of the Conduct Proceedings Officer, Hearing Officer or Body only as requested by the person or persons making the appeal. The Appeals Board may:

a) Find that there are not sufficient facts presented to warrant the findings of fact made at the original hearing and may set aside the finding or determine the facts differently.

b) Order that a new hearing be held.

c) Change the sanction.

d) Provide such further and additional relief or changes as dictated by fairness to the student and to the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

**5.4.12** The Appeals Board must hear the appeal within fifteen (15) business days from the date the appeal is made in writing and delivered to the Conduct Proceedings Officer.

**5.4.13** A decision of the Appeals Board is final except that a decision to suspend for more than one week or to dismiss a student is subject to discretionary review by the Vice President for Enrollment and Student Services or the President (see 5.4.14). Any student responding to a charge under these procedures, any person bringing charges under these procedures, or the Administration, may make a written application to the Vice President for Enrollment and Student Services to review such a decision made by the Appeals Board. The application must be received in the Office of the Vice President for Enrollment and Student Services within five (5) business days after the date of the Appeals Board decision. Failure to make application for review within the time limit ends the right to make application for review unless the time limit is extended by the Vice President for Enrollment and Student Services. The application for review must contain the following information:

a) Name of the student(s) charged in the proceeding in which the Appeals Board has rendered a decision.

b) Name, address, and telephone number of the person making application for review.

c) A copy of the Appeals Board decision involved.

d) A statement as to what portion(s) of the Appeals Board decision the applicant wishes reviewed, and the reason(s) why the person making application for review considers the decision to be capricious, or the procedures followed to be fundamentally unfair.

e) A statement of the relief requested from the Vice President for Enrollment and Student Services by the person making application for review.

If the Vice President for Enrollment and Student Services elects to review a decision of the Appeals Board, either in part or entirely, the Vice President for Enrollment and Student Services may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review.

**5.4.14** The university reserves the right for the President or the President's designee to impose a different sanction after a determination of violation, than the sanction imposed by the Conduct Proceedings Officer, Hearing Officer, Hearing Body, Appeals Board, or others under these procedures.

### **5.5 Charges Involving Student Organizations**

All notices referred to in this document, when involving a Registered Student Organization, shall be sent to the president of the organization, at the president of the organization's last address on file with the Office of the Registrar, unless another representative of the organization is designated by the organization to receive such notices. When a Registered Student Organization is charged with a violation, the president of the organization shall represent the organization in the process described in Section 5, unless the Registered Student Organization designates some other representative. The representative of the student organization must be a registered student at Central Michigan, and must be a regular member of that organization.

### **5.6 Changes in Procedures**

**5.6.1** The procedures set forth herein shall apply throughout the calendar year. A university Hearing Officer may be appointed by the Conduct Proceedings Officer to hear a case at times when a university Hearing Body cannot be readily assembled such as when students are not in attendance at regular sessions, during exam week, summer sessions.

**5.6.2** These procedures are subject to change by the President of the university or designee. If any change is deemed necessary, any new procedures shall guarantee a fair hearing with due process.

### **5.7 Clarifying Processes**

Clarifying processes that are consistent with the Hearing Procedures in this document may be proposed by the Office of Student Conduct.



## » Policy on Academic Integrity

This Policy applies to any and all student experiences in which academic credit is involved (e.g., courses, internships, practica, theses).

### 1. Academic Integrity

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of academic 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 any materials, physical or virtual, in any type of examination or evaluation which have not been specifically authorized by the instructor. 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.

##### Some examples include:

1. 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.
2. 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 claiming to be the student's original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgment of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and what will be considered plagiarism 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. As not all disciplines use quotations, please refer to the instructor for the use of a quotation in the course/discipline.
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 only legitimate under circumstances explicitly authorized by an instructor.
2. Students may not submit to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
3. Students may not submit, or attempt to submit, 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 thus depriving 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.

- 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

- Students may not allow other students to copy from their papers, even partially, during any type of examination.
- 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.
- 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.
- A student shall not upload, purchase, use, or otherwise share papers, assignments or tests with other students or internet sites that collect or sell previously used class materials. A violation includes uploading, purchasing, using, or otherwise sharing papers including after the class is complete.

#### 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

- Students may not invent or counterfeit information.
- 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.
- Students may not represent another person's ideas, writing or data as their own.
- Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
- 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.
- Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
- Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
- 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

- Students may not use the university computer system in support of any act of plagiarism that violates the Policy on Academic Integrity.
- Students may not monitor or tamper with another person's electronic communications.
- 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://www2.cmich.edu/office\\_president/general\\_counsel/Documents/p03061.pdf](https://www2.cmich.edu/office_president/general_counsel/Documents/p03061.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.

In order to (a) protect the intellectual property interests of the instructor, (b) the academic integrity of the course for current and future students, (c) the privacy interests of student members of the class, and (d) to encourage an open and fair exposition of all student views in the classroom without fear that student views expressed will be recorded and possibly posted in another forum, students are not permitted to do any of the following without prior written consent of the instructor:

- recording of classroom lectures and conversations;
- recording or capturing online interactions among the instructor or students;
- sharing, transmitting, or publishing class materials (including lectures, slides, recordings, and discussion boards provided by the instructor) to individuals or entities not enrolled in the course and after the course is over.

Unauthorized recording, sharing, or transmitting of classroom activity and materials, including after the course has ended, is considered (a) a violation of the CMU Code of Student Rights, Responsibilities, and Disciplinary Procedures as disruptive of a student's right to learn under 3.2.3 Disruption of Learning, (b) a violation of the Academic Integrity Policy, and/or (c) grounds for grading penalties up to an including failure in the course.

#### 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.

(continued)

- 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 the student 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).

A student is not permitted to complete a Student Opinion Survey for the course in which an instructor has imposed academic consequences for academic misconduct.

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 the instructor 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 the student 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 they 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 their 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 the instructor determines that mitigating factors presented by the student warrant a less serious academic consequence than was reflected in the grade submitted, then the instructor 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, the student forfeits the right to such an appeal.

The appeal must be submitted in writing to the instructor and to the dean (or the dean's 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, 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 Educator Preparation Programs at Central Michigan University are screened using multiple criteria related to teacher excellence. The selection criteria assess characteristics appropriate for candidates pursuing a professional teaching practice that centers around the Michigan Core Teaching Practices and the Interstate Teacher Assessment and Support Consortium (InTASC) Standards. Once a student is admitted, academic and non-academic skills are developed and monitored throughout the teacher education experience.

Excellent teachers demonstrate high-level content knowledge, varied pedagogical skills, and an ability to engage all learners. Teacher candidates at CMU are passionate about teaching and learning for all students, dedicated to equitable, just, and inclusive practices, are positive and collaborative communicators, committed to the profession and lifelong learning, and ethically and professionally responsible. Candidates must demonstrate the professional dispositions appropriate to the field of teaching in order to be recommended for certification. Professional dispositions address teacher candidates' professional attitudes, values, and beliefs as demonstrated to students, families, colleagues and community in the learning process and the teaching profession. Emphasizing the demonstration of dispositions indicates the commitment of CMU Educator Preparation Programs (EPPs) to create an atmosphere in which teacher candidates are not only taught the value of such dispositions, but the imperative of living out these attitudes, values, and beliefs in all endeavors, professional and otherwise. With an emphasis on teacher leadership, the faculty and staff of CMU's EPPs expect candidates for a Bachelor of Science in Education to understand and uphold the above dispositions as they aim to meet the unique needs of the students and teaching profession of today and tomorrow as proud CMU educators. 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.

### Admission of Candidacy to Educator Preparation Programs

Students seeking an Elementary or Secondary Michigan Standard Teaching Certificate must follow the admission requirements for teacher education at Central Michigan University. These requirements can be found on the Center for Student Services website at [www.ehs.cmich.edu/css](http://www.ehs.cmich.edu/css). Students are admitted to teacher education at CMU three times a year. Students complete the admission criteria for teacher education and then attend a mandatory Admission Meeting. Students may RSVP to an admission meeting through Engage Central a month prior to the admission meeting they plan to attend. After attending the mandatory meeting, they will apply to the program. Within two weeks of application, a student will be sent information regarding their admission status and next steps. Any changes mandated by the Michigan Department of Education may become effective at any time during a student's program.

### Full Admission of Candidacy to Educator Preparation Programs

Full admission has been established to verify a candidate's ongoing growth and development in CMU's Educator Preparation Programs. Requirements 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

Upon successful completion of CMU's Educator Preparation Programs, students will move on to graduation and then will be eligible to 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 education 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 Associate Director of Education Preparation (CEHS 421, The Center for Student Services).
3. If the student is not satisfied with the Associate Director's decision, they may request, in writing, a consultation with the Director of Educator Preparation Programs. The Director of Educator Preparation Programs will evaluate the situation and make a decision.
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 Quality Assurance Systems (QAS) Committee. The QAS Committee will review the appeal and make a final recommendation.
5. Legal or serious dispositional violations may not be granted an appeal. Serious violations will be reviewed by the Director of Educator Preparation and the Dean of the College of Education and Human Services. Decisions will be final.

## Teacher Certification

For this process, students who have a degree and want to add Teacher Certification will need to earn a second degree. For more information on this process, please visit <https://www.cmich.edu/academics/colleges/college-education-human-services/student-resources/student-services-advising>.

### Validity of a Standard Teaching Certificate

Visit the Michigan Department of Education website (<https://www.michigan.gov/mde/>) Certification Guidance page for links to the most up-to-date documents and resources – a hyperlink to this page is also available under “Certification Help:” on the MOECS Login page (<https://mdoe.state.mi.us/moecs/login.aspx>).

The Standard Teaching Certificate is a five-year teaching certificate with unlimited renewals. Each renewal adds five years to the certificate’s validity. A renewal can be requested any time after January 1 of the expiration year, provided the applicant completes the Standard Teaching Certificate Renewal Requirements as described under the heading “Requirements for a Standard Teaching Certificate Renewal” listed below.

**Elementary:** Completion of a B.S. in Education/Elementary emphasis degree will qualify students for recommendation to the Michigan State Board of Education for the following grade bands: Teaching Early Childhood, Birth-Grade K and Early Childhood Special Education, Teaching Early Childhood, Birth-Grade 3 and Early Childhood Special Education, Teaching Grades PK-3, Teaching Grades 3-6, Teaching Grades PK-6 (students will choose one to two grade bands for initial certification).

**Secondary:** A certificate with secondary endorsement issued after September 1, 1988, is valid for teaching discipline area(s), as listed on the certificate, in grades 6-12.

### Requirements for a Standard Teaching Certificate Renewal

**Requirements:** (One of the following)

- 150 hours of education-related professional learning.
- An education-related master’s or higher degree earned at any time from a regionally accredited college or university (may be used one time to renew the Standard Teaching Certificate).
- A valid out-of-state teaching certificate (may be used one time to renew the Standard Teaching Certificate).

### Education-Related Professional Learning Options:

One of the following education-related professional learning options must be earned since the issue date of the most recent Standard Teaching Certificate or renewal, and they must be entered into the Michigan Online Educator Certification System (MOECS) prior to applying for the renewal for the system to recognize your eligibility:

- 6 semester credit hours appropriate to the content and grade level of the certificate and endorsement from a regionally accredited college or university; or
- 6 semester hours in a planned course of study\* from a regionally accredited college or university; or
- 150 Michigan State Continuing Education Clock Hours (SCECHs) appropriate to the content and grade level of the certificate and endorsement; or
- 150 hours of Michigan District Provided Professional Development (DPPD) appropriate to the content and grade level of the certificate and endorsement.
- Any combination of the above.

### Education-Related Professional Learning Hour Conversion:

- College credit: 1 semester credit = 25 professional learning hours
- SCHECH Hours: 1 SCECH hour = 1 professional learning hour
- DPPD Hours: 1 DPPD hour = 1 professional learning hour

\*\*Credits in a planned course of study may include credits taken as part of an education-related master’s or higher degree or credits in a program that leads to an endorsement.

Requirements and procedures for a Standard Teaching Certificate Renewal, Progressing to a Professional Teaching Certificate, and Renewal of a Professional Teaching Certificate can be accessed from the Michigan Department of Education’s Michigan Online Educator Certification System (MOECS) webpage <https://mdoe.state.mi.us/moecs/login.aspx> under the Certification Help: Certification Guidance Documents link.

### Certificate Application and Renewal Fees

*Michigan Compiled Law (MCL 380.1538)* authorizes the Michigan Department of Education (MDE) to collect fees for Educator Permits, Authorizations, Endorsements, and License Applications and Renewals. The fees do not cover the issuance of a certificate, certificate printing, endorsement or authorization, but rather support the staff who evaluate applications, process paperwork, and provide guidance, technical assistance and support to educators daily. The legislated fees also provide for technological support and regular maintenance to the Michigan Online Educator Certification System (MOECS).

The document “Certification Fees” can be accessed from the Michigan Department of Education’s Michigan Online Educator Certification System (MOECS) webpage (<https://mdoe.state.mi.us/moecs/login.aspx>) under the Certification Help: Certification Guidance Documents link..

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## Updates and Corrections

Check back for updates to this page: 12/19/24

The Editor regrets any inconvenience to students, faculty, and staff caused by errors to the Bulletin. If you have any concerns or corrections, call 989-774-1590 or [mcgui1lg@cmich.edu](mailto:mcgui1lg@cmich.edu).

The purpose of this bulletin is to provide information about CMU's academic programs available in the 2023-24 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.

- Page 67 - Withdrawal or Leave of Absence to Enter Military Service has been updated.
- Page 80 - Graduate Certificate in Enterprise Systems was moved to Department of Business Information Systems.
- Page 126 - Graduate Certificate in Health and Physical Education - The Admissions information was updated 8/22/24.
- Page 93 - Postgraduate School Counseling Graduate Certificate - Introductory paragraphs were amended and application deadline of August 1 was added.
- Page 91 - MA in Counseling - admission section regarding the letters of recommendation was updated.
- Page 179 - Information on Credit and Attendance hours was updated.
- Page 119 - The M.D. degree has been updated following HLC approval. 12/4/24
- Page 12 - Doctor of Physical Therapy's admission information was updated and PTH 650 and PTH 672 were traded in First Year II and First Year III semesters.
- Page 18 - updated MA in Counseling's Important Message for Prospective Students.
- Page 46 - Refund information was updated.
- Page 40 - the Joint MA in History's Admission, Retention and Termination Standards section was updated.
- Page 87 - Au.D. degree: Admission, Retention & Termination Standards updated and courses rearranged in various years (no new requirements).
- Page 135 - Ph.D. in Applied Experimental Psychology: Updated via curricular process per HLC approval.

# 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 Admissions in the Index of this Bulletin for domestic and international student application processes and requirements.

### Graduate Fellowships

*King/Chavez/Parks Future Faculty Awards* are due April 1 for 2025-26 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 Graduate Studies website.

See [grad.cmich.edu](https://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 Graduate Studies website for formatting assistance.

#### Graduation Semester: Submission Deadline:

August 2024	July 31, 2024
October 2024	October TBD, 2024*
December 2024	December 13, 2024
March 2025	March TBD, 2025*
May 2025	May 9, 2025
June 2025	June TBD, 2025*
August 2025	August 7, 2025*

\*Tentative

For updates, see <https://www.cmich.edu/offices-departments/office-research-graduate-studies/graduate-studies/student-services/deadlines>

### Graduation

See *Graduation Procedures* in the Index for the page number.

#### Graduation Application Periods:

August 2024\*  
October 2024\*  
December 2024  
March 2025\*  
May 2025  
June 2025\*  
August 2025\*

#### Deadline:

February 1, 2024  
April 1, 2024  
April 1, 2024  
October 1, 2024  
October 1, 2024  
February 1, 2025  
February 1, 2025

\*There are two commencement ceremonies held each year: May and December. Spring graduates can participate in May commencement, and summer and fall graduates can participate in December commencement.

See <https://www.cmich.edu/offices-departments/office-research-graduate-studies/graduate-studies/student-services/deadlines> for updates.

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://www.cmich.edu/offices-departments/OCRIE/non-discrimination-affirmative-action-protocol>).

Bulletins website: <https://bulletins.cmich.edu>

Photos by University Communications

## 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 <https://www.cmich.edu/search/Pages/Departments.aspx>. If you can't find the department, type a key word in the search box.

Admissions and Campus Tours: 774-3076, Warriner 102

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); <https://dineoncampus.com/cmichdining>; <https://cmu-catering.catertrax.com/>

Carls Center for Clinical Care and Education: Voice/TTY: 774-3904; Health Professions Building 1101

Career Development Center: 774-3068, Ronan 240

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: 774-3615; Park Library 413; [cis@cmich.edu](mailto:cis@cmich.edu)

Diversity Education, Office of: 774-7318, Bovee UC 108

Global Engagement, Office of: 774-4308, Ronan Hall 330

Graduate Student Services: (**Admissions**: 774-4444; **Graduate Recruitment**: 774-4723)

Graduate Studies, Office of: 989-774-3873; 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

Indigenous Affairs, Office of: 774-2508, Bovee UC 110C

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

Leadership Institute: 774-5323, Powers 100

LGBTQ Services, 774-3637; Bovee University Center 125

McNair Scholars Program: 774-1364, Robinson Hall 118

Multicultural Academic Student Services: 774-3945, Bovee UC 112; [mass@cmich.edu](mailto:mass@cmich.edu)

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; Bovee UC 110; [veterans@cmich.edu](mailto:veterans@cmich.edu)

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.