General Information

Board of Trustees

Mr. Brian W. Fannon, Novi 2014
Dr. Marilyn French Hubbard, Bloomfield Township 2012
Mr. John D. Hurd, Munith 2016
Mr. William R. Kanine, Petosky 2018
Dr. Sam R. Kottamasu, Saginaw 2012
Dr. Patricia A. Maryland, Warren 2018
Ms. Sarah R. Opperman, Midland 2016
Mr. Robert F. Wardrop II, Grand Rapids 2014

Administration 2011

George E. Ross (2002)* President; B.A., M.B.A., Michigan State University; Ph.D., University of Alabama
David A. Burdette (2008) Vice President for Finance and Administrative Services; B.B.A., University of South Florida; M.B.A., State University of New York at Buffalo
Raymond L. Christie (1998) Vice Provost/Academic Administration; B.A., Saginaw Valley State University; M.B.A., Central Michigan University; Ph.D., Georgia State University
Roger L. Coles (1973) Interim Dean, College of Graduate Studies; B.A., Western Washington State College; M.A., Ed.S., Central Michigan University; Ed.D., Columbia Pacific University
Charles T. Crespy (2010) Dean, College of Business Administration; B.U.S., M.A., M.B.A., Ph.D., University of New Mexico
Ian R. Davison (2008) Dean, College of Science and Technology; B.Sc., University of London; Ph.D., University of Dundee
Claudia B. Douglass (1976) Interim Vice Provost for Academic Affairs; B.S., M.A.T., Indiana University; Ph.D., Purdue University
Pamela S. Gates (1987) Dean, College of Humanities and Social and Behavioral Sciences; B.S., M.A., Central Michigan University; Ph.D., Michigan State University
Salma I. Ghanem (2009) Dean, College of Communication and Fine Arts; B.A., The University of Texas—Pan American; M.A., Ph.D., The University of Texas at Austin
Denise O’Neil Green (2007) Associate Vice President for Institutional Diversity; B.A., University of Chicago; M.A., Princeton University; Ph.D., University of Michigan
James H. Hageman, Interim Vice Provost for Research, B.S., University of Illinois; Ph.D., University of California Los Angeles
Merodie A. Hancock (2007) Vice President and Executive Director, ProfEd (Off-Campus Programs); B.A., Scripps College; M.B.A., Claremont Graduate University; Ph.D., Old Dominion University
Christopher D. Ingersoll (2009) Dean, The Herbert H. and Grace A. Dow College of Health Professions; B.S., Marietta College; M.A., Indiana State University; Ph.D., University of Toledo
Kathryn E. Koch (1986) Interim Dean, College of Education and Human Services; B.S., M.A., Kent State University; Ph.D., Ohio State University
Thomas J. Moore (1988) Dean of Libraries; A.B., Belmont Abbey College; M.A., State University of New York at Binghamton; M.S.L.S., Syracuse University
Roger E. Rehm (1975) Vice President/Technology/CIO; B.M., M.M., Cleveland Institute of Music
E. Gary Shapiro (1978) Executive Vice President/Provost; A.B., Wayne State University; A.M., Ph.D., University of Michigan
Kathleen M. Wilbur (2002) Vice President for Development and External Relations; B.A., Michigan State University
Ernest L. Yoder (2010) Founding Dean, College of Medicine; B.S., Alma College; M.D., Ph.D., Wayne State University

*The year in parentheses indicates the date first employed by the university.
Off-Campus Programs
Central Michigan University
802 Industrial Drive
Mount Pleasant, Michigan 48859
989-774-3865 or 800-950-1144

Or visit the Off-Campus Programs home page at
www.cmich.edu/offcampus

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

Administration 2
Offices for Off-Campus Programs 3
General Information 5
The University, The Campus, CMU Vision and Mission Statements, The Enduring Philosophy, Accreditations, Student Learning Outcomes Assessment, Civil Rights and Intentional Equity, Student Ombuds Office, Student Disability Services, Servicemember’s Opportunity College, Development and External Relations
Programs 9
Authorization, Program Initiation and Administration, Program Offerings/Program Operations, General Residency Policy, Students Who Move, Housing Information
Admission 12
Undergraduate Admission, Rematriculation, Concurrent Enrollment, Graduate Admission, International Student Admission, Doctoral Degree Candidate, Alumni Course Additions, Toll-free Information Line, Good Standing, Student Rights and Responsibilities
Registration 16
Orientation, Class Registration, Independent Study, Fees, Off-Campus Tuition, On-Campus Tuition, Prior Learning Assessment Credit, Third-Party Payer, Refund Policy, CMU Online Courses, Insufficient Funds/Declined Credit/Nonpayment, Delinquent Account Policy, Dropping or Withdrawing from Courses, Tuition Refund Chart
Financial Aid 20
Applying for Financial Aid, Satisfactory Academic Progress, Award Programs, Scholarships, Veterans Resource Center, No Worker Left Behind, Indian Tuition Waiver
Academic Information 25
Academic Schedule, Faculty, Academic Advising, CMU Writing Center, Tutoring for Mathematics and Statistics, Library Services, Career Services and Resource Center, Transfer Credit, Options for Earning Credit, Prior Learning Assessment Credit, Classes and Seminars, Campus Courses, College of Business Administration Credits, Independent Study, Tutorial Option
Additional Options for Undergraduates Only 29
Advance Standing for Undergraduates Only, Advanced Placement, College-Level Examination Program, International Baccalaureate, CMU Online, Online Courses, Examination Proctors, Planned Experiences, Family Educational Rights and Privacy Act
Academic Policies and Procedures 33
Grading Systems, Duration of Admission Status, Grading Policies, Class Attendance, Standards of Satisfactory Progress
Graduation Requirements 37
Undergraduate Degree Requirements, Outstanding Scholarship Recognition, Master’s Degree Requirements, Graduate Certificate Requirements, Doctoral Degree Requirements, Thesis, Doctoral Project, Dissertation, or Journal Article, Application for Graduation, Graduation Ceremonies, Transcripts, Course Delivery Formats, Student Records
Academic Programs 41
The Program Plan, Multiple Undergraduate Degrees/Concentrations, Certificate Programs, Additional Graduate Degrees, Courses for Unspecified Content and Variable Credit, Curriculum and Course Changes, Credit Hours, Curricular Programs
General Education Requirements 43
Requirements for Undergraduate Students, University Program, General Education Requirements for Transfer Students, University Program Courses, Competency Requirements, General Requirements for all Competencies
Undergraduate Degree Offerings 50
Bachelor of Applied Arts (B.A.A.) 50
Bachelor of Science (B.S.) - Plan A 51
Bachelor of Science (B.S.) - Plan B 53
Majors:
- Administration Major 55
- Geography Major: Global Studies Concentration 56
- Information Technology Major 56
- Integrated Leadership Studies 57
- Psychology Major, General 57
Available Minors:
- Option in Community Development 64
- Bachelor of Science in Education (B.S. in Ed.) 65
- Integrated Science Major 66
- Reading in the Elementary Grades Minor 67
Graduate Degree Offerings 68
Master of Arts (M.A.) in Counseling 68
Master of Arts (M.A.) in Education 70
Master of Arts (M.A.) in Educational Leadership 72
Master of Arts (M.A.) in Educational Technology 73
Master of Arts (M.A.) in Humanities 74
Master of Arts (M.A.) in Reading and Literacy (K-12) 76
Master of Arts (M.A.) in School Principalship 77
Master of Arts (M.A.) in Sport Administration 78
Master of Business Administration (M.B.A.) 79
Graduate Certificate in Enterprise Systems (SAP) 80
Graduate Certificate in Logistics Management 80
Master of Public Administration (M.P.A.) 81
Master of Science (M.S.) in Nutrition and Dietetics 83
Master of Science in Administration (M.S.A.) 84
M.S.A. Concentrations 86
Graduate Certificate Programs 91
Specialist in Education (Ed.S.) 94
Doctor of Education (Ed.D.) 95
Doctor of Health Administration (D.H.A.) 97
Graduate Certificate in International Health 98
Course Descriptions 99
Appendix I: 139
- Code of Student Rights, Responsibilities and Disciplinary Procedures
Appendix II: 147
- Policy on Academic Integrity for Off-Campus Students
Appendix III: 151
- Central Michigan University Academic Overview
Index 152
Welcome to CMU

The University

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

Central Michigan University is a multifaceted national university offering more than 200 programs at the bachelor’s, master’s, specialist’s, and doctoral level. A richness of opportunity, both within and outside the university’s classrooms, make CMU the school of choice for tens of thousands of students each year.

The Campus

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

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

Vision Statement

CMU will be a nationally prominent university known for integrity, academic excellence, research and creative activity, and public service

Adopted by the Board of Trustees, March 3, 2005

Mission Statement

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

Adopted by the Board of Trustees, December 2, 2010

Core Values

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

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.

Goals

To achieve its mission and realize its values, Central Michigan University is committed to the following actions:

1. Provide a quality, broad undergraduate education to prepare students for a thoughtful life of service to the community and as a base for future academic and professional work and to ensure that CMU students will be knowledgeable and skilled, liberally educated persons.
2. Offer in-depth undergraduate programs in which students can begin to master an academic field and practice a profession.
3. Offer graduate programs in niche areas of faculty strength that meet regional, state, national and international needs.
4. Encourage the practice of values pertaining to professionalism, character and citizenship, including concern for the welfare of humanity, dedication to public service and awareness of the social issues confronting a diverse global society.
5. Advance and disseminate knowledge by stimulating and supporting research and creative activities by students, faculty and staff.
6. Design and develop innovative and effective learning systems to meet contemporary educational needs.
7. Use modern technologies to enhance teaching, learning, research and administrative functions.
8. Provide an environment that allows for broad-based community involvement and participation in democratic civic life.
9. Provide support services and a physical environment that foster student success.
10. Offer cocurricular activities, including Division I-A athletics, which enhance intellectual, cultural, social, ethical, physical and emotional development.

(continued)
The Enduring Philosophy

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

Accreditations

CMU is accredited by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools, one of six regional accrediting associations in the United States. HLC is recognized by the U.S. Department of Education as well as the Council on Higher Education Accreditation (CHEA), and is located at 30 North LaSalle Street, Suite 2400, Chicago, IL 60602.

The following organizations have issued their accreditation to appropriate CMU programs: Accreditation Board for Engineering and Technology (ABET), Accreditation Commission for Audiology Education, Accreditation Review Commission on Education for the Physician Assistant, Inc. (ARC-PA), Accrediting Council of Education in Journalism and Mass Communication (ACEJMC), American Chemical Society (ACS), American Psychological Association (APA), Association of Technology, Management, and Applied Engineering (ATMAE), Association of University Program in Health Administration (AUPHA), The Association to Advance Collegiate Schools of Business (AACSB International), Commission on Accreditation for Dietetics Education (CADE), Commission on Accreditation in Physical Therapy Education of American Physical Therapy Association (CAPTE of APTA), Commission on Accreditation of Athletic Training Education (CAATE), Council for Interior Design Accreditation (CIDA), Council of Academic Accreditation in Audiology and Speech-Language Pathology (American Speech-Language-Hearing Association) (CAA), Council on Social Work Education (CSWE), Educational Leadership Constituent Council (ELCC), Liaison Committee on Medical Education (LCME) (Provisional), National Association for the Education of Young Children (NAEYC), National Association of School Psychologists (NASP), National Association of Schools of Art and Design (NASAD), National Association of Schools of Music (NASM), National Association of Schools of Public Affairs and Administration (NASPAA), National Council on the Accreditation of Teacher Education (TEAC), National Council on Family Relations (NCFR), and National Recreation and Parks Association/American Association for Leisure and Recreation (NRPA/AALR).

The College of Business Administration is accredited by the AACSB International - The Association to Advance Collegiate Schools of Business. This accreditation covers all undergraduate and masters degree programs in business offered by the College. AACSB International is a not-for-profit organization consisting of more than 900 educational organizations and corporations. Headquartered in Tampa, FL., USA, AACSB International is the premier accrediting agency and service organization for business schools.

The Professional Education Unit, chaired by the Dean of the College of Education and Human Services, is accredited by the National Council for Accreditation of Teacher Education (NCATE). 2010 Massachusetts Ave., NW, Suite 500, Washington, DC 20036; phone 202-466-7496. This accreditation covers initial teacher preparation and advanced educator preparation level programs. NCATE is recognized by the U.S. Department of Education and the Council for Higher Education Accreditation to accredit programs for preparation of teachers and other professional school personnel.

CMU is also on the approved list of the American Association of University Women and maintains national recognition by the Educational Leadership Constituent Council (ELCC). The National Association for the Education of Young Children (NAEYC) accredits CMU’s Human Growth and Development Pre-School lab.

Individuals who wish to review the accreditation documents should contact the Provost’s Office. Further information regarding specific program accreditation status is located at: http://academicaffairs.cmich.edu/accreditation/.

Endorsed by the Academic Senate 4/30/02
Adopted by the Board of Trustees 9/12/02
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, and understanding, the faculty and staff of Central Michigan University have developed ongoing processes to assess the learning and academic achievement of students in academic programs.

Students at CMU should expect to participate in a wide range of assessment activities designed to provide useful information about the effectiveness of academic programs and the service programs that support them. From time to time during their courses of study, CMU students may be asked to participate in tasks in which they demonstrate the breadth and depth of their knowledge, skill, and understanding, indicate their levels of satisfaction with services provided, and describe their learning experience. Alumni may be asked to communicate their views about programs in the context of their lives and their careers since graduation. Employers also may be asked to indicate what qualities they need and expect in university graduates and how they assess CMU’s programs in preparing students to meet their needs.

Throughout these efforts, the concern is with program quality: CMU faculty and staff need to ensure that students gain the most possible from their years of study at CMU and that programs continue to meet high standards of excellence.

Civil Rights and Institutional Equity

CMU, an AA/EO institution, strongly and actively strives to increase diversity and provide equal opportunity within its community. CMU does not discriminate in employment against persons based on age, color, disability, gender, gender identity/gender expression, genetic information, familial status, height, marital status, national origin, political persuasion, race, religion, sex, sexual orientation, veteran status, or weight (see http://www.cmich.edu/aaeo/).

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

The office supervises the maintenance of related reports and records, provides and develops related educational programs and materials, offers guidance and advice to all community members on the University’s nondiscrimination and affirmative action policies and procedures, assists departments with recruitment and retention activities, and receives and resolves complaints of discrimination from students, employees and others.

To view the Board of Trustees Nondiscrimination Policy, see http://www.cmich.edu/Office_of_Civil_Rights_and_Institutional_Equity/Nondiscrimination_Policy.htm.


Student Ombuds Office

The Student Ombuds Office is a place for student voices to be heard. Sometimes students are dealing with an issue on campus that does not appear to have a simple solution, they are being bounced from person to person without receiving help, or they are not sure who to contact. This is where the Student Ombuds Officer can help. The Ombuds officer will listen to your situation and take one or several courses of action. The Student Ombuds Officer may: 1) explain the process you might follow to resolve your situation; 2) refer you to the appropriate person who can help you; and/or 3) informally look into your situation and make recommendations. Contact the Student Ombuds Officer in Off-Campus Programs, 800-950-1144, ext. 4456. Office hours are Monday through Friday from 8 a.m. to 5 p.m. EST. Online: www.cmich.edu/ombuds.

Student Disability Services

Central Michigan University is committed to providing students with disabilities the academic accommodations and auxiliary aids necessary to ensure access to all university services, programs and activities. In addition to the university’s campus wide efforts to promote access and inclusion, students with disabilities are further accommodated based on specific individual needs. The Office of Student Disability Services is responsible for determining these accommodations. Our office is part of the Office of the Dean of Students. We provide services and assistance to enrolled students who are either permanently or temporally disabled.

CMU has many services for students, offered by various offices. Although decisions regarding disability specific accommodations are made on a case by case basis, view the Accommodations page on this website for information on services most often provided, in general, for each type of disability.

For additional information, please contact the SDS office via mail at 120 Park Library, Mt. Pleasant, MI 48859; via phone at 800.950-1144, Extension 3018 or 989.774.3018 (V) 989.774.2568 (TDD); or refer to the SDS office web page at http://www.cmich.edu/ehs/Student_Disability_Services.htm.
Servicemember’s Opportunity College

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

Development and External Relations

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

Development

Development in addition to serving as the administrative home of the CMU Alumni Association, generates private gift revenues from individuals, corporations, and foundations in order to accomplish the purposes and objectives of Central Michigan University. In pursuit of its mission, Development provides fund-raising leadership to complement, encourage, and support university-wide efforts to achieve comprehensive objectives for resource acquisition. At the same time, Development seeks to ensure the continuity of the fund-raising effort and to achieve a continual and substantial growth in gift revenues throughout the university.

For assistance or additional information, contact the Vice President of Development and External Relations at 989-774-2382.

Alumni Relations

The Alumni Relations Office exists to perpetuate and enhance the lifelong relationship between the university and its graduates.

Avenues to involve graduates and current students with CMU in a productive and positive manner are continually developed. Alumni are encouraged to return to campus and participate in traditional campus activities such as Homecoming and Alumni Reunion Weekend. Additionally, we encourage CMU alumni to get involved in their local Alumni Association chapters and clubs.

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

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

CMU encourages alumni to enjoy an ongoing relationship with the university and to remain active with their alma mater. In recognition of this lifelong relationship, Central Michigan University has dedicated the Carlin Alumni House on campus to welcome over 200,000 graduates.

For further information, please contact the Executive Director of Alumni Relations, located in the Carlin Alumni House; telephone 989-774-3312 or toll free 800-358-6903.

Government Relations

The office of government relations 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 Office of Governmental Relations at 989-774-3871.

Public Broadcasting

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

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

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

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

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

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

- Each course or degree program offered will meet the same rigorous academic standards as comparable courses and degrees offered on campus.
- Undergraduate and graduate courses and degree programs will be structured and offered at times and places most suitable to the clientele served.
- Only those courses and/or degree programs will be offered which meet a documented need and are academically sound.
- Student selection and course design and delivery will enhance ProfEd as the premier extended degree program in the United States.
- Courses and degree programs will be offered at a competitive and fiscally responsible cost to the clientele.
- The provision of administrative and academic services to students will reflect a level of excellence concomitant with overall program goals.
- The environment will be continually monitored to identify changes which require new approaches to meet clients’ needs.
- All courses and degree programs will be monitored closely to ensure the high quality of the product provided to the client groups.
- New approaches/processes will be developed and evaluated to provide educational opportunities to our target populations.

—Adopted by the Academic Council 6-27-87

Authorization

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

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

**Institutional Authorization as an online distance delivered program by the Alaska Commission on Postsecondary Education**

States/provinces.

**Statements are included here to fulfill the requirements of these statements within the state be made available to students.**

**Institutional Authorization as an online distance delivered program**

“Statements are included here to fulfill the requirements of these states/provinces.”

Central Michigan University is licensed by the California Higher Education Commission to deliver programs at: Camp Pendleton, to offer the Master of Science in Administration with concentrations in General Administration, Human Resources Administration, Information Resource Management, and Leadership; and the Master of Arts degree in Education with concentrations in Adult Education and Instructional.

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

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

**Georgia:** Central Michigan University is authorized by the Non-public Postsecondary Education Commission to deliver programs at: Atlanta Metro to offer the Master of Arts degree in Education with concentrations in Adult Education, Guidance and Development, and Instruction; Master of Arts in Humanities; Master of Arts in School Principalship, Master of Arts in Sport Administration, Master of Public Administration; Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Public Administration; and Specialist in Education; and Fort Gordon to offer the Master of Arts degree in Education with concentrations in Adult Education and Instruction; and the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, and Information Resource Management.

**Maryland:** Central Michigan University is authorized by the Maryland Higher Education Commission to deliver programs at: Aberdeen Proving Ground, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administrations, Human Resources Administration, and Public Administration; Andrews Air Force Base, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, and Public Administration; Fort Meade, to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, and Information Resource Management.

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

Central Michigan University maintains a tuition guaranty bond as required by the Rules and Standards established by the Board of Governors of University of North Carolina for non public institutions conducting post-secondary degree activity in North Carolina.

(continued)
Students may obtain a copy of the tuition guaranty bond by submitting a request to the on-site program administrator or via letter of request to the Coordinator, Military and Regulatory Compliance, 802 Industrial Drive, Mount Pleasant, MI 48858.* CMU does not provide health care services at locations within North Carolina. Students will be provided with contact information regarding locally available health care facilities; however, students are responsible for securing their own health care services. For NC residents who enroll in courses delivered electronically through CMU Online in Mount Pleasant, MI, students are provided information regarding faculty/student interaction, prerequisites technology competencies and skills, technical equipment requirements, and availability of academic support either online at www.cel.cmich.edu/ecampus/default.html or upon registration for each course delivered electronically. Students grievances that are not resolved on the local level or regional level can be forwarded to the office of the Vice President/Executive Director, ProfEd, Central Michigan University, Mount Pleasant, MI 48859, 989-774-4456. In the state of North Carolina, student grievances not resolved at the university level can be addressed to Board of Governors of the University of North Carolina, General Administration, 910 Raleigh Road, Chapel Hill, NC 27515-2688, (919) 962-4558.

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

**Virginia:** Central Michigan University is certified by the State Council of Higher Education to deliver degree programs at: Alexandria to offer the Master of Arts degree in Educational Leadership with Emphasis in Charter School Leadership, Master of Arts in Humanities, Master of Public Administration, and the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, and Leadership; Fort Belvoir to offer the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration; Fort Lee to offer Master of Public Administration with concentrations in Public Management and State and Local Government and the Master of Science in Administration and Graduate Certificates with concentrations in General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration; Fort Myer to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration; Lawrenteville to offer the Master of Arts degree in Education with concentrations in Adult Education and Instructional; and Pentagon to offer the Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration; and Richmond to offer the Master of Arts in Counseling; Master of Arts degree in Education with concentrations in Adult Education, Guidance & Development, and Instructional; Master of Arts in School Principalship; Master of Public Administration with concentrations in General and State and Local Government; and Master of Science in Administration and Graduate Certificates with concentrations in Acquisitions Administration, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, Leadership, and Public Administration.

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

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

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

**Ontario:** The following clarification statement is required by the Ontario Ministry of Training, Colleges and Universities. The Ministry of Training, Colleges and Universities does not certify that this program meets Ontario university standards. The program of study being offered in Ontario is equivalent to the program being offered by the institution in its home jurisdiction. This program is offered under the written consent of the Minister of Training, Colleges and Universities granted for the period from 3/August/2004 to 3/August/2009. An application for renewal of the consent has been submitted and the current consent remains in effect until a decision on the renewal application is made. Prospective student are responsible for satisfying themselves that the program and the degree will be appropriate to their needs (e.g., acceptable to potential employers, professional licensing bodies or other educational institutions.)

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

**Program Initiation and Administration**

Programs offered by CMU outside the state of Michigan are initiated at the request of a corporation, an association, governmental agency or another organization, which serves as a sponsor of the program.

When planning a program, ProfEd typically identifies student needs and determines needed courses, course formats, and advising schedules. The program format is determined by the number of interested students, the availability of faculty, the availability of instructional facilities, and, where pertinent, organizational work patterns. Arrangements are then made for instructors and for space and support resources.

ProfEd is administered by a Vice President/Executive Director. There are five major divisions within ProfEd: Academic and Professional Programs, Technology, Human Capital and Organizational Services, Finance, and Enrollment Management.

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

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

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

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

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

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

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

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

General Residency Policy

All courses offered through ProfEd carry Central Michigan University credit, regardless of the geographic location where they may be offered, and on-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 on-campus and/or off-campus experiences. To fulfill graduate certificate requirements, a graduate student must successfully complete at least 18 semester hours (MSA) or 15 semester hours (MA) through the same alternatives. Correspondence course credits, CLEP credit and hours earned by Credit by Examination may not be applied to meet any of the hours required in residence.

Students Who Move

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

The undergraduate student who moves from one program center to another should contact the new program center to be assigned to a new academic advisor, who will review her or his program plan. If the undergraduate student has less than 20 credits to complete, he or she may wish to maintain contact with the original academic advisor if possible.

Housing Information

Central Michigan University accepts no responsibility to find or assist an off-campus student in finding housing. It has no dormitories off the campus in Mount Pleasant, Michigan.
Admission

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

Undergraduate admission: An undergraduate student planning to transfer from another institution with an undergraduate GPA below 2.0 will be ineligible for consideration at CMU for at least one semester. An undergraduate student who was academically dismissed from another college or university is ineligible for consideration at CMU for at least one year following dismissal.

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

English Language Services: English language services are not offered at Central Michigan University off-campus locations.

Application for Admission to Undergraduate Study

The off-campus programs have two types of admission status at the undergraduate level, regular and special, which may be granted to qualified applicants. Admission is valid only if you register for coursework within one calendar year of your effective admission date.

Types of Undergraduate Admission

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

High School Diploma: A graduate of a high school or an equivalent institution who has not matriculated at another two or four year institution may be granted regular admission to the Off-Campus programs upon presentation of an official transcript representing a satisfactory academic record and graduation.

GED: Applicants may also document high school completion through the General Education Development (GED) examination program. A certified copy of the applicant’s GED test score document must accompany the application.

Special Admission: Special admission may be granted to any student possessing a high school diploma or equivalent and not seeking a CMU degree. A student seeking special admission need not provide documentation of her or his high school diploma. Students granted special admission are limited to no more than a total of 12 semester hours.

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

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

Undergraduate Admission Process

To apply for undergraduate admission, the individual shall:

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

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

A student who does not register for a class within one year of notification of admission (“no-show”) must reapply for admission and will be required to follow current admission procedures and pay the current application fee. A student who does not register for a class within three years of completion of a previous class will be placed on “inactive” status. If the student wishes to enroll in subsequent courses, he or she must submit another application and again supply appropriate transcripts and/or materials/documents.

Rematriculation

Off-Campus Programs Students. A student whose eligibility to enroll (matriculation) has been canceled by ProfEd for academic reasons may apply for rematriculation to the appropriate Prof-Ed program director.
For students dismissed from ProfEd, a written request and a personal interview may be required. Supporting documents may also be requested. A written request for rematriculation should be submitted to Center Services, ProfEd, Mount Pleasant, MI 48859. Students requesting rematriculation should submit all materials at least two months prior to the start of the term in which the student is planning to enroll.

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

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

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

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

Concurrent Enrollment as a Central Michigan University Graduating Senior

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

Application for Admission to Graduate Study

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

While your application and transcripts are being evaluated, you may enroll for up to six (6) graduate credits as a nondegree student. Those students who have graduated from a college or university of recognized standing, have a cumulative undergraduate grade point average of at least 2.7 overall or 3.0 in the last half of their coursework, and meet the admission requirements of the department may be granted regular or conditional admission. When there are extenuating circumstances, those students who graduated from a college or university of recognized standing with a cumulative undergraduate grade point average below 2.7 may be granted conditional admission by the Dean of the College of Graduate Studies. Such students must include a resume with their application.

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

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

Admission of ProfEd Faculty Members and Administrators:

Faculty members and administrators in ProfEd may pursue a graduate degree or certificate through off-campus programs provided they have completed online (www.cmich.edu/future/apply/default.html) or submitted to the program center office with the appropriate application fee. A student should request that the registrar of ALL undergraduate and graduate institutions attended send one official transcript directly to ProfEd. After all materials have been received and evaluated, the student will be sent official notification of admission status. Exceptions to the admission policy and/or review of admission policy rests with the Dean of the College of Graduate Studies.

Types of Graduate Admission

Central Michigan University has five types of admission status which may be granted to qualified applicants at the graduate level: regular, conditional, provisional, nondegree, and concurrent. All references to grade points and grade point averages are based on a four-point scale. Admission is valid only if you register for coursework as a graduate student within one calendar year of your effective admission date. Your official admission date is the date on your first admission letter granting you regular, conditional, provisional or nondegree admission.

Students who have an admission status will be allowed to transfer to on-campus programs only if they are accepted by the relevant department and the Dean of the College of Graduate Studies. If you are uncertain of your status, you should request clarification from ProfEd’s Admissions Specialist, 800-950-1144.

Regular Admission: Applicants holding a baccalaureate or equivalent degree from a college or university of recognized standing (recognized at the time the student attended) may be granted regular admission to a graduate degree or certificate program, provided they have established an acceptable record of general scholarship (normally an overall cumulative undergraduate grade point average of at least 2.7, or optionally, 3.0 in the final (continued)
sixty semester hours of graded coursework toward the bachelor’s degree). At least 60 hours of undergraduate coursework must be graded to allow grade point average calculation. Additionally, applicants must meet the admission requirements of the department in which they wish to concentrate graduate study.

Conditional Admission: The university may grant conditional admission to an applicant who holds a four-year baccalaureate or equivalent degree from a regionally accredited college or university or from one of recognized standing but who does not meet all the requirements for regular admission. If a student has a slightly deficient undergraduate grade point average, the student may be granted conditional admission with the understanding that the student must maintain an acceptable level of scholarship in a specified number of CMU graduate credit hours.

Conditional admission to graduate study, even when accompanied by assignment to an academic advisor, does not constitute final admission. You are considered to be admitted only when regular admission status has been granted.

Provisional Admission: Frequently students apply to the graduate college during their senior year, with the understanding that they will complete the baccalaureate prior to beginning graduate studies. When these students are accepted into graduate school—be it regular, conditional, or nondegree admission—they are granted provisional admission, contingent upon providing ProfEd with a final transcript showing completion of the four-year baccalaureate degree. It is the student’s responsibility to notify ProfEd when he or she has completed the undergraduate degree requirements and to request that the registrar at the college or university issuing the diploma send an official copy of the final transcript showing the degree earned. One transcript must be sent from the registrar directly to ProfEd. A final decision relative to the applicant’s admission will be made and the student will be notified of the decision following receipt of the foregoing materials by ProfEd.

In some departments, a student who presents an unofficial transcript or unofficial test scores may be granted provisional admission pending receipt of official documents. It is the student’s responsibility to arrange for the official documents to be sent to ProfEd. A student with provisional admission may register for up to six semester hours pending receipt of the necessary documents. If the student fails to produce the required documents—proof of degree and official transcripts—the admission will be converted to a denial and the student may be removed from classes.

Pre-Admit Admission: Students who hold a four-year baccalaureate or equivalent degree from a regionally accredited college or university or from one of recognized standing are granted Pre-Admit admission while their application materials are being evaluated. No more than six credit hours of classes may be taken while a student has Pre-Admit status.

Concurrent Admission: See “ Concurrent Enrollment as a Central Michigan University Graduating Senior” on the preceding page.

International Student Admission

International applicants, both graduate applicants who have a four-year baccalaureate or equivalent degree from an institution outside of the United States and undergraduate applicants, cannot take courses until regular or conditional admission is granted. They must meet the same admission standards as other students and are responsible for providing all information requested. International applicants should submit their application form, appropriate fee and required documentation six weeks prior to the term they plan to enroll. Applicants born outside the U.S. must provide proof of naturalization, permanent resident card, visa, or passport.

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

Undergraduate. International students seeking undergraduate admission should complete the admission application form and submit it with the appropriate application fee. In addition, international students must provide the following information:

1. Official transcripts from all secondary and post-secondary institutions, translated into English. Previous academic work must demonstrate appropriate readiness for academic success in the chosen academic program.
2. Submit one official copy of a transcript of any credits earned at an American college or university.

Demonstrating English Proficiency at the Undergraduate Level. International students whose native language is not English must demonstrate their English language proficiency by ONE of the following methods:

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

Graduate. International applicants seeking graduate admission must:

1. Provide evidence they have received a four-year baccalaureate or equivalent degree from a college or university outside the United States. Evidence includes an official copy of certificates, diplomas, degrees, and academic records of study at colleges and universities in another country, accompanied by certified literal English translations of non-English documents.
2. Submit one official copy of a transcript of any credits earned at another American college or university.
3. Have established an acceptable undergraduate record of general scholarship (normally an overall cumulative undergraduate grade point average of 2.7, or optionally, 3.0 in the final 60 hours of graded coursework toward the bachelor’s degree).

Those who do not have these credentials should discuss their situation with an academic advisor immediately. The academic advisor may need to consult with the campus before determining what further steps should be taken. Students who need an academic advisor should contact the program center for information. International students’ credentials may require review by an external evaluator. If review is necessary, appropriate forms will be provided.
Demonstrating English Competency at the Graduate Level.

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

1. Achieve a satisfactory score on one of the following tests:
   - Test of English as a Foreign Language (TOEFL), administered in various countries and the United States and other countries by the Educational Testing Service, Princeton, NJ. 08541-6151: a minimum score of 213 CBT, 550 PBT, or 79 IBT is required for admission. At the graduate level, exceptions may be granted by the Dean of the College of Graduate Studies. TOEFL scores must be reported to the admissions specialist for Off-Campus Programs.
   - Other tests will be evaluated individually, and if accepted, minimum scores will be established by the Dean of the College of Graduate Studies. Scores should be reported to the admissions specialist of ProfEd.

2. Satisfactory completion in a course of study (for example, high school or baccalaureate degree) where the language of instruction is English.

3. Successful completion (GPA of 3.0 on a 4.0 scale, or its equivalent) of at least 12 credit hours of work in a recognized graduate program where the language of instruction is English.

4. Employment in the United States at a professional level for at least two years, verified by a statement from the student’s current or past employer that the student is competent in the English language. Competency must be confirmed by an interview with the Dean of the College of Graduate Studies or her or his designee.

5. Employment at a professional level for at least four years in a position that relies on the use of English. Applicant must submit a statement that English is the language of her or his professional work, verified by a statement from the applicant’s employer that the student is competent in the English language. Competency must be confirmed by an interview with the Dean of the College of Graduate Studies or her or his designee.

Doctoral Degree Candidacy

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

1. Fulfilled all the prerequisites for admission to the degree program;

2. Fulfilled all special requirements, such as admissions tests, letters of recommendation, and additional student background information specified by the department;

3. Submitted an Authorization of Degree Program - Doctoral form approved and signed by the advisor.

4. Completed most of the prescribed coursework for the degree with a cumulative grade point average of 3.0 or higher, satisfied any research or professional tool requirements established by the department, and passed a comprehensive examination conducted and evaluated by the student's examination committee;

5. Filed an Admission to Candidacy - Doctoral Degree form approved by the advisor and the Dean of the College of Graduate Studies.

Alumni Course Audit

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

Alumni wishing to enroll should contact the program administrator since registration is handled according to the normal procedures. Actual admittance to a class will be contingent upon the availability of classroom space.

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

Toll-free Information Line

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

Good Standing

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

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

Student Rights and Responsibilities

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

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

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

Registration for Classes

Registration for classes offered by Central Michigan University is done by the student through the iCentral student portal at https://icentral.cmich.edu/Pages/default.aspx during open registration periods and is available on a priority basis related to the number of credits a student has earned. Fall registration generally begins in April, spring registration generally begins in October and summer registration generally begins in March. For specific dates and times related to registration, and other general help with using online registration, please go to http://www.cel.cmich.edu/regnews/. If you have a hold on your account preventing registration or you are unable to register yourself for any other reason, please contact an off campus registration specialist at 800-664-2681, option 1.

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

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

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

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

Registration for Independent Study

MSA students desiring independent study must submit an MSA 691 Independent Study Request to the academic advisor. The application must contain a detailed explanation of the proposed study, the purpose of the study, and the methodology to be employed. The academic advisor will review the application to ascertain whether:

a. The independent study is directly related to the student’s academic program.

b. The student cannot obtain equivalent experience through a regular course.

c. The proposed study is of the quality and level expected for the student’s degree program.

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

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

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

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

Fees

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

<table>
<thead>
<tr>
<th>Application, Standard</th>
<th>$50.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application, Doctorate in Health Administration</td>
<td>$200.00</td>
</tr>
<tr>
<td>Withdrawal</td>
<td>$50.00</td>
</tr>
<tr>
<td>Graduation/Certificate</td>
<td>$50.00</td>
</tr>
<tr>
<td>Application, Prior Learning</td>
<td>$125.00</td>
</tr>
<tr>
<td>Prior Learning Assessment (per credit hour)</td>
<td>$85.00</td>
</tr>
<tr>
<td>Competency Assessment Workshop</td>
<td>$150.00</td>
</tr>
<tr>
<td>Registration for Continuing Education Units (CEUs) or State Board Continuing Education Units (SB-CEUs)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

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

**Late Registration Fee.** Any student in Off-Campus Programs who registers after the registration period is over may be charged a late registration fee. Contact your program administrator for specific policies.
Withdrawal Fee. Any student in Off-Campus Programs who withdraws from a course after the start date will be charged a withdrawal fee and any tuition refunds are provided according to the Refund Policy. If the reason for withdrawal is that the student is being sent out of the area by her or his employer and if a copy of TDY (Temporary Duty) orders or a letter from the employer confirming the assignment accompanies the request, no fee will be assessed.

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

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

Off-Campus Tuition

The base tuition rate per credit hour for all ProfEd courses for which academic credit is given follows:

<table>
<thead>
<tr>
<th>Level of Courses</th>
<th>2010-11 Rates Per Credit Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Residents</td>
<td>Non-Michigan Residents</td>
</tr>
<tr>
<td>New Undergraduate Students</td>
<td>346.00</td>
</tr>
<tr>
<td>Students admitted to the College of Graduate Studies</td>
<td>456.00</td>
</tr>
<tr>
<td>Doctoral Students</td>
<td>525.00</td>
</tr>
</tbody>
</table>

The credit by examination fee is $40 per credit hour.

Other fees include:

- Late Registration Fee: $100 for registering on or after the first day of classes for the semester or session.
- Additional fees

On-Campus Tuition and Fees

Tuition and fees are established by the Board of Trustees and may be changed periodically.

<table>
<thead>
<tr>
<th>Level of Courses</th>
<th>2010-11 Rates Per Credit Hour*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Residents</td>
<td>Non-Michigan Residents</td>
</tr>
<tr>
<td>New Undergraduate Students</td>
<td>346.00</td>
</tr>
<tr>
<td>Students admitted to the College of Graduate Studies</td>
<td>456.00</td>
</tr>
<tr>
<td>Doctoral Students</td>
<td>525.00</td>
</tr>
</tbody>
</table>

The credit by examination fee is $40 per credit hour.

Other fees include:

- Late Registration Fee: $100 for registering on or after the first day of classes for the semester or session.
- Additional fees

Prior Learning Assessment Credit Fees

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

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

Third-Party Payer

Tuition and fees are the responsibility of the student. If a third-party payer fails to make payment on behalf of a student, the student will be billed and held responsible for all appropriate tuition and fees.

Refund Policy

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

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

Notes:

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

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

3. Tuition includes textbooks.

4. The MS in Nutrition and Dietetics program no longer freezes the tuition rate for a cohort.

Additional fees include:

- Late Registration Fee: $100 for registering on or after the first day of classes for the semester or session.
- Additional fees

Refund Policy

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

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

Notes:

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

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

3. Tuition includes textbooks.

4. The MS in Nutrition and Dietetics program no longer freezes the tuition rate for a cohort.
Army Tuition Assistance
The Army portal is exclusively the reference point for all enrollment, withdrawal and drop transactions in terms of Army tuition assistance.

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

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

All CMU Online courses start on a Monday and end on a Friday. Tuition refunds requested prior to the beginning of the course shall be made in full. The start time for CMU Online courses is 12:01 a.m. on the first day of class. Drop/withdrawal requests received after that will be assessed a $50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week. Students may not withdraw after the midpoint of the course.

Refunds requested after the midpoint of the course shall not be made except as follows: Full refunds shall be made when requested any time prior to the last class session, if the reason for withdrawal is that the student is being sent out of the area by her or his military employer and if a copy of TDY (Temporary Duty) orders or a letter from the employer confirming the assignment accompanies the request. In unusual circumstances such as illness or death in immediate family, refunds may be considered, provided appropriate documentation has been submitted to CMU Online administration.

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

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

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

Important Information Regarding Course Drops and Withdrawals for All Off-Campus and Online Classes
- Drops and withdrawals are done by the student, within the permitted time frame for doing so, through the Course Search and Registration System within iCentral.
- Withdrawals after the midpoint are not permitted.
- Students who cease or fail to attend (virtual or otherwise), without formally dropping or withdrawing from the course will receive a grade of “E.”
- Telephone requests to drop or withdraw will not be accepted.
- Drops and withdrawals can and do affect your financial aid eligibility. For more information go to cel.cmich.edu/courses/drop-withdraw.aspx.

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

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

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

<table>
<thead>
<tr>
<th>CMU Online Course Format</th>
<th>16-week class</th>
<th>12-week class</th>
<th>8-week class</th>
<th>N/A</th>
<th>5-week class</th>
<th>N/A</th>
<th>N/A</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face Course Format</td>
<td>16-week class</td>
<td>12-week class</td>
<td>8-week class</td>
<td>5-week class</td>
<td>4-week class</td>
<td>1-week class</td>
<td>4 weeks</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Face-to-Face Course Meeting Times</td>
<td>16 meetings</td>
<td>12 meetings</td>
<td>8 meetings</td>
<td>10 meetings</td>
<td>8 meetings</td>
<td>5 meetings</td>
<td>8 meetings</td>
<td>6 meetings</td>
</tr>
</tbody>
</table>

Course Drops:

| Prior to the second meeting time for face-to-face or prior to the start of the second week for CMU Online | 100% | 100% | 100% | 100% | 100% | 100% | 100% | 100% |

Course Withdrawals:

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

Notes:

1. If a class has a format that is not listed on the grid, please compute total number of days in the course and divide by the number of course dates occurring before the withdrawal date to find the percent of completed course time. If the course is 10–33% over, the amount to be refunded is 75%; if the course is 34–49% over, the amount to be refunded is 50%; if the course is more than 49% over, no refund will be generated. CA workshops are non-refundable after the first meeting. A “W” grade will be given to any student who formally withdraws from a course prior to its midpoint.
2. If you are a financial aid student and you withdraw from or drop classes to a point where you are considered less than half time for the semester after a financial aid disbursement has been made and a refund check sent, you could be billed back for the full amount of the disbursement.
3. Students who cease/fail to attend (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of “E.” A charge back for financial aid received may be incurred based on student’s last day of attendance.
4. To drop a weekend course, the drop must be completed prior to 9 a.m. (EST) of the second class meeting date. After 9 a.m. and up to the midpoint, it will be classified as a course withdrawal. To drop a weekday course, the drop request must be completed prior to 6 p.m. (EST) of the second class meeting date. After 6 p.m. and up to the midpoint, it will be classified as a course withdrawal.
5. The start time for CMU Online courses is 12:01 a.m. on the first day of class. Drop/withdrawal requests received after that will be assessed a $50 fee. Each new week for an online class begins on Monday at 12:01 a.m. and ends on the following Sunday at 12:00 midnight. The amount of tuition refunded is based on the week the request is received within. Holidays do not have any effect on this definition of a week.
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. Off-Campus Programs Financial Aid Information Manual can be found at www.cel.cmich.edu/financial-aid/FinancialAidManual.pdf.

Undergraduate students enrolled through Off-Campus Programs (OCP) may be eligible for Pell Grants and Federal Direct William D. Ford Loans. Graduate students may receive loan assistance only. Enrollment at other institutions does not qualify for CMU financial aid eligibility. The student must be admitted to Central Michigan University as a regular degree-seeking student; guest students attending CMU are not eligible to receive financial assistance through CMU. Students seeking a certificate only are not eligible for financial aid. All awards are contingent on the following:

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

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

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

5. Satisfactory Academic Progress (SAP). See below.

6. Your compliance with our request for additional documentation to support your application.

7. You are a U.S. citizen or eligible noncitizen, have signed all certification statements, are not in default on a federal loan or owe a refund or repayment on any federal or state program, and are enrolled in a degree granting program of study for the necessary number of hours.

Enrollment Criteria

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

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

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

Student Cost of Attendance

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

Payment of Aid and Refunds

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

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

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

If you register for additional classes after the disbursement of your semester award, it is your responsibility to pay for the class(es) from any refund. Also, you should plan to pay for books and other materials through the Missouri Bookstore (MBS) out-of-pocket and be reimbursed through your student loan refund.

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

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

Satisfactory Academic Progress

Federal regulations (HEA Sec. 484(c)) require that Central Michigan University monitor the satisfactory 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.

1. **Quantitative standard:** Students must complete 67% of all CMU credits attempted each semester of enrollment which includes the summer semester. Attempted hours are based on the number of credits for which the student is registered at the conclusion of the Registrar’s posted “Deadline for Dropping a Class with a Full Cancellation of Tuition.”
2. Qualitative standard: Students must maintain a 2.00 cumulative GPA as an undergraduate student and a 3.00 cumulative GPA as a graduate student. See http://www.cmich.edu/x27987.xml, which may be used as a tool to assist you in maintaining this cumulative GPA requirement.

3. Maximum time frame standard: The number of attempted credits in which a student is expected to finish a program cannot exceed 150 percent of the published length of the program. Total credit hour limits apply whether or not the student has actually received financial aid for the entire time at CMU. Transfer credits from previous schools count toward credit hour limits. Undergraduate students cannot receive financial aid after completing 186 credit hours. The 186-credit-hour limit for completion of a baccalaureate degree is intended to be long enough to allow for changes in a major, loss of credit due to transfer, withdrawn coursework, minors, double majors, etc.; therefore, no extensions of the maximum time frame will be granted for the above mentioned reasons.

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 as found under the following link: http://www.cmich.edu/x27987.xml.

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

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

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

Consequences of Unsatisfactory Progress

Students who fail to complete 67 percent of their attempted courses in one semester, and/or have a cumulative GPA that falls below a 2.00 for undergrad students and 3.00 for graduate level students will be placed in a warning status. While in a warning status students are eligible for aid but prior to any aid being disbursed into the student’s account completion of Financial Literacy Counseling must be met at http://mappingyourfuture.org/fl. Failure to bring their completion rate to 67 percent in the next semester of enrollment or to bring their cumulative GPA within the required range of a 2.00 for undergraduate students and 3.00 for graduate level students will result in financial aid suspension beginning with the next semester of enrollment. A student will remain on financial aid suspension and be denied federal and most state and institutional aid until he/she completes 67 percent of attempted courses within one semester at CMU, and maintains the required cumulative GPA for his/her grade level. Only credit hours completed are counted as credits earned. Grades of NC (no credit), I (Incomplete), W (withdrawal), X (audit), and Z (deferred) are not counted as earned credit. For example, a student who attended CMU in the fall and attempts 12 credits but withdraws from 6 credits fall semester will have completed 6 of 12 credits for a completion rate of 50 percent. This student will be warned, but still eligible to receive financial aid for his/her next semester of enrollment once Financial Literacy Counseling session has been completed. A second semester of less than 67 percent completion and/or a cumulative GPA below the required standards will result in the student being denied further aid until he or she completes 67 percent of attempted courses, as well as maintaining the required cumulative GPA within a CMU semester.

Students who reach their time limit without completing their degree will be denied further federal and most state and institutional financial aid as a student at that level. As students near their credit limits they will be placed in a warning status and required to complete Financial Literacy Counseling prior to any additional aid being disbursed to their account. For example, if as an undergraduate you reach 150 attempted credits you will be placed in a warning status; at this time you will be required to complete Financial Literacy Counseling. Once you reach the 186-earned-credit limit, you will be denied further aid until the degree is conferred. You then would regain eligibility for a second undergraduate or a graduate degree. If you are attempting a master’s degree and reach the eligibility limit, you would be denied further aid until the master’s degree is conferred, at which time you would regain eligibility for a second master’s, doctoral, or professional degree.

Appeal process

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

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

Continuing at CMU after aid is denied: Students denied financial aid generally may continue attending Central Michigan University using private aid sources such as alternative student loans (http://www.cmich.edu/x29381.xml#ALT), or by funding their education themselves. Please note that some alternative loans are NOT available to students while on Financial Aid Suspension.

Please note the following:

Mitigating circumstances may cause a student to fail to achieve financial aid Satisfactory Academic Progress. The student may submit a letter of explanation, with appropriate documentation attached, to the OSFA, Student Services Court, Central Michigan University, Mount Pleasant, MI 48859.

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

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

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

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

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

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

Withdrawing from or never attending classes. If you are a financial aid recipient and you drop one or more of your classes during the drop/add period (or indicate you never attended some of your classes), you may lose some or all of your financial aid eligibility. Before withdrawing, we suggest you speak with a financial aid counselor. Your enrollment status for financial aid purposes is determined as of the 9th day of classes each semester or term (based on file close) for Off-Campus students.

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

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

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

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

Financial Aid Award Programs

Grants

Federal Pell Grant: Students apply for a Federal Pell Grant by filing a Free Application for Federal Student Aid (FAFSA) or a Renewal Application. Students also have the option of applying through the Web. The address for FAFSA on the Web is: www.fafsa.ed.gov. Eligibility for a Federal Pell Grant is determined by a need analysis formula prescribed by Congress. Application of the formula to family income and asset data produces an Expected Family Contribution (EFC). You are eligible for a Federal Pell Grant if you: are an undergraduate, have not received a baccalaureate degree, and have a qualifying EFC as determined by the U.S. Department of Education (ED) for 2011-2012. Federal Pell Grants are initially awarded for full-time attendance and adjusted accordingly within the semester based on actual enrollment. The data from your Renewal Application or FAFSA must show that you are eligible to receive a Pell Grant and must be received by the OSFA prior to the last day of enrollment for each semester or within 60 days after the end of the semester if you were selected for verification. Students enrolled in learning packages only, will not be considered more than half-time students regardless of the number of credits in which they enroll. For students enrolled less than half-time, only the costs for tuition/fees, books/supplies, and transportation may be included in the cost.

TEACH Grant: Through the College Cost Reduction and Access Act of 2007, Congress created the Teacher Education Assistance for College and Higher Education (TEACH), which was first implemented for the 2008-2009 academic year.

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

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

Additional information including Eligibility Requirements can be found on the CMU website at: http://www.cmich.edu/Scholarships_and_Financial_Aid/Teach_Grant_Program.htm.

Loans

William D. Ford Federal Direct Loan Program (Direct Loans): Under the William D. Ford Federal Direct Loan Program, students borrow money directly from the federal government without going through a private lender; students do not complete a separate loan application. Loan proceeds are deposited directly into student accounts each semester, eliminating the need for separate check processing. Repayment of the loan principal begins six months after the student is no longer attending school on at least a half-time basis and all loans may be consolidated with the federal government.

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

Unsubsidized Loans: “Unsubsidized” means the federal government does not pay the interest while the student is in school or deferment. Students qualify for an unsubsidized loan regardless of financial need. Students are responsible to pay the interest on this loan quarterly or may choose to capitalize the interest.

Federal Direct PLUS Loans: These loans are non-need-based loans for parents with good credit history who want to borrow for their dependent students. Under this program, parents can borrow up to the total cost of education minus other expected financial assistance. There is no grace period or deferment period. This means that interest begins to accumulate at the time the first disbursement is made.

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

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

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

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

Interest Rates: Direct Loan interest rates are fixed and are adjusted each July. The Direct PLUS Loan interest rates are also fixed. Current interest rates are available at the Direct Loan Web site: http://www.ed.gov/offices/OSFAP/DirectLoan/calc.html.
**Fees:** Student borrowers of Direct Loans are assessed a 1.0% origination fee prior to loan disbursement. PLUS borrowers are assessed a 4% origination fee prior to loan disbursement.

**Receiving your Federal Direct Loan Funds**

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

1. Complete loan counseling on the Web at [https://StudentLoans.gov](https://StudentLoans.gov). Federal regulations require that you participate in an entrance loan counseling interview if you are a first-time federal direct loan borrower. The purpose of this counseling is to explain your rights and responsibilities as a first-time borrower. Emphasize the legal, binding nature of your loan obligation, and make you aware of the consequences of default if you fail to repay your loan according to the terms of the note.

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

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

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

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

### CMU-Off Campus Scholarship Program

Scholarship applications for the 2011-2012 school year will be available beginning March 1, 2011 and must be postmarked by June 5, 2011. Please periodically visit the website to ensure you have the most up-to-date information. Additional information regarding each scholarship and the application form can be found at [www.cmich.edu/finances](http://www.cmich.edu/finances). Once there, click on Scholarships. Scholarships for the upcoming school year include:

**Blanche Connell Scholarship**

Established in 1988 by Southeastern Michigan Hospital Purchasing Management, Inc., in honor of Blanche Connell, for a graduate student pursuing a Master of Science in Administration (MSA) degree with a concentration in Health Services Administration. Preference is given to residents within the seven county area of southeastern Michigan.

**The Joyce and Gary DeWitt Endowed Scholarship**

Established in 2010 for students enrolled in CMU Off-Campus Programs offered in the greater Grand Rapids, Michigan area. The DeWitt family wishes to assist CMU Off-Campus Programs students living in West Michigan who have completed a minimum of 12 credits and have earned a minimum of 3.0 GPA.

**William R. Gemma Memorial Scholarship**

Established in 1999 in memory of CMU associate professor William R. Gemma, Ph.D., for CMU’s Off-Campus Programs graduate students working toward a degree in one of three concentrations: Health Services Administration, International Administration, or Public Administration.

---

### Cumulative Limits

**Subsidized (Need-Based) Loans:**

- Undergraduate Study …………………………….. $23,000
- Graduate Study,  
  - Including loans for Undergraduate Study ......$65,500

**Subsidized Loans plus Unsubsidized (Non-Need) Loans:**

- Dependent Undergraduate Student …………………..$23,000
- Independent Undergraduate Student …………………..$46,000
- Graduate or Professional Student,  
  - including loans for Undergraduate Study ......$138,500

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

### General Dynamics Land Systems Military Scholarship

This endowed scholarship was established in 2009 by General Dynamics Land Systems in honor of members of the United States Military who are enrolled in courses offered by CMU Off-Campus Programs. Eligibility is limited to active duty personnel of the U.S. Armed Forces and/or their immediate family members. Applicants must have successfully completed a minimum of six credit hours with CMU prior to applying for the scholarship and earned a minimum of a 3.0 GPA. The amount of the scholarship will be net of any government issued Tuition Assistance.

**The Dr. Jay and Diana Grieesser Endowed Scholarship**

Established in 2010 by Dr. Jay Grieesser a long-time CMU Off-Campus Programs adjunct professor and wife Diana for CMU students enrolled in online programs leading toward a graduate degree in Business or Information Technology. The Grieesser’s wish to honor members of the U.S. Military and Federal Service Employees for their service to the United States. Active duty personnel, members of their immediate family, Federal Service employees and active duty Reserve Military personnel who have completed a minimum of 6 credit hours and earned a minimum of a 3.4 GPA are eligible to apply. The amount of the scholarship will be net of any government issued Tuition Assistance (TA).

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

Established in 2010 by Shirley L. Gross-Moore ’81. Income from the endowment will support an award for a first semester Off-Campus student demonstrating financial need and also a graduate from one of the following Detroit Michigan Public High Schools: Cass Tech, Cooley, Cody, Central, Denby, Finney, Henry Ford, Kettering, Mumford, Northern, Northwestern or Southeastern.
The Michigan Community College Academic Achievement Award

Established in 2011, graduates of a community college located in a Michigan county that does not have a public residential four-year university campus and reside in one of a set of specific counties and are geographically bound for professional or personal reasons are eligible to apply.

The Joan M. and Clarence E. Mills Annual Award

Established in 2011, by Joan M. and Clarence E. Mills for CMU Off-Campus Program students who are pursuing a bachelor’s degree and are in their junior year or higher. Applicants must also be employed full time by a publically held electric utility and demonstrate financial need.

The Morris Family Endowed Scholarship

Established in 2009 by Laurie and Michael J. Morris ’80, ’93. Income from the endowment will support arotating award for a student enrolled in the College of Business Administration, College of Communication and Fine Arts and for students enrolled in a masters program with Off Campus Programs. On Campus students must have successfully maintained a 3.2 GPA. If an incoming freshman, documentation will need to be provided indicating this was achieved in high school. The recipient of the Off 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.

Off-Campus Programs Endowed Scholarship

Established in 2001 by alumni and friends of CMU’s Off-Campus Programs for CMU’s Off-Campus Programs students. Students who are unemployed at the time of application and students who are single parents are also encouraged to apply for this scholarship.

Kathleen M. and Lawrence J. Oswald Endowed Scholarship

Established in 2005 by Kathleen M. ’79 and Lawrence J. Oswald for CMU’s Off-Campus Programs students residing in Southeast Michigan. Preference will be given to single parents.

The Kenneth and Jane Rogers Endowed Scholarship

Established in 2010 by Kenneth ’96 and Jane Rogers for CMU Off-Campus Programs students who reside in the S.E. Michigan region. The Rogers wish to assist students in their junior year or higher who are single parents and pursuing a B.S. degree and have earned a minimum of a 3.4 GPA. This scholarship is renewable for up to two years of continuous enrollment for a student taking a minimum of nine (9) credit hours per semester. Recipients must reapply to be considered for the renewable portion of this scholarship. The number of scholarships and the amount of the award will be dependent upon available funds.

U.S. Armed Forces Award

Established to honor severely injured military personnel who have incurred injuries while serving in combat on behalf of the United States or the spouse of a severely injured service member. All military veterans who have been honorably discharged from the military within the last 4 years and are pursuing a degree through CMU’s Off-Campus Programs are also encouraged to apply for this award.

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 CMU Off-Campus Programs, are eligible to apply for financial assistance to purchase textbooks. The number and amount of awards will be determined by available funding. Awards may not exceed $250.00 per semester with a life-time maximum of $500.00 per service member family. The application will be available June 1, 2012.

Veterans’ Resource Center

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

No Worker Left Behind

Central Michigan University is proud to participate in the No Worker Left Behind (NWLB) free tuition program. The purpose of this program is to equip Michigan workers with the right sets of skills and education to seize new job opportunities.

Program Benefits. The NWLB program will provide up to two years of tuition assistance at any Michigan community college, university or other approved training program. Tuition assistance is capped at $5,000 per year for two years, or a total of $10,000 per person. Tuition assistance includes instructional costs, books, materials, fees (such as application costs, registration and laboratory fees) and academic support services (counseling and career advising).

Eligibility. Any person who is currently unemployed or has received notice of termination or layoff from employment, or any employed person whose family income is $40,000 or less is eligible for this program. Participants must be at least 18 years old, must not have graduated from high school in the last two years and must not be full-time college students. To qualify for the program, visit an area Michigan Works! office for a skills assessment. You will then work with a Michigan Works! staff member to identify an appropriate program. You must pursue a degree or occupational certificate in a high-demand occupation, emerging industry or entrepreneurship program to receive tuition assistance.

Note: Funding from NWLB will affect student eligibility for Federal Financial Aid. Once you are approved for this funding, it must be reported directly to Off-Campus Programs Financial Aid using the Federal Loan Adjustment Form found on our website at www.cel.cmich.edu or by contacting our office at 1-800-664-2681 ext. 2 via email at OCPFA@cmich.edu.

For more information and a list of programs offered at Central Michigan University’s off-campus locations or online, please go to http://www.cmich.edu/University_Billing_Office/No_Worker_Left_Behind.htm. For more information on non-credit certificate programs approved for NWLB funding, go to http://www.cel.cmich.edu/niworks/ or call toll-free, 877 268-4636.

If you have questions about admission to programs of interest at Central Michigan University, please contact Off-Campus Programs at (989) 774-2681 or toll-free (800) 664-2681.

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 517-241-7748, http://www.michigan.gov/documents/mdcr/MITWAAPPLCATION-CR-602-revised_7-14-10_328137_7.pdf. The student must be enrolled in a degree-granting program.
Academic Schedule

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

Faculty

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

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

Because Central Michigan University has over 1,400 approved part-time instructors, hired on a course-by-course basis, individual adjuncts are not listed in this catalog. All faculty are required to include biographical information on the cover sheet for each course they teach. This information is available to students before and during registration. As part of the course cover sheet, faculty are required to provide phone numbers, times they are available, and a mailing address where they can be reached before, during and after the class has been completed. A growing number of faculty also provide an e-mail address.

Academic Advising

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

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

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

CMU Writing Center

For help with prewriting, drafting, revising, editing, and polishing, contact a CMU Writing Center consultant online, a free service at http://webs.cmich.edu/writingcenter. Enter the user name writingcenter (one word) and password wconline (one word). A CMU Writing Center Consultant will work with you per submission, and papers are back within two business days. Contact writcen@cmich.edu for more information.

Tutoring for Mathematics and Statistics Courses

Tutoring assistance is now available to Off-Campus Programs students from the CMU Math Assistance Center (cel.cmich.edu/mathcenter/tutoring-request.html). After the online registration process (usually takes one business day), real-time tutoring via internet and/or toll free telephone connect (800-950-1144, ext. 2290) will be available. Students must be currently enrolled in an Off-Campus Programs mathematics course (MTH 105, 106, 107, 130, 132, 175, 203) statistics course (STA 282 or 382) or PSY 211; have activated their global ID and password; have computer access (high speed connection preferred); or telephone access. For more information, contact the Math Assistance Center at 800-950-1144, ext. 2290 or mathac@cmich.edu.

Library Services

The Charles V. Park Library at Central Michigan University is the resource center for Central Michigan University students, faculty, and staff. Its collections contain more than 1,000,000 books and other print items, 10,500 electronic books, 15,000 multimedia items, 125 electronic periodical article databases, and electronic access to the full-text content of more than 48,000 journals. Additionally, it is a federal and state government document depository library, which means it provides access to items published by the United States Government and the State of Michigan. Items not owned by the library may be obtained from other institutions through the library’s interlibrary loan service.

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

The CMU Libraries’ Documents on Demand office offers a document delivery service that allows off-campus and online patrons to obtain books as well as copies of single book chapters, journal articles, sample MSA and EDU projects, and more. This service is provided free of charge to students and faculty, and all requests are typically processed within a 24 – 48 hour period. The hours of operation for Documents on Demand are Monday through Thursday from 8:00 a.m. – 9:00 p.m.; Friday from 8:00 a.m. – 5:00 p.m.; Saturday from 9:00 a.m. – 6:00 p.m.; and Sunday from 12:00 p.m. – 9:00 p.m. (EST).

As an additional service for faculty, the library also offers a copyright clearance service for items that an instructor wishes to place on electronic reserve within the Blackboard course shell. If an instructor wants to use a journal article or an excerpt from a book...
as part of course materials, he can contact the Course Reserve and Copyright Services office and they will obtain a full-text copy of the item, obtain one semester’s worth of copyright clearance to use the item, pay any applicable usage fees, and then upload it directly into the instructor’s Blackboard course shell.

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

**Career Services and Resource Center**

Career Services is located in Ronan Hall 250, 989-774-3068, and offers students assistance with job search activities. The office helps students with developing sound job-seeking skills, writing resumes, and interviewing techniques. Students can register for an online resume referral service through www.careers.cmich.edu (Career Service’s Web site). An extensive career resource center is provided for use by all students and alumni who live near or visit the Mount Pleasant area. The resource center contains general career information, tips for seeking jobs, vacancy listings from a variety of sources, and information about potential employers in business, government, and education. For those students and alumni who do not live in the Mount Pleasant area, you can access most of this information through the Career Services Web site.

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

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

**Transfer Credit**

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

**Options for Earning Credit**

**Undergraduate Transfer Credit**

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

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

a. Transfer credit
b. Prior learning assessment credit
c. College Level Examination Program (CLEP) or the university’s Credit by Examination Program
d. United States Armed Forces credit

e. As assessed on an individual case basis, any other credit earned through standard testing or evaluation procedures.

**I. Transfers from accredited schools and foreign institutions**

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

a. Courses must be germane to a program at Central Michigan University.

b. Transferable courses completed with a grade of C- or better or the equivalent will be accepted.

c. Credits from foreign institutions will be accepted using the guidelines developed by the World Education Series of the American Association of College Registrars and Admissions Officers and in consultation with affected departments.

d. Grades and honor or quality points are not transferable to or recorded on the CMU permanent record.

e. Applicability of transfer coursework to a student’s program plan is at the discretion of the academic advisor with approval by the appropriate academic units.

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

a. Consult with the academic advisor to determine whether the course would likely be appropriate to the program plan.

b. Upon completion of the work, request that the institution awarding the credit send one official transcript to ProfEd.

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

**IV. Military training and experience.**

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

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

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

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

The MACRAO Articulation Agreement: A student who transfers from a community college in Michigan with a transcript documented as having satisfied the Michigan Association of College Registrars and Admissions Officers Agreement, will also have satisfied the University Program portion of the General Education Requirements of this Bulletin. Other students should see the general education requirements section of this or the undergraduate Bulletin they are following for guidelines on the applicability of their transfer credit toward University Program requirements.

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

Graduate Transfer Credit Policy
Transferable credit:
- Graduate Certificate: maximum of 6 semester hours. Courses used on previous graduate degrees or certificates may not be counted toward a graduate certificate.
- Master’s Degree: maximum of 50% of the semester hours (Exception: maximum of 30 semester hours on the 54-credit hour joint master’s degree in history are transferable.)
- Specialist’s Degree: maximum of 12 semester hours beyond the master’s degree if the master’s degree was earned at CMU. (Exception: maximum of 8 semester hours beyond the master’s degree if the degree was not earned at CMU.)
- Doctoral Degree: maximum of 50% of the post-baccalaureate semester hours. Minimum percentage that must be earned at CMU can vary amongst academic programs.
- Maximum of 6 semester hours may be transferred from one earned degree to another master’s or higher degree program.
- Military coursework: coursework with a grade of outstanding or excellent is transferable.

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

Graduate transfer credits must be appropriate to the student’s program, recommended by the student’s academic advisor for use on the program plan, and approved by the Dean of the College of Graduate Studies. Transfer credits are not considered in the computation of the student’s graduate grade point average. Graduate transfer credit must meet the following criteria:
1. Credits must have been earned at a regionally accredited higher education institution or one of recognized standing (at the time the credits were earned) as defined by the College of Graduate Studies.
2. The credits are not in violation of any pertinent university or College of Graduate Studies regulation, procedure, or policy;
3. The credits do not correspond to a course previously taken at CMU;
4. The credits were earned within the time limit for program completion. Credits from a prior graduate degree or certificate that are to be applied to a doctoral degree may be exempt for the time limit for doctoral degree completion (see individual program description);
5. The credits are appropriate to the student’s program and are not in conflict with credit limitation specified elsewhere in the Graduate Bulletin;
6. As certified on the official graduate transcript, courses must be at the graduate level.
7. The grade for the credits must be B or higher. Ungraded course work will not be accepted in transfer unless accompanied by evidence that the work was of B or higher quality. Military coursework with a grade of outstanding or excellent is transferable. At the discretion of the department, coursework that is not transferable may be considered for prior learning credit.
8. The student is in good standing (cumulative graduate GPA of 3.0 or higher) at the institution at which the credit was earned.
9. Doctoral degree students must have regular admission to their degree program;
10. The student is responsible for having official graduate transcripts sent by the institution at which the credit was earned directly to CMU - Off Campus, 802 Industrial Drive, Mt. Pleasant, MI and for completing the most recent version of the Graduate Transfer Credit Request form (www.grad.cmich.edu/forms.htm).
11. The credits must be approved by the student’s academic advisor (for graduate certificates and Master’s degrees) or Program Director (doctoral degrees) and the Dean of the College of Graduate Studies.
12. Courses earned by correspondence are not eligible for graduate transfer credit.
13. Transfer credits must be earned within the time limit for program completion. Transfer credits are not eligible for extension of time consideration.

Transfer credits are not included in the computation of the student’s CMU graduate grade point average. Exceptions to any aspect of this policy will be considered only in extraordinary circumstances and will be granted at the discretion of the Dean of the College of Graduate Studies.

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

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

The Prior Learning Assessment Credit Process

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

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

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

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

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

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

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

**Graduate:**
- UNV 697

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

Classes and Seminars

The instructional format for each course offered through the off-campus programs is dependent upon content, student needs, and faculty availability. Classes are usually scheduled during compressed time blocks to maximize instructional effectiveness and to minimize scheduling conflicts. Formats offered include alternate weekends, week-long, and evenings, as well as CMU Online.

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

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

Campus Courses

Any student admitted to Off-Campus Programs may enroll for classes on the Central Michigan University campus in Mount Pleasant. Students must follow regular on-campus enrollment procedures. Information regarding dates and procedures for on-campus registration is in the Class Schedule on the Registrar’s website at http://cmich.edu/Office_of_the_Registrar/Class_Schedule_Course_Offerings.htm.

Limitations on College of Business Credits

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

Independent Study

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

Tutorial Option

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

Advanced Standing for Undergraduates Only:

Undergraduate students may be granted credit at CMU by earning high scores on the following specified examinations:

- Advanced Placement (AP)
- College Level Examination Program (CLEP)
- International Baccalaureate

Credit can be earned in some CMU classes by AP examination. In the following list, approved AP examinations are paired with the CMU courses in which credit is granted for a minimum score of three to five. The courses on this list are approved by individual academic departments and are subject to change.

<table>
<thead>
<tr>
<th>Name of Examination</th>
<th>CMU Equivalent</th>
<th>Course Number</th>
<th>Credit</th>
<th>Min. Score Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art: History of Art</td>
<td>Introduction to Western Art, Part I</td>
<td>ART 185</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Art: 2-D Design Portfolio</td>
<td>2-D Design</td>
<td>ART 115</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Biology</td>
<td>Concepts of Biology</td>
<td>BIO 110 or BIO 101 (prior to 2008)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Chemistry</td>
<td>Introduction to Chemistry I</td>
<td>CHM 131 or CHM 131/132</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>Principles of Computer Programming</td>
<td>CPS 180</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science AB</td>
<td>Introduction to Data Structure</td>
<td>CPS 181</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>Freshman Composition</td>
<td>ENG 101</td>
<td>3</td>
<td>3 or 4*</td>
</tr>
<tr>
<td>English Composition and Literature</td>
<td>Freshman Composition</td>
<td>ENG 101</td>
<td>3</td>
<td>3 or 4*</td>
</tr>
<tr>
<td>Environmental Science</td>
<td>Introduction to Environmental Studies</td>
<td>ENV 101</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Government &amp; Politics: Comparative</td>
<td>Introduction to Comparative Politics</td>
<td>PSC 242</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History: European</td>
<td>Development of Western Civilization</td>
<td>HST 101 or HST 102</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>United States to 1865</td>
<td>HST 111 or HST 112</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>History: World</td>
<td>Cultures of the World</td>
<td>GEO 121</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Languages:</td>
<td>For each of these examinations, credit will be allowed as follows:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>French Language</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German Language</td>
<td>For a score of 3, credit will be given in the 201 course (4 hours)</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Spanish Language</td>
<td>For a score of 4, credit will be given in the 201 and 202 courses (8 hours)</td>
<td>3</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Latin: Literature</td>
<td>For a score of 5, credit awarded will be determined by the department section for that language based on a review of the examination and an interview with the student. A minimum of 10 hours and a maximum of 12 hours are recommended, with credit to be at the 200 level.</td>
<td>3</td>
<td>4 or 5</td>
<td></td>
</tr>
<tr>
<td>Latin: Vergil</td>
<td>For each of these Latin examinations, credit for scores of 3, 4, or 5 will be awarded through Latin: consultation with the department chairperson.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Macroeconomics</td>
<td>Principles of Macroeconomics</td>
<td>ECO 204 or ECO 201 (prior to 2008)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>Principles of Microeconomics</td>
<td>ECO 202 or ECO 202 (prior to 2008)</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Mathematics: Calculus AB</td>
<td>Calculus I</td>
<td>MTH 132</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>Calculus I and Calculus II</td>
<td>MTH 132/133</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Mathematics: Calculus BC</td>
<td>Subscore AB</td>
<td>MTH 132</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics B</td>
<td>College Physics I and College Physics II</td>
<td>PHY 130/131</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physics C (Mechanics)</td>
<td>University Physics I</td>
<td>PHY 145</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Physics C (Electricity &amp; Magnetism)</td>
<td>University Physics II</td>
<td>PHY 146</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Psychology</td>
<td>Introduction to Psychology</td>
<td>PSY 100</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>Introduction to Statistics</td>
<td>STA 282</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>Introduction to Statistics or Elementary Statistical Analysis</td>
<td>STA 382</td>
<td>3</td>
<td>4</td>
</tr>
</tbody>
</table>

*Minimum Score of 4 will be implemented for students with Fall 2012 admit date and beyond.
College-Level Examination Program (CLEP)

The College Level Examination Program (CLEP) sponsored by the College Board affords students and prospective students the opportunity to demonstrate their academic proficiency at the freshman-sophomore college level in various general areas and in specific subjects.

Policies concerning the use of CLEP General Examinations at Central Michigan University are developed and controlled by the Academic Senate. The minimum scores for CLEP Subject Examinations are determined by the department authorizing credit for the subject.

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

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

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

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

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

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

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

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

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

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

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

Additional Information on Advanced Standing

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

CMU Online

Students interested in taking courses through CMU Online must be admitted to Central Michigan University prior to registration. Those students applying veterans educational benefits toward tuition of a course should contact CMU’s Veterans’ Resource Center for information regarding certification and restrictions. Further information regarding course schedules, enrollment procedures, or registration instructions is available at www.cel.cmich.edu/ecampus. Questions relating to registration may be directed to 800-688-4268.

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

Online Courses

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

Examination Proctors

A proctor is a person approved to administer exams to students for their online course. 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 the librarian at a local library. In addition, any CMU center will proctor exams. Unacceptable proctors include, but are not limited to, family members, friends, co-workers, and other CMU students. CMU reserves the right to deny any proctor or assign proctors to students as deemed necessary by the CMU Online staff.

The student is responsible for any proctor’s fees. If one of the CMU centers is to be used as a proctor, please check with that center to determine available times and dates for testing. Should you have any questions, contact CMU Online at 800-688-4268, option 1.

Planned Experiences

The planned experiences credit option provides a flexible learning format which can be tailored to fit particular student objectives. This learning option also allows the student to take full advantage of all instructional resources available. The student should consult her or his academic advisor to develop a planned experience and should consider the following guidelines:

1. The experience must develop skills not previously acquired by the student.
2. Planned experience credit will not be granted for work or study in which the student was involved prior to enrolling in the planned experience.
3. The experience may be graded on a credit/no credit basis at the student’s request and with the faculty reviewer’s approval.
4. The student may earn no more than 30 semester hours of credit through planned experiences. No more than 15 semester hours of credit may be earned for a single planned experience.

The following course numbers and titles are used to record credit granted for planned experiences:

CDE 291 Planned Experience in Community Development (1-15)
CDE 491 Planned Experience in Community Development (1-15)
CEL 291 Planned Experience in Administration (1-15)
CEL 491 Planned Experience in Administration (1-15)
Family Educational Rights and Privacy Act
The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:

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

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

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

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

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

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

   One exception which permits disclosure without consent is disclosure to University officials with legitimate educational interest and/or needs to review an educational record in order to fulfill his or her professional responsibility. A University official for the purpose of this policy is defined as follows:
   - members of the faculty;
   - members of the professional, executive, and administrative staff;
   - members of the Central Michigan University Police Department in an emergency if knowledge of the information is needed to protect the health and safety of the student;
   - students, when properly appointed as members of a hearing panel or screening committee;
   - representatives of the State Auditor General 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 para-

   graph (4) below, Central Michigan University designates all of the following categories of information about its students as “Directory Information”:
   a. name, campus address, home address, telephone listing, and campus e-mail;
   b. state of residence;
   c. age, date, and place of birth;
   d. major field of study, including the college, department, or program in which the student is enrolled;
   e. classification as a freshman, sophomore, junior, senior, or graduate student;
   f. enrollment status (full-time, half-time, less than half-time);
   g. participation in officially recognized activities and sports;
   h. weight and height of members of athletic teams;
   i. dates of attendance and graduation, and degrees received;
   j. the most recent educational institution attended;
   k. honors and awards received, including selection to the Dean’s or President’s list, honorary organization, or the GPA range for the selection.

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

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

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

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

The university undertakes to evaluate the amount and to appraise the quality of work done by its students according to specified quantitative and qualitative standards. 1) The quantitative unit of credit is the semester hour. 2) The qualitative credit is the grade or rating used by the instructor to indicate an evaluation of the results accomplished. See the following sections for undergraduate and graduate standing.

An official “Grade” will be available to the student at the end of each class. Grades may take as long as one month to be available to the student after the end of the class. Students wishing to receive information about their grade(s) should consult their program center for instructions or access iCentral to review their grades at https://iCentral.cmich.edu in the academic section, or provide their instructor with a self-addressed, stamped envelope or postcard.

Undergraduate

<table>
<thead>
<tr>
<th>Grades</th>
<th>Significance</th>
<th>Honor Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

Grades Point Average: The Grade Point Average (GPA) for undergraduate students is found by dividing the total honor points earned by the total hours attempted. Students may access the automatic GPA calculator at www.registrar.cmich.edu/records/gpa/gpacalc1.htm.

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

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

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

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

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

Graduate

The work of a qualified student in each course completed is rated in accordance with the following marking system. There is no grade of “D” in the graduate marking system. When a D 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.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Significance</th>
<th>Honor Points Per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td></td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td></td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td></td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td></td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td></td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td></td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td></td>
<td>0.7</td>
</tr>
<tr>
<td>E</td>
<td>Failing</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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

This grading system also applies to undergraduate courses taken for graduate credit by a student admitted to the College of Graduate Studies.

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

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

Duration of Admission Status: Time for Completion of Degree

After admission to a graduate program of study, students are expected to complete degree or certificate requirements in a responsible and timely manner. For full-time students, two calendar years should be adequate for the completion of most master’s degree programs; five calendar years should be adequate for the complete of most doctoral programs. Part-time students may need a somewhat longer period to meet these requirements, but in all instances, coursework and other requirements must be completed within the following time limitations: (a) Graduate Certificate: within four years; (b) Master’s or Specialist’s degrees: within seven years; (c) Doctoral Degrees: within eight years if the student had a relevant graduate degree when beginning the program OR within ten years if the student began doctoral study without a relevant prior graduate degree.

Extension of Time Requests

Extension of time requests are serious and approval by the advisor and department do not guarantee approval by the College of Graduate Studies. Extension of time to complete a degree or certificate are rarely granted and only considered if there are clearly extenuating circumstances. Typically “life” events (employment changes, responsibilities, or promotions, marriage and births) do not count as extenuating circumstances. Students must demonstrate the following for their requests to be considered by the College of Graduate Studies: compelling extenuating circumstances, current knowledge in the subject matter they wish to extend, and steady progress toward the certificate or degree. Students that have not been enrolled at CMU for more than two years are not making steady progress. Transfer credit is not eligible for extension consideration. Extension requests are limited to a one time request of twelve to eighteen months. If an extension is granted, a second extension is highly unlikely and students should plan accordingly. Extension of time request forms are available on the College of Graduate Studies website: www.grad.cmich.edu.

Grading Policies

(for both undergraduate and graduate students)

Incomplete Grade (I)

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

Change of Grade

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

Requests for change of grade involving clerical or computational error by an instructor are to be forwarded by ProEd's campus office to the appropriate academic unit for processing.

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

Academic Dishonesty

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

Misrepresentation of Affiliation with the University

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

Withdrawal (W)

All withdrawals will be assessed a $50 fee (see the tuition refund chart on page 19). The Withdrawal (W) grade may be given to any student who formally withdraws from any course, prior to the midpoint of the course. Students who cease/fail to attend class (virtual or otherwise) and have not formally withdrawn from the course will receive a grade of E. Failure to access your online course does not constitute a withdrawal. Students may not withdraw from a course after its midpoint.
Recompute of Grade Point Average

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

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

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

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

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

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

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

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

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

A student who is not satisfied with the results of Step Two may move to Step Three by writing a letter to the program director within 30 days of the consultation. The letter must include a description of the basis for claiming that the student's grade was the result of capricious grading as defined in the Off-Campus Programs Bulletin. Evidence such as tests, papers, etc., that would support the student's allegations must be included at the same time. A copy of the student's letter and documentation will be sent to the instructor, who will be given 60 days to respond. A copy of the instructor's response will be sent to the student.

Copies of the letters and documents submitted by both the student and the instructor will be referred to the appropriate council (e.g., MSA Council, MA in Counseling Council, MA in Education Council, MA in Humanities Council, or Undergraduate EDP Council). If the council finds the allegations of capricious grading to be supported by substantial evidence, the council will determine the most appropriate remedy. The council may direct the instructor to grade the student's work anew or to give the student a new examination in the course, or it may take other action that will bring (continued)
Academic Policies and Procedures

about substantial justice in the individual case. The decision of the council is final and shall be reported in writing to the student, the instructor, and the Vice President/Executive Director’s office of ProfEd.

Academic Load

A graduate student may not be enrolled in more than 15 credits of classes that meet during each of the following periods:

- Spring (January-May)
- Summer (May-August)
- Fall (August-December)

No undergraduate student will be permitted to be enrolled in more than 21 credits during any of the following periods:

- Spring (January-May)
- Summer (May-August)
- Fall (August-December)

Class Attendance

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

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

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

Religious Holidays

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

Standards of Satisfactory Progress

Central Michigan University students have the responsibility to recognize when they are experiencing academic difficulties and to initiate requests for help as needed. Students are encouraged to seek special assistance from their instructors, academic advisors, and ProfEd staff. When a student’s class attendance and rate of academic progress indicate he or she is not succeeding in a course, the instructor is encouraged to discuss the situation with the student.

Undergraduate Student Standards

All students with a GPA below 2.0 are on academic probation, and their academic records are reviewed regularly. If satisfactory progress is not made in raising their GPA to a 2.0, the student is notified he or she is being dematriculated and advised that if there are extenuating circumstances which would warrant review, they should be communicated to the Vice President/Executive Director of ProfEd within 30 days.

Graduate Student Standards

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

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

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

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

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

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

Degrees are not awarded automatically upon completion of scholastic requirements. Each candidate for a baccalaureate degree shall:

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

Graduation requirements for a baccalaureate degree are based on the regulations and requirements printed in the Bulletin in effect at the time of a student’s admission to the off-campus programs. A subsequent Bulletin may be chosen by the student when it is to her or his advantage. The time limitation on this provision is that no student may graduate under the requirements of a Bulletin published more than seven calendar years prior to the date of graduation.

Outstanding Scholarship Recognition

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

Semester Recognition

The Dean’s List is published by the Dean of Students after each semester, naming students who have achieved a high scholastic standing for that semester. To qualify for this recognition, a student must meet all of the following conditions: 1) have registered for and completed 12 or more letter-graded hours of CMU credit during the following periods: January 1-May 15; May 16-August 15; August 16-December 31; 2) have earned a semester grade point average (GPA) of 3.50 or higher. The President’s List honors those students on the Dean’s List who achieved the 4.0 semester grade point average (GPA).

Undergraduate Graduation with Honors

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

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

Appeal Process for Graduation with Honors

A student who has attained, at the end of his or her final semester, 45 hours of residence of which 33 hours are letter-graded credit and has a GPA that now gives him or her honors or a higher honors classification may appeal for this new honors classification. The student must complete a Graduation Honors Appeal Form and submit the established fee to Undergraduate Academic Services. A student must appeal no later than the Friday before the next commencement following his or her graduation.

Honors for Recomputations

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

Master’s Degree Requirements
Degrees are not awarded automatically upon completion of scholastic requirements. Each candidate for a master’s degree shall:
1. Matriculate as a “regular” graduate student, which includes filing official undergraduate transcripts.
2. Complete all requirements as stipulated on the final approved graduate program plan.
3. File an application for graduation by the deadline listed on page 40 and pay the appropriate graduation fee with the application.
4. Complete a minimum of 30 hours of graduate work approved by the program director. Most degrees require more than 30 hours of graduate work. The additional hours and their nature are described under the “Degree Requirements” for the specific degree as listed in the “Graduate Degree Offerings” section of this catalog. Courses in which you earn a grade below C are not acceptable in fulfillment of this degree requirement.
5. Earn no more than 50% of the minimum semester hours required for the graduate degree from sources outside CMU coursework which may include a combination of transfer credit and prior learning assessment credit.
6. Maintain a cumulative grade point average of 3.0 (B) or better and a cumulative grade point average of 3.0 (B) in all coursework on the student’s authorized degree program.
7. Earn a minimum of 15 semester hours of credit equivalent to the course level of 600 or above which may include prior learning assessment credit.
8. Submit evidence of scholarship and/or creative or artistic ability. See “Degree Requirements” for specific degree in the “Graduate Degree Offerings” section.
9. Complete all requirements for the degree within seven years prior to the date of graduation.

Graduate Certificate Requirements
Certificates are not awarded automatically upon completion of scholastic requirements. Each candidate for a certificate shall:
1. Matriculate as a “regular” graduate student, which includes filing all official undergraduate transcripts.
2. Complete all requirements as stipulated on the final graduate certificate program plan.
3. File an application for the graduate certificate by the deadline listed on page 40 and pay the appropriate certificate fee with the application.
4. Earn a minimum of 15-18 semester hours (as specified by the individual certificate).
5. Utilize not more than six hours of transfer credit. Prior learning may not be used to meet certificate requirements.
6. Courses used on previous CMU graduate degrees or certificates may not be counted toward another certificate.
7. Courses used on previous graduate degrees or certificates may not be counted toward a graduate certificate.
8. Maintain a cumulative grade point average of 3.0 (B) or better and a cumulative grade point average of 3.0 (B) in all coursework on the student’s authorized degree program.
9. Complete all requirements within four years prior to the completion of the graduate certificate.

Doctoral Degree Requirements
Students are eligible to receive a doctoral degree as approved and implemented by the university after having:
1. Received a master’s or specialist’s degree, if this is a prerequisite on the curriculum.
2. Acquired the research skills of the discipline as required by the department.
3. Passed a comprehensive examination evaluated by more than one member of the graduate faculty.
4. Been admitted to candidacy for the doctoral degree.
5. Completed a minimum of 90 semester hours of graduate work beyond the bachelor’s degree with a grade point average of 3.0 or better. Coursework will be selected in consultation with the student’s academic advisor or advising committee.
6. Maintained at least a 3.0 grade point overall. Courses in which the student earns or has earned a grade below C do not count toward meeting any degree requirements. A student with more than two grades below B may not be awarded a Ph.D., D.H.A., or Ed.D. degree. Coursework that is not part of the student’s doctoral program of study is excluded from this policy. Particular programs may have more stringent grade requirements.
7. Fulfilled all the requirements on the authorized doctoral program as developed by the student and the student’s advisor or advising committee. The advisor or advising committee will supervise the program until the degree is completed or until it has been determined that the student should discontinue doctoral study.
8. Earned at least fifteen hours in courses at the 700 level or above (excluding dissertation and internship credits) and 50 of the total hours at the 600 level or above.
9. Prepared a doctoral dissertation, or in the case of some applied programs, a doctoral project. A doctoral project must be conducted under an advisor who meets the requirements for regular graduate faculty status as defined by the Academic Senate’s Graduate Education Policy. All other policies and procedures for doctoral project are to be determined by the academic program and will be presented in the section of the Bulletin pertaining to the academic program. For the dissertation, you may receive a minimum of twelve hours of credit and a maximum of thirty-six hours of credit as specified on the authorized doctoral program under the guidelines of the specific department. The research for the doctoral dissertation will be conducted under the guidance of a dissertation supervisor and must be approved by a doctoral committee consisting of at least three graduate faculty members. The student must pass an oral defense of the completed dissertation. The committee members are the examining committee and determine whether the student passes the defense. The dissertation must be prepared according to the regulations prescribed in the College of Graduate Studies’ most recent edition of the Preparation Guide for Doctoral Dissertations and Theses and must be submitted to Dissertation Abstracts International.
10. Completed the requirements for the doctoral degree within eight years prior to the award of the doctoral degree with prior relevant graduate degree and ten years if the student began doctoral study without prior relevant graduate degree. Courses completed outside these time frames may not be used to meet the graduation requirements without the written approval of the advisor, the chairperson of the department, and the Dean of the College of Graduate Studies. The request for such approval must be accompanied by a statement giving an explicit reason why the content of the out-of-date courses is still a viable part of the graduate program;
11. Filed a Graduation Application and paid the $50 graduation fee. (See Graduation Procedures.)

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

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

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

For stylistic guidelines, students are expected to follow the most recent University requirements as outlined by the College of Graduate Studies within the Guidelines for the Preparation of Theses, Doctoral Projects, and Dissertations. The Guidelines also contain all the forms that must be submitted to the College of Graduate Studies in order for a student to graduate. The Guidelines are available online at www.grad.cmich.edu/forms.htm.

If students are writing a thesis/doctoral project/dissertation, it will be evaluated by a committee. Students should consult their advisor in selecting a committee chairperson and at least two committee members. The advisor may or may not be the committee chairperson, depending upon the student’s academic emphasis. One member of the committee may be from a discipline other than that of the student’s area of concentration. All members of the committee must have regular graduate faculty status as defined by the Academic Senate’s Graduate Education Policy and be approved as committee chair by the department. Students can check their committee members’ status by contacting the College of Graduate Studies.

For theses/doctoral projects/dissertations completed through Central Michigan University’s Off-Campus Programs, one of the three committee members must be a CMU on-campus regular faculty member or a regular faculty member from a collaborating university (such as in a joint program), or if all committee members are from off-campus, the committee chair must meet the requirements for regular graduate faculty status as defined by the Academic Senate’s Graduate Education Policy and be approved as committee chair by the department. Students can check their committee members’ status by contacting the College of Graduate Studies.

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

After a committee has been selected and a topic chosen, a Prospectus - Theses, Doctoral Projects, and Dissertations form must be completed by the student and signed by the committee chair and members, the department chairperson, and the Dean of the College of Graduate Studies. A student may not enroll for more than three credits and projects must not be undertaken until the form is approved by the Dean of the College of Graduate Studies. Projects undertaken prior to the Dean of the College of Graduate Studies approving the Prospectus may be denied, the project deemed invalid, and the student will have to begin the thesis/doctoral project/dissertation process anew. The department may require a more detailed prospectus.

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

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

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

Field Study

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


Application for Graduation or Certificate Completion

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

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

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

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

Graduation Ceremonies

All students receiving degrees and certificates are invited to participate in the official graduation ceremonies conducted in May and December of each year on the Central Michigan University campus in Mount Pleasant. Campus graduation ceremonies will be held December 9, 2011 and May 5, 2012.

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

Information about campus graduation ceremonies is mailed to prospective graduates four to six weeks prior to the event.

Diplomas are not distributed during the graduation ceremonies but are sent to students by mail. Graduates generally receive their diplomas within two months following the on-campus ceremony.

Graduation ceremonies are also scheduled at a number of off-campus locations. Detailed information and schedules may be obtained through the program administrator.

Transcripts

Any current or former student desiring an official transcript of his or her record from this university should submit a written or faxed, hand-signed request to Office of the Registrar, Attention: Transcripts, Central Michigan University, Mt. Pleasant, MI 48859; Fax: 989-774-3783.

You may use the “Official Transcript Request Form” located online at http://www.registrar.cmich.edu/Transcript/default.htm. Type in the required information on-line, then print and sign the form and either mail, fax, or bring it into the Registrar’s Office. Transcript Request forms will not be accepted by e-mail.

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

Transcripts of students with a financial obligation to the university are not released until the obligation is paid.

Course Delivery Formats

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

Student Records

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

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

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

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

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

Multiple Undergraduate Degrees/Concentrations

A student may apply for a second baccalaureate degree from CMU if the degrees are different and the following criteria are met. To earn two baccalaureate degrees from Central Michigan University at the same time a student must:

1. Satisfy all requirements for each of the two degrees, including graduation and degree requirements.
2. Present a minimum of 154 semester hours of acceptable credit.
3. Present a minimum of 60 semester hours from CMU, of which at least 30 hours must have been earned by CMU classes. Correspondence credit, advanced placement credit, CLEP credit, hours earned by credit by examination and prior learning assessment credit may not be applied toward this requirement.

To earn a second baccalaureate degree from Central Michigan University after having earned the first degree, a student must:

1. Satisfy all requirements for the second degree, including graduation and degree requirements.
2. Present a minimum of 30 semester hours of credit from CMU beyond those required for the first degree. The additional hours need not be taken after completion of requirements for the first degree.
3. Present a minimum of 60 semester hours from CMU, of which at least 30 have been earned by CMU classes or Web-based courses. Correspondence credit, Advanced Placement credit, CLEP credit, hours earned by Credit by Examination and Prior Learning Assessment credit may not be applied toward this requirement.

To earn a second baccalaureate degree after earning the first degree from another regionally accredited, four-year, degree-granting institution, or from a foreign university or college approved by the government or the official regulating agency of the country in which the university or college is located, a student must:

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

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

Certificate Programs

Dual concentrations are not available under the MSA program. However, students may earn certificates in additional concentrations. Graduate certificates are available in Acquisitions Administration, General Administration, Health Services Administration, Human Resources Administration, Information Resource Management, International Administration, Leadership, Long-Term Care Administration, Public Administration, and Vehicle Design and Manufacturing Administration. These 15-18 credit hour programs are designed for regularly admitted graduate students who desire advanced training in the field of administration. Up to six hours of transfer credit may be used on the certificate program. Coursework and other requirements must be completed within four years prior to the awarding of a graduate certificate. Credits successfully earned for an MSA certificate program may be applied toward the MSA degree in the same concentration.

Note: CMU is not currently accepting students into the following certificate programs: Long-Term Care Administration.

Additional Graduate Degrees

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

Courses of Unspecified Content and Variable Credit

Variable credit courses are identified by a semester hour designation such as 1-3(Spec). The maximum hours that a student may earn in a variable credit course to apply toward graduation is the highest number in the semester hour designation of the course (i.e., 3 hours maximum in the example listed above).

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

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

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

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

Credit Hours

All academic credit is computed in semester credit hours.

Curricular Programs

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

Undergraduate Degree Programs

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

Undergraduate Degree Offerings

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

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

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

Degrees include:

- Bachelor of Applied Arts (major in Administration)
- Bachelor of Science with an option in Community Development
- Bachelor of Science, Plan A (major in Administration, Geography: Global Studies Concentration, Information Technology Major, Integrated Leadership Studies Major, Psychology Major - General)
- Bachelor of Science, Plan B (major in Administration, Geography: Global Studies Concentration, Information Technology Major, Integrated Leadership Studies Major, Psychology Major - General)
- Bachelor of Science in Education (B.S. in Ed.) degree, Elementary Provisional Certification (major in Integrated Science and a minor in Reading in the Elementary Grades) This degree is available in Traverse City and East Lansing, Michigan. Please contact an advisor.
General Education Requirements for CMU Undergraduate Students

General Education at Central Michigan University consists of two areas of liberal study and achievement, University Program and Competency Requirements. Successful completion of both areas is required of all students prior to graduation.

A liberal undergraduate education serves as preparation for a thoughtful life and service to the community, as a source of learning from which all other university work must draw and to which that work must contribute, and as an opportunity to identify intellectual interests by exploring a variety of disciplines and categories of human knowledge.

Liberally educated persons know about basic forces, ideas and values that shape the world, and about the structure of organized human knowledge—the arts and humanities, natural and social sciences, and their values, perspectives and methods. They are skilled in reasoning, writing, speaking, problem solving, using and interpreting quantitative information, in working with others, including those of diverse ethnic and cultural backgrounds, and in thinking reflectively about themselves as individuals and as members of society. Such persons value rational inquiry, honesty in scholarship and life-long learning.

Goals and Objectives

General education is intended to assist the student in the following objectives:

a. Developing undergraduate college-level competencies in reading comprehension, written communication, oral communication, and quantitative reasoning and interpretation.

b. Learning to examine and solve problems through intellectual process skills such as comprehension, translation, interpretation, extrapolation, application, analysis, synthesis, and evaluation. Library and research skills are important accompaniments of these processes.

c. Evaluating critically a broad range of personal and cultural values.

d. Developing intellectual concerns to include:
   1. The logic and substance of science
   2. An understanding of American society and culture
   3. A cross-cultural perspective through the study of foreign cultures
   4. An awareness of human nature from differing theoretical points of view
   5. The fine arts

e. Understanding global cultures and, where possible, studying abroad.

f. Experiencing intellectual community.

University Program

The University Program requires at least 27-30 semester hours of coursework in Humanities, Natural Sciences, Social Sciences, and Integrative and Area Studies. The courses are divided into groups and subgroups, and you must complete at least 3 semester hours in each subgroup.

Students who receive credit for an approved study-abroad experience may satisfy their University Program requirement within a minimum of 27 hours. Students whose first college-level foreign language course is at an advanced level (102 or higher) may satisfy their University Program requirement with a minimum of 27 hours. All other students may satisfy their University Program requirement with a minimum of 30 hours.

The following additional limitations must also be observed:

a. You may not take more than two courses or seven hours of CR/NC in the University Program.

b. You must earn a minimum cumulative grade point average of 2.0 in University Program courses in order to graduate.

c. The University Program has been designed to encourage you to explore as many different disciplines as possible; therefore, you must choose your University Program courses from different designators. **Only one time may you take a second course with the same designator to satisfy your University Program requirement**, with the exception of foreign language courses and courses taken for study abroad credit (see Subgroup IV-B). Typically you will be required to take courses with nine (9) different designators. For purposes of this paragraph, a course and its separately numbered laboratory (GEL 102 Physical Geology Laboratory, for example), count as a single course.

All courses at CMU are identified by a three-letter code called a designator, as well as by a course number. Designators refer to the areas of study within the university’s departments. Although most departments have only one area of study and thus one designator, some do have two or more.

d. **Within Group II, Natural Sciences each student must select at least one laboratory experience equivalent to at least one laboratory credit hour. The following courses satisfy this requirement:**
   - ANT 173 - Laboratory in Physical Anthropology 1(0-2)
   - AST 112 - Introduction to Astronomical Observations 1(0-2)
   - BIO 101 - General Biology 3(2-2)
   - BIO 105 - Introductory Quantitative Biology 3(2-2)
   - BIO 110 - Concepts of Biology 4(3-3)
   - CHM 101 - Armchair Chemistry 3(2-2)
   - CHM 127 - Introductory Chemistry Laboratory 1(0-2)
   - CHM 131 - Introduction to Chemistry I 4(3-3)
   - CHM 161 - Principles of Chemistry 5(4-4)
   - GEL 100 - Introduction to Earth Systems 3(2-2)
   - GEL 102 - Physical Geology Laboratory 1(0-2)
   - GEL 130 - Earth Processes 3(2-2)
   - GEO 105 - Physical Geography 3(2-2)
   - HON 140 - Symmetry in Science: From Microscopic to Macroscopic Systems 6(5-3)
   - MET 240 - Meteorology 3(2-2)
   - PHS 151 - Introductory Physical Science I 3(2-2)
   - PHS 371 - Musical Acoustics 3(2-2)
   - PHY 127 - Table Top Physics 1(0-2)
   - PHY 170 - College Physics Laboratory I 1(0-2)
   - PHY 175 - University Physics Laboratory I 1(0-2)

f. **CLEP General Examination credit is not accepted for University Program credit.**

g. **Credit from prior learning may not be used to meet any University Program or Competency requirement.**

h. Unless the degree specifically prohibits it, courses that are required under Other Degree Requirements may also be used to satisfy University Program requirements, provided that the courses are also on the list of University Program courses. University Program courses may also be taken as part of a major or minor unless otherwise restricted.
General Education Requirements

h.1. Three options are available for completing the Subgroup IV-B requirement.

a) Subgroup IV-B may be completed by a minimum of 3 hours of approved study abroad experience. Appropriate experiences include study at any institution of higher education located outside the United States or Canada (except Quebec), or study in a CMU faculty-led course taught outside the United States or Canada (except Quebec) and approved by the General Education Sub-Committee. Such study is administered through the Office of International Affairs.

b) Subgroup IV-B requirements can be met by completion of 3 credits of an internship, practicum, service learning, other resident program among members of a culture substantially different than the student’s own within the United States. Credit for study in such a culture will be determined on application to the General Education Sub-Committee. Applications are available in the Academic Senate Office.

c) Subgroup IV-B may be completed by a minimum of 3 hours of approved coursework in global cultures or foreign language. These courses are listed on page 47 of this Bulletin.

2. If you are interested in participating in international programs, you should note that you may also apply to the General Education Subcommittee for further University Program credit for coursework done abroad on a course-by-course basis. Documentation of the nature of the work done in each course (such as syllabi, course outlines, and assignments) is essential. It is your responsibility to collect and provide such documentation. If you are interested, contact the Director of International Programs for further information.

i. Retroactive credits may not be used to fulfill University Program requirements.

j. A course may fulfill only one subgroup.

General Education Requirements for Transfer Students

MACRAO Agreement

A person who transfers from a community college in Michigan with a transcript documented as having satisfied the MACRAO (Michigan Association of College Registrars and Admissions Officers) Agreement will also have satisfied the University Program portion of the general education requirements at CMU.

University Program Transfer Block Option

Transfer students not satisfying the MACRAO Agreement may satisfy the requirements for the University Program with courses transferred from other colleges or universities if they present a minimum of 27-30 semester hours distributed as follows:

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

Group II - Natural Sciences: A minimum of six but not more than nine semester hours of coursework from at least two of the following disciplines (one course must include a laboratory section): AST (Astronomy), BIO (Biology), CHM (Chemistry), ESC (Earth Science), GEL (Geology), HSC (Health Promotion and Rehabilitation), MTH (Mathematics), PHY (Physics), PHS (Physical Sciences), SCI (General or Natural Science).

Group III - Social Sciences: A minimum of six but not more than nine hours of coursework from at least two of the following disciplines: ANT (Anthropology); CDO (Communication Disorders); HDF (Human Development and Family Studies); PSC (Political Science); PSY (Psychology); SOC (Sociology); ECO (Economics); GEO (Geography); JRN (Journalism); SSC (Social Science).

Group IV - Integrative and Area Studies: This is identical to the CMU University Program. The student must transfer 6-9 hours of coursework on a course by course basis. Three hours must apply to Subgroup A, and three hours must apply to Subgroup C of Group IV of the CMU University Program. The requirement for Subgroup B may be met by the transfer of 3 hours of coursework or demonstrated completion of any of the alternative experiences described in paragraph H above.

Electives (as necessary to make 30 hours): English composition courses may be used as electives in the CMU University Program transfer block option. Specific English composition courses used to satisfy competencies may not be used as elective hours on the University Program.

Notes:

1. Transfer students who have no more than 12 semester hours remaining on the University Program Transfer Block Option with completed coursework as distributed above (and prior to their first full-time enrollment at CMU) may use the University Program Transfer Block Option. For purposes of this rule, full-time means at least 12 hours attempted in a single semester. Any additional courses needed to meet the distribution requirements outlined above and to reach a total of 27-30 credit hours must be chosen from the appropriate categories within the list of CMU University Program courses in this Bulletin. For example, any deficiency in Group I transfer credit must be remedied by taking CMU University Program courses listed under Group I in this Bulletin. Any deficiency in transfer credit for Group IV Subgroup A must be remedied by taking a CMU course listed under Group IV Subgroup A in this Bulletin; any deficiency in Group IV Subgroup B must be remedied by taking a CMU course from Group IV Subgroup B; and any deficiency in Group IV Subgroup C must be remedied by taking a CMU course from Group IV Subgroup C. In choosing CMU courses to complete their 30 hours, students must also follow the rules stated on page 43 that govern selection of more than one course with the same designator.

2. In the event a student is not eligible to follow the transfer block option as distributed above, he/she will be required to complete the entire CMU University Program. Comparable coursework at another college or university may be transferred into the CMU University Program on a course by course basis when (a) it transfers as an equivalent to a CMU course previously approved as a University Program course or (b) it transfers without a course number and has a content congruent with the goals of the University Program and the CMU courses approved on the University Program.

3. Competency requirements apply to all students regardless of transfer status, including completion of competencies before 56 credit hours. Transfer students who enter the University with 44 or more credit hours must complete competencies by the end of the second semester at CMU. Six hours of English composition courses used to satisfy CMU competency requirements may not be used as elective hours on the CMU University Program. You must read the Competency Requirement section (pages 48-49) carefully.

4. Transfer students who have no comparable coursework at another college or university are required to meet the CMU University Program requirements in the preceding section.

University Program Courses

Off-Campus Programs offers the bold print courses off-campus or online. The groups, subgroups, and courses available in each are as follows.
### General Education Requirements

**University Program Courses**

#### Group I. Humanities

(At least 6 semester hours)

**Subgroup A. Human Events and Ideas**

(At least 3 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 185 - Introduction to Western Art, Part I</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ART 285 - Introduction to Western Art, Part II</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>BCA 101 - History and Appreciation of the Cinema</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>BCA 290 - French Film and Other Media</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 235 - English Literature: Beginning to Romantic Period</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 236 - English Literature: Romantic Period to Present</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 251 - American Literature: Colonial Through the Romantic Period</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 252 - American Literature: Realistic Period to the Present</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 261 - Masterpieces of European Literature</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 262 - Masterpieces of European Literature</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 323 - Fantasy and Science Fiction</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 330 - Mythological Backgrounds of Western Literature</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HON 130 - Western Cultural and Intellectual Traditions Spec</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 101 - The Development of Western Civilization</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 102 - The Development of Western Civilization</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 110 - The American Experience</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 200 - The Medieval Civilization</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 238 - Ancient Greece and Rome</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 326/WST 328 - Women in America</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 341 - Renaissance and Reformation</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HST 342 - The Culture of Renaissance Italy (Study Abroad) Spec</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HUM 101 - Introduction to the Humanities</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHL 100 - Introduction to Philosophy</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHL 118 - Moral Problems</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHL 218 - Ethical Theory</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHL 230 - Philosophy of Religion</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PSC 275 - Great Political Thinkers</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PSC 371 - American Political Thought</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PSC 378 - Modern Democratic Theory</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>REL 101 - World Religions: An Introduction to the Study of Religion</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>REL 130 - Religion in America</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>REL 250 - The Old Testament and Its Age</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>REL 260 - The New Testament and Its Age</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>REL 313 - Christianity</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>REL 315 - Judaism</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>WST 328/HST 326 - Women in America</td>
<td>3(3-0)</td>
</tr>
</tbody>
</table>

**Subgroup B. The Arts**

(At least 3 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 126 - Introduction to the Visual Arts</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ART 319 - Art Criticism and the Methodology of Art History</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>BCA 300 - African and African American Film</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 134 - Introduction to Literature</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ENG 326 - The Literary Dimensions of Film</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>ENG 334 - Literacy and Cultural Theory</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HON 130 - Western Cultural and Intellectual Traditions Spec</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>MUS 110 - Music in Society</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>MUS 114 - Listening Experience</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>MUS 206 - Understanding Musical Composition</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>MUS 213 - Jazz: An American Art Form</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>MUS 313 - Musics of the World</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>TAI 170 - Fundamentals of Interpretative Reading</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>TAI 175 - Appreciation of the Theatre</td>
<td>3(3-0)</td>
</tr>
</tbody>
</table>

**Note:** A student must complete both semesters of HON 130 for credit in both IA and IB.

#### Group II. Natural Sciences

(At least 6 semester hours)

**Subgroup A. Descriptive Sciences**

(At least 3 semester hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANT 171 - Human Origins: Introduction to Physical Anthropology</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>ANT 173 - Laboratory in Physical Anthropology</td>
<td>1(0-2)</td>
</tr>
<tr>
<td>AST 111 - Astronomy</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>AST 112 - Introduction to Astronomical Observations</td>
<td>1(0-2)</td>
</tr>
<tr>
<td>BIO 101 - General Biology</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>BIO 110 - Concepts of Biology</td>
<td>4(3-3)</td>
</tr>
<tr>
<td>BIO 151 - Human Biology</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>BIO 240 - Conservation of Natural Resources</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>CHM 111 - The Interaction of Chemistry and Society</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>FNS 370 - Nutrition</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEL 100 - Introduction to Earth Systems</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>GEL 101 - Physical Geology</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEL 102 - Physical Geology Laboratory</td>
<td>1(0-2)</td>
</tr>
<tr>
<td>GEL 105 - Dangerous Planet</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEL 205/GEO 205 - Oceanography</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEL 230 - Prehistoric Life</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEL 301 - Geology and Michigan</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEO 105 - Physical Geography</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>GEO 201 - Weather and Climate</td>
<td>4(4-0)</td>
</tr>
<tr>
<td>GEO 205/GEL 205 - Oceanography</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>HON 140 - Symmetry in Science: From Microscopic to Macroscopic Systems</td>
<td>6(5-3)</td>
</tr>
<tr>
<td>HST 211 - Human Anatomy and Physiology</td>
<td>3(3-0)</td>
</tr>
</tbody>
</table>

**Subgroup B. Quantitative and Mathematical Sciences**

(At least 3 semester hours)

It is recommended that the mathematics competency be completed before enrolling in a Group II B course of the University Program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 105 - Introductory Quantitative Biology</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>CHM 101 - Armchair Chemistry</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>CHM 120 - Survey of Chemistry</td>
<td>4(4-0)</td>
</tr>
<tr>
<td>CHM 127 - Introductory Chemistry Laboratory</td>
<td>1(0-2)</td>
</tr>
<tr>
<td>CHM 131 - Introduction to Chemistry I</td>
<td>4(3-3)</td>
</tr>
<tr>
<td>CHM 161 - Principles of Chemistry</td>
<td>5(4-4)</td>
</tr>
<tr>
<td>CPS 180 - Principles of Computer Programming</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>GEL 130 - Earth Processes</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>HON 140 - Symmetry in Science: From Microscopic to Macroscopic Systems</td>
<td>6(5-3)</td>
</tr>
<tr>
<td>MET 240 - Meteorology</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>MTH 132 - Calculus I</td>
<td>4(4-0)</td>
</tr>
<tr>
<td>MTH 203 - Mathematics: A Modeling Approach</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHL 140 - Introduction to Logic</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHS 101 - Survey of Physical Science</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHS 151 - Introductory Physical Science I</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>PHS 371 - Musical Acoustics</td>
<td>3(2-2)</td>
</tr>
<tr>
<td>PHY 100 - Conceptual Physics</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHY 110 - Physics of Sports</td>
<td>3(3-0)</td>
</tr>
<tr>
<td>PHY 127 - Table Top Physics</td>
<td>1(0-2)</td>
</tr>
<tr>
<td>PHY 130 - College Physics I</td>
<td>4(4-0)</td>
</tr>
<tr>
<td>PHY 145 - University Physics I</td>
<td>4(4-0)</td>
</tr>
<tr>
<td>PHY 170 - College Physics Laboratory I</td>
<td>1(0-2)</td>
</tr>
<tr>
<td>PHY 175 - University Physics Laboratory I</td>
<td>1(0-2)</td>
</tr>
</tbody>
</table>

**Note:** Courses satisfying the Group II laboratory requirements:

- ANT 173, AST 112, BIO 101, BIO 105, BIO 110, CHM 101, CHM 127, CHM 131, CHM 161, GEL 100, GEL 102, GEL 130, GEO 105, HON 140, MET 240, PHS 151, PHS 371, PHY 127, PHY 170, PHY 175.

(continued)
Group III. Social Sciences
(At least 6 semester hours)

Subgroup A. Behavioral Sciences
(At least 3 semester hours):
BLR 325/WST 325 - Women and the Law 3(3-0)
CDO 130 - Normal Speech and Language Acquisition 3(3-0)
ECO 222 - Behavioral Economics 3(3-0)
HDF 100 - Lifespan Development 3(3-0)
HST 228 - American Business: A History 3(3-0)
PSC 101 - Political Behavior 3(3-0)
PSY 100 - Introduction to Psychology 3(3-0)
PSY 334/WST 334 - Psychology of Women 3(3-0)
SOC 201 - Social Psychology 3(3-0)
WST 325/BLR 325 - Women and the Law 3(3-0)
WST 334/PSY 334 - Psychology of Women 3(3-0)

Subgroup B. Studies in Social Structures
(At least 3 semester hours):
ANT 170 - Cultural Anthropology 3(3-0)
BLR 202 - Legal Environment of Business 3(3-0)
ECO 110 - Economics and Society 3(3-0)
ECO 280 - Economies of the World 3(3-0)
ENG 175 - The Nature of Language 3(3-0)
GEO 121 - Cultures of the World 3(3-0)
GEO 317 - Social Psychology 3(3-0)
HDF 212 - Families in Cultural Perspective 3(3-0)
HON 120 - The Individual and Community in Modern Society 6(6-0)
HST 106 - Twentieth Century: Western World Issues 3(3-0)
HST 111 - United States to 1865 3(3-0)
HST 112 - United States 1865 to the Present 3(3-0)
HST 321 - United States Social History since 1865 3(3-0)
HST 347 - The French Revolution and Napoleonic Period 3(3-0)
JRN 101 - Mass Communications in Contemporary Society 3(3-0)
PSC 100 - Introduction to Political Science 3(3-0)
PSC 105 - Introduction to American Government and Politics 3(3-0)
PSC 150 - World Politics 3(3-0)
PSC 151 - The U.S. and the World 3(3-0)
PSC 242 - Introduction to Comparative Politics 3(3-0)
PSC 261 - State and Local Government 3(3-0)
SOC 100 - Introductory Sociology 3(3-0)

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

Group IV. Integrative and Area Studies
(At least 9 semester hours)

Subgroup A. Integrative and Multi-disciplinary Studies
(At least 3 semester hours):
AMD 252 - Dress and Culture 3(3-0)
ANT 101/SOC 101 - Social Justice in a Global Society 3(3-0)
ANT 200 - Education and Culture 3(3-0)
ANT 356 - Primate Behavior 3(3-0)
ANT 365 - Current American Indian Issues 3(3-0)
ART 363 - Design: The Interface of Art and Industry 3(3-0)
BIS 104/CPS 100 - Computers and Society 3(3-0)
CPS 100/BIS 104 - Computers and Society 3(3-0)
ECO 230/WST 230 - Women in the Economy 3(3-0)
ENV 101 - Introduction to Environmental Studies 3(3-0)
GEO 120 - Environmental Geography 3(3-0)
GRN 247 - Introduction to Gerontology 3(3-0)
HSC 106 - Healthy Lifestyles 3(3-0)
HST 221/WST 221 - Growing Up in America 3(3-0)
HST 340 - The High Middle Ages 3(3-0)
HST 379/HUM 340 - Race, Class and Power: South Africa in the 20th Century 3(3-0)
HUM 301 - Medieval Synthesis: Love in the Middle Ages 3(3-0)
HUM 303 - Law and Society: Great Trials 3(3-0)
HUM 340/HST 379 - Race, Class and Power: South Africa in the Twentieth Century 3(3-0)
HUM 370 - The Age of Augustus 3(3-0)
HST 106 - Twentieth Century: Western World Issues 3(3-0)
IND 332 - Human Shelter and Environment 3(3-0)
JRN 372 - International and Cross-cultural Mass Communication 3(3-0)
PHL 225/PSY 225 - Foundations of Cognitive Science 3(3-0)
PHL 325 - Philosophy of Mind 3(3-0)
PSY 334/WST 334 - Psychology of Women 3(3-0)
SOC 101/ANT 101 - Social Justice in a Global Society 3(3-0)
SOC 201 - Social Psychology 3(3-0)
SOC 223 - Urban Structures and Change 3(3-0)
PSC 226/WST 326 - Women and Politics 3(3-0)
SOC 326/WST 326 - Women and Politics 3(3-0)
SOC 375 - Socialism, Fascism, and Liberalism 3(3-0)
PSY 225/PHL 225 - Foundations of Cognitive Science 3(3-0)
PSY 332 - Evolutionary Psychology 3(3-0)
PSY 382 - Perception 3(3-0)
PSY 387 - Behavioral Neuroscience 3(3-0)
REL 207/WST 207 - Women in Religion 3(3-0)
REL 235 - Religion and Social Issues 3(3-0)
REL 334 - Death and Dying: Religious Dimensions 3(3-0)
SOC 101/ANT 101 - Social Justice in a Global Society 3(3-0)
SOC 221 - Social Problems 3(3-0)
SOC 223 - Urban Structures and Change 3(3-0)
WST 207/REL 207 - Women in Religion 3(3-0)
WST 221/HST 221 - Growing Up in America 3(3-0)
WST 230/ECO 230 - Women in the Economy 3(3-0)
WST 326/PSC 326 - Women and Politics 3(3-0)
Group IV, continued

Subgroup B. Studies in Global Cultures
(At least 3 semester hours)

Note: Students who receive credit for an approved study-abroad experience may satisfy their University Program requirement with a minimum of 27 hours, thereby eliminating the UP Elective requirement (see bottom of next column). Students whose first college-level foreign language course is at an advanced level (102 or higher) may satisfy their University Program requirement with a minimum of 27 hours. All other students must satisfy their University Program requirement with a minimum of 30 hours.

Option 1 Study Abroad (At least 3 semester hours):
At least 3 credits of study at any institution of higher education located outside the United States or Canada (except Quebec) OR at least 3 credits of study in a CMU faculty-led course taught outside the United States and Canada (except Quebec) approved by the General Education Sub-Committee. NOTE: A study-abroad course may not double count for credit in both Subgroup IV-B and another subgroup.

OR

Option 2 Study In a Culture Substantially Different Than One’s Own (At least 3 semester hours)
At least 3 credits of an internship, practicum, service learning or other resident program among members of a culture substantially different than the student’s own within the United States and approved by the General Education Sub-Committee (see page 44, H. I., for details).

OR

Option 3 Global Studies or Foreign Language Courses At least 3 semester hours from the following:

ANT 175 - Archaeology of the Americas 3(3-0)
ANT 321 - Cultures of Latin America 3(3-0)
ANT 322 - Cultures of Africa 3(3-0)
ANT 324 - Cultures of the South Pacific 3(3-0)
ARB 101 - Elementary Arabic I 4(4-0)
ARB 102 - Elementary Arabic II 4(4-0)
ARB 103 - Elementary Arabic III 4(4-0)
ARB 110 - Elementary Arabic IV 4(4-0)
CNH 101 - Elementary Chinese I 4(4-0)
CNH 102 - Elementary Chinese II 4(4-0)
CNH 103 - Elementary Chinese III 4(4-0)
CNH 104 - Elementary Chinese IV 4(4-0)
ECO 281 - Economic Development of the Pacific Rim 3(3-0)
EUR 303/PSC 341 - Comparative Politics: Eastern Europe 3(3-0)
EUR 304 - The European Economy 3(3-0)
FRN 101 - Elementary French I 4(4-0)
FRN 102 - Elementary French II 4(4-0)
FRN 201 - Intermediate French I 4(4-0)
FRN 202 - Intermediate French II 4(4-0)
GEO 373 - Latin America 3(3-0)
GER 101 - Elementary German I: Language and Culture 4(4-0)
GER 102 - Elementary German II: Language and Culture 4(4-0)
GER 201 - Intermediate German I 4(4-0)
GER 202 - Intermediate German II 4(4-0)
GER 203 - Intermediate German III 4(4-0)
HST 163 - The Latin American Experience 3(3-0)
HST 165 - The Far East 3(3-0)
HST 167 - The African Experience 3(3-0)
HST 236 - The Near East to Alexander 3(3-0)
HST 237 - The Middle East since Muhammad 3(3-0)
JPN 101 - Elementary Japanese I 4(4-0)
JPN 102 - Elementary Japanese II 4(4-0)
JPN 201 - Intermediate Japanese I 4(4-0)
JPN 202 - Intermediate Japanese II 4(4-0)
LAT 101 - Elementary Latin I 4(4-0)
LAT 102 - Elementary Latin II 4(4-0)
PSC 340 - African Political Systems and Processes 3(3-0)
PSC 341/EUR 303 - Comparative Politics: Western Europe 3(3-0)
PSC 342 - African Political Systems and Processes 3(3-0)
PSC 343 - Southeast Asian Political Systems and Processes 3(3-0)
PSC 344 - East Asian Political Systems and Processes 3(3-0)
PSC 345 - Middle Eastern Political Systems 3(3-0)
PSC 347 - Comparative Politics: Western Europe 3(3-0)
PSC 348 - Latin American Political Systems 3(3-0)
REL 220 - Religious Traditions of China 3(3-0)
REL 221 - Religious Traditions of Japan 3(3-0)
REL 222 - Religious Traditions of India 3(3-0)
REL 314 - Islam 3(3-0)
REL 320 - The Buddhist Tradition 3(3-0)
RUS 101 - Elementary Russian I 4(4-0)
SPN 101 - Elementary Spanish I 4(4-0)
SPN 102 - Elementary Spanish II 4(4-0)
SPN 201 - Intermediate Spanish I 4(4-0)
SPN 202 - Intermediate Spanish II 4(4-0)

Subgroup C. Studies in Racism and Cultural Diversity in the United States
(At least 3 semester hours)

ANT 320 - North American Indian Cultures 3(3-0)
ANT 368 - Hispanic Cultures in the U.S. 3(3-0)
BLR 222 - The Search for Racial Justice Through Law 3(3-0)
BLR 365 - Native American Justice Through Law 3(3-0)
ENG 329 - African American Literature 3(3-0)
ENG 382 - Cultural Pluralism in Young Adult and Children's Literature 3(3-0)
HST 320 - The Civil Rights Movement 3(3-0)
HST 322 - History of African-Americans in Twentieth Century America 3(3-0)
HST 323 - History of Native Americans 3(3-0)
HST 324 - African-American History to 1915 3(3-0)
SOC 323 - Racism and Inequality 3(3-0)

HDF 110 - Oppression: Roots and Impact on Human Development in the United States 3(3-0)

JRN 380 - Racial Diversity: Mass Media's Role 3(3-0)
LAR 145 - Racism and Diversity in America 3(3-0)
PCL 345/PSC 345/REL 345/SOC 345 - The Civil Rights Movement 3(3-0)
REL 140 - Religion, Race and Discrimination in America 3(3-0)
REL 240 - African-American Religion 3(3-0)
REL 342 - From Spirituals to Gospel 3(3-0)
REL 345/PSC 345/SOC 345 - The Civil Rights Movement 3(3-0)
REL 347 - African American Reflections on Racism 3(3-0)
SOC 323 - Racism and Inequality 3(3-0)
SOC 345/PCL 345/PSC 345/REL 345 - The Civil Rights Movement 3(3-0)

UP Elective:
To complete 30 hours, select one additional course from any subgroup.

Note: Only one time may you take a second course with the same designator to satisfy your University Program requirement, with the exception of a sequence of foreign language courses with the same designator and courses taken for study abroad credit (see Subgroup IV-B).
Competency Requirements

CMU expects its graduates to be competent in written English, oral English, and mathematics. Prior to graduation, all students must demonstrate their competency as detailed in this section.

Written English Competency Requirement

To satisfy the Written English Competency Requirement, students must complete three separate but related tasks:

1. **Freshman Composition**
   - Students should satisfy the requirement for freshman composition during their freshman year. Students can satisfy the requirement in one of three ways:
     - **A.** Earning a grade of C (2.0) or better in ENG 101, *Freshman Composition*. (Students should be aware that ENG 101 has a prerequisite of ENG 100 or a satisfactory Freshman Writing Placement Score.) OR
     - **B.** Successfully completing one of the following: CLEP English Composition General Examination with Essay, the AP English Language and Composition Examination, the AP English Composition and Literature Examination, or the International Baccalaureate English Language Examination (higher or subsidiary level), OR
     - **C.** Earning a grade of C (2.0) or better in ENG 103, *Freshman Writing*, and earning credit for ENG 099, *Writing Workshop*.

   Students wishing to fulfill this requirement by passing the CLEP English Composition General Examination with Essay must take the exam by the end of their first semester at CMU. The best place to obtain exam information is from the Computer-based and Placement Testing Center (for more information, see [https://academicaffairs.cmich.edu/CBTC/cbtc.shtml](https://academicaffairs.cmich.edu/CBTC/cbtc.shtml) or call 989-774-1092).

2. **Writing Across the University Program**
   - After completing the basic freshman composition requirement, students should continue to enroll in courses in the University Program. Each of the courses in the University Program requires a significant amount of meaningful writing. Completion of the University Program constitutes demonstration that the writing skills developed in ENG 101 (or its equivalent) have been sustained and developed by writing assignments in courses across the program.

3. **Intermediate Composition**
   - Students must complete ENG 201: *Intermediate Composition*. This course is a sophomore-level course; it must be taken after students have completed ENG 101 or its equivalent but before they have completed 56 hours of coursework.

Oral English Competency Requirement

Oral competency must be completed before 56 hours of coursework.

There are two ways by which a student may satisfy the Oral English Competency Requirement:

1. Earning a grade of C (2.0) or better in one of the following courses:
   - COM 101 Introduction to Communication
   - COM 267 Introduction to Debate
   - COM 269 Practicum in Debate - Forensics
   - COM 357 Public Speaking
   - TAI 170 Fundamentals of Interpretive Reading
   - TAI 302 Voice and Diction

2. Successfully completing the Oral English Competency Examination. Students seeking to satisfy the Oral English Competency Requirement by successfully completing the Oral English Competency Examination must pass the exam by the time they have completed 56 hours of academic credit. Students who transfer 56 or more credit hours to CMU must take the competency examination on the first test date following the conclusion of their first semester at CMU. This means that students entering in the fall semester must take the January exam and those entering in the spring semester must take the August exam. Contact the Office of Academic Affairs, 312 Warriner Hall, 989-774-3631 for exact test dates and to make an appointment.

Oral English Competency Examination

The Oral English Competency Examination includes the development and delivery of a ten-to-fifteen-minute public speech accompanied by a properly typewritten or word processed, detailed outline. The student will deliver the speech to a hypothetical audience and will be evaluated by a judge.

Exam results are reported in writing to the student. Students who receive notice of unsatisfactory examination results will be allowed to retest. A student may retest only once. Students who fail the Oral English Competency Examination twice must enroll in one of the Oral English Competency courses.

The Oral English Competency Examination is administered twice a year on the Friday prior to the beginning of the fall and spring semesters. Guidelines, registration materials, and fee information may be obtained by contacting the Office of Academic Affairs, 312 Warriner Hall, 989-774-3631 ([www.academicaffairs.cmich.edu](http://www.academicaffairs.cmich.edu)).

Screening for Speech and Hearing Disorders

As part of their Oral English Competency Course or Examination, students may opt to have a screening for speech and hearing disorders through the CMU Speech and Hearing Clinic in the Carls Center for Clinical Care and Education. If the student chooses this optional screening, the cost is currently $10.00 and payment is made by the student. Although the screening for speech and hearing disorders may be incorporated as a part of the competency course the student is taking, the screening remains optional. Screening may be scheduled by calling the CMU Speech and Hearing Clinic. Screening is not available between semesters, during registration week, during the last week of the semester, or during exam week. The Carls Center for Clinical Care and Education is located in the Health Professions Building and may be reached at 989-774-3904.
Written and Oral English Competencies for Honors Students

Honors students earning a grade of C (2.0) or better in HON 110, Speaking and Writing with Critical Awareness, fulfill the Oral English Competency and the Freshman Composition portion of the Written English Competency requirements. HON 110 is intended primarily for Centralis Scholars. Honors students must fulfill parts II and III of the Written English Competency and the Mathematics Competency requirements as specified in those sections.

Written and Oral English Competencies for Students from Other Nations

Those students from other nations who are required to take ELI 198 and ELI 199, American Language for International Students, will fulfill the Basic Freshman Composition portion of the Written English Competency Requirement and the Oral English Competency Requirement by earning a C (2.0) or better in each course. Students must fulfill parts II and III of the Written English Competency and the Mathematics Competency requirements as specified in those sections.

Mathematics Competency Requirement

Math competency must be completed before 56 hours of coursework.

There are two ways by which a student may satisfy the Mathematics Competency Requirement:

1. Earning a grade of C (2.0) or better in any mathematics (MTH) or statistics (STA) course numbered 105 or above (excluding MTH 151 or MTH 152), OR
2. Successfully completing the Mathematics Competency Examination or any CLEP or AP examination approved for credit in a mathematics (MTH) or statistics (STA) course numbered higher than MTH 105 (except MTH 151 or MTH 152).

Mathematics Competency Examination

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

The Mathematics Competency Examination consists of 40 questions. The Mathematics Competency Requirement is satisfied by an overall score of at least 80% on the test.

The examination is administered by appointment only on days when the Testing Center is open. Examination results are reported to the student immediately following the test along with instructions for retesting, if applicable.

Students who receive notice of unsatisfactory examination results will be allowed to retest, subject to the requirement that a student may retest no more than two times. A student who receives an overall score of less than 80% will retake the entire exam.

The Mathematics Competency Examination is administered by the Computer-based Testing Center, (for more information, see https://academicaffairs.cmich.edu/CBTC/cbtc.shtml or call 989-774-1092...
This degree indicates achievement in one or more areas of applied knowledge.

General Education Requirements (30-42 hours)
See the General Education Requirements on pages 43-49.

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

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

**Minors**
- Allied Health Minor
- Apparel Merchandising And Design Minor
- Communication Minor
- Economics Minor
- Family Life and Human Sexuality Minor
- Gerontology Minor
- Industrial Safety Minor
- Industrial Technology Minor
- Information Technology Minor
- Leadership Minor
- Nutrition Minor
- Psychology Minor
- Public Administration Minor
- Public Affairs Minor

**Note:** Not all minors are offered off-campus.

Electives (10-23 hours)
The number of elective hours will vary depending upon the requirements for the major and minor. No more than 8 hours of electives taken from the same department as the student's major field will count towards graduation requirements.

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

**General Education Requirements (30-42 hours)**
See the General Education Requirements on pages 43-49.

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

Students must select the same alternative (A or B) in all three of the following areas.

**Area 1 - Humanities (6 hours)**
(Alternative A - 6 hours, Alternative B - 6 hours)

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

These courses also fulfill Area 1 requirements:
- BCA 101 - History and Appreciation of the Cinema 3(2-2)
- BCA 290 - French Film and Other Media 3(3-0)
- BCA 300 - African and African American Film 3(3-0)
- BCA 503 - Critiquing Mass Media 3(3-0)

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

**Area 2 - Natural Sciences (6-12 hours)**
(Alternative A - 12 hours, Alternative B - 6 hours)

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

These courses also fulfill Area 2 requirements:

**Anthropology: Physical Anthropology Courses**
- ANT 171 - Human Origins: Introduction to Physical Anthropology 3(3-0)
- ANT 173 - Laboratory in Physical Anthropology 1(0-2)
- ANT 244 - Human Emergence Issues: Multidisciplinary Perspectives 3(3-0)
- ANT 342 - Forensic Anthropology 4(3-2)
- ANT 347 - Human Evolution 3(3-0)
- ANT 351 - The Race Concept and Human Variation 3(3-0)
- ANT 356 - Primate Behavior 3(3-0)

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

**Computer Science Courses**
- CPS 110 - Information Technology Programming I 3(3-0)
- CPS 150 - FORTRAN Programming 2(2-0)
- CPS 180 - Principles of Computer Programming 3(3-0)
- CPS 181 - Introduction to Data Structures 3(3-0)
- CPS 210 - Assembly Language and Computer Organization 3(3-0)
- CPS 260 - Alternative Programming Languages 1-6(Spec)
- CPS 340 - Advanced Data Structures and Algorithms 3(3-0)
- CPS 360 - Computer Design and Architecture 3(3-0)
- CPS 370 - File Manipulation Techniques 3(3-0)
- CPS 380 - Microcomputer Architecture 3(3-0)
- CPS 410 - Software Engineering 3(3-0)
- CPS 450 - Programming Language Concepts 3(3-0)
- CPS 468 - Systems Programming and Software 3(3-0)
- CPS 530 - Simulation of Discrete Event Systems 3(3-0)
- CPS 541 - Databases 3(3-0)
- CPS 560 - Digital Computer Design 3(3-0)
- CPS 575 - Computer Graphics 3(3-0)

**Geography: Physical Geography Courses**
- GEO 105 - Physical Geography 3(2-2)
- GEO 201 - Weather and Climate 4(4-0)
- GEO 205/GEL 205 - Oceanography 3(3-0)
- GEO 210 - Landforms 3(2-2)
- GEO 310 - Surface Hydrology 3(2-2)
- GEO 334/BIO 334 - Soil Science 3(2-2)
- GEO 335 - Biogeography 3(3-0)
- GEO 355 - Environmental Catastrophes 3(3-0)

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

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

**Human Environmental Studies Courses**
- FNS 361 - Experimental Foods 3(2-2)
- FNS 370 - Nutrition 3(3-0)
- FNS 473 - Advanced Nutrition 4(4-0)
Area 3 - Social Sciences (6-12 hours)
(Alternative A - 6 hours, Alternative B - 12 hours)
Any course in the following disciplines:
  Anthropology (ANT) (All ANT courses except those included in Area 2), Economics (ECO), Geography (GEO) (All GEO courses except those included in Area 2), History (HST), Political Science (PSC), Psychology (PSY), Sociology (SOC)
These courses also fulfill Area 3 requirements:

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

Honors Courses
HON 120 - The Individual and Community in Modern Society 6(6-0)

Human Environmental Studies Courses
AMD 252 - Dress and Culture 3(3-0)
HDF 100 - Lifespan Development 3(3-0)
HDF 212 - Families in Cultural Perspective 3(3-0)
HDF 213/WST 213 - Introduction to Human Sexuality 3(3-0)
HDF 306 - Adolescent Development 3(3-0)
HDF 510 - Child Development Seminar: Promoting Resilience 3(3-0)

Specialized Studies (48-77 hours)
Majors are offered in Administration, Geography: Global Studies Concentration, Information Technology, Integrated Leadership Studies, or Psychology. Not all majors are offered at all locations.
A minor is optional.

Majors
Administration: Building Code Administration
Administration: Guest Services Administration
Administration: Industrial Administration
Administration: Organization Administration
Administration: Service Sector Administration
Geography: Global Studies Concentration
Information Technology Major
Integrated Leadership Studies Major
Psychology Major - General

Minors
Allied Health Minor
Apparel Merchandising And Design Minor
Communication Minor
Economics Minor
Family Life and Human Sexuality Minor
Gerontology Minor
Industrial Safety Minor
Industrial Technology Minor
Nutrition Minor
Psychology Minor
Public Administration Minor
Public Affairs Minor

Electives (0-19 hours)
The number of elective hours will vary depending upon the requirements for the major.

Minimum Totals for Graduation: 124 hours

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

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

See the General Education Requirements on pages 43-49.

**Area Requirements (18 hours)**

Six hours in each of the Humanities, Social Sciences, and Natural Sciences areas. In addition to the University Program requirements, each area requirement below must be completed. Courses taken to satisfy the University Program Requirements may NOT be used to satisfy area requirements.

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

Any course in the following disciplines:

- American Studies (AMS)
- Art (ART)
- English (ENG)
- French (FRN)
- German (GER)
- Greek (GRK)
- Humanities (HUM)
- Japanese (JPN)
- Latin (LAT)
- Music (MUS)
- Ojibwe (OJB)
- Philosophy (PHL)
- Religion (REL)
- Russian (RUS)
- Spanish (SPN)
- Theatre and Interpretation (TAI)

These courses also fulfill Area 1 requirements:

**Broadcast and Cinematic Arts Courses**

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

**Honors Courses**

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

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

Any course in the following disciplines:

- Astronomy (AST)
- Biology (BIO)
- Chemistry (CHM)
- Earth Science (ESC)
- Geology (GEL)
- Meteorology (MET)
- Mathematics (MTH)
- Physical Science (PHS)
- Physics (PHY)
- Science (SCI)
- Statistics (STA)

These courses also fulfill Area 2 requirements:

**Anthropology: Physical Anthropology Courses**

- ANT 171 - Human Origins: Introduction to Physical Anthropology 3(3-0)
- ANT 173 - Laboratory in Physical Anthropology 1(0-2)
- ANT 244 - Human Emergence Issues: Multidisciplinary Perspectives 3(3-0)
- ANT 342 - Forensic Anthropology 4(3-2)
- ANT 347 - Human Evolution 3(3-0)
- ANT 351 - The Race Concept and Human Variation 3(3-0)
- ANT 356 - Primate Behavior 3(3-0)

**Communication Disorder Courses**

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

**Computer Science Courses**

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

**Geography: Physical Geography Courses**

- GEO 105 - Physical Geography 3(2-2)
- GEO 201 - Weather and Climate 4(4-0)
- GEO 205/GEL 205 - Oceanography 3(3-0)
- GEO 210 - Landforms 3(2-2)
- GEO 310 - Surface Hydrology 3(2-2)
- GEO 334/BIO 334 - Soil Science 3(2-2)
- GEO 335 - Biogeography 3(3-0)
- GEO 355 - Environmental Catastrophes 3(3-0)

**Health Promotion and Rehabilitation**

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

**Honors Courses**

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

**Human Environmental Studies Courses**

- FNS 361 - Experimental Foods 3(2-2)
- FNS 370 - Nutrition 3(3-0)
- FNS 473 - Advanced Nutrition 4(4-0)

(continued)
Area 3 - Social Sciences (6 hours)

Any course in the following disciplines:

Anthropology (ANT) (All ANT courses except those included in Area 2), Economics (ECO), Geography (GEO) (All GEO courses except those included in Area 2), History (HST), Political Science (PSC), Psychology (PSY), Sociology (SOC)

These courses also fulfill Area 3 requirements:

Specialized Studies

Plan B requires a major and a minor.

Note: Only some major and minor combinations are allowed. See your Advisor for more information.

- To choose any Administration major or the Integrated Leadership Studies major, you must choose an Economics, Information Technology, Nutrition, or Psychology Minor.
- If you choose a Geography Major: Global Studies, Information Technology or Psychology Major, you may choose any minor.

Majors

Administration: Building Code Administration
Administration: Guest Services Administration
Administration: Industrial Administration
Administration: Organization Administration
Administration: Service Sector Administration
Geography Major: Global Studies Concentration
Information Technology Major
Integrated Leadership Studies Major
Psychology Major, General

Minors

Allied Health Minor
Apparel Merchandising And Design Minor
Communication Minor
Economics Minor
Family Life and Human Sexuality Minor
Gerontology Minor
Industrial Safety Minor
Industrial Technology Minor
Information Technology Minor
Leadership Minor (Interdisciplinary)
Nutrition Minor
Psychology Minor
Public Administration Minor
Public Affairs Minor

Electives

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

Minimum Totals for Graduation: 124 hours

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

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

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

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

Core Courses (28 hours)
- ACC 203 - Essentials of Accounting for Business 3(3-0)
- ACC 204 - Accounting for Not-for-Profit Entities 1(1-0)
- CPS 501 - Survey of Computer Science 3(3-0)
- ECO 201 - Principles of Macroeconomics 3(3-0)
- ECO 202 - Principles of Microeconomics 3(3-0)
- FIN 303 - Financial Administration 3(3-0)
- MGT 312 - Introduction to Management 3(3-0)
- MGT 495 - Global Management Strategy 3(3-0)
- MKT 300 - Introduction to Marketing 3(3-0)
- STA 282 - Introduction to Statistics 3(3-0)

Concentrations
Select from the following:

Building Code Administration Concentration
Required Courses (3 hours)
- IET 363 - Building Code Enforcement 3(3-0)

Electives (15 hours)
Select hours from the following list:
- IET 357 - Residential Architectural Graphics 3(1-4)
- IET 367 - International Building Codes 3(3-0)
- IET 368 - International Residential Code 3(3-0)
- COM 461 - Communication in Leadership 3(3-0)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 411 - Public Sector Human Resources and Organization Theory 3(3-0)

Guest Services Administration Concentration
Required Courses (18 hours)
Select hours from the following list:
- FNS 465 - Foodservice Facilities Design 3(3-0)
- FNS 469 - Foodservice Systems Administration 3(3-0)
- HSA 240 - Introduction to Hospitality Services Administration 3(3-0)
- HSA 341/MKT 341 - Services Marketing 3(3-0)
- HSA 343/RPL 343 - Tourism 3(3-0)
- HSA 344 - Legal Aspects of Hospitality Services 3(3-0)
- JRN 465 - Advertising Copy and Design 3(3-0)
- RPL 261 - Introduction to Private and Commercial Recreation 3(3-0)
- RPL 307 - Management Skills in Leisure Services 3(3-0)
- RPL 420 - Planning and Facility Design for Leisure 3(3-0)
- RPL 508 - Budgeting for Leisure Service Agencies 3(3-0)

Industrial Administration Concentration
Required Courses (18 hours)
Select hours from the following list:
- IET 326 - Manufacturing Methods Analysis 3(3-0)
- IET 327 - Industrial Safety 3(3-0)
- IET 501 - Application of Industrial Management Principles 3(3-0)
- IET 502 - Computer Applications in Industry 3(3-0)
- MGT 340 - Production/Operations Management 3(3-0)
- MGT 542 - Inventory and Materials Management 3(3-0)
- MGT 543 - Management and Control of Quality 3(3-0)

Organization Administration Concentration
Required Courses (18 hours)
Select hours from the following list:
- BLR 202 - Legal Environment of Business 3(3-0)
- ECO 440 - Managerial Economics 3(3-0)
- COM 461 - Communication in Leadership 3(3-0)
- JRN 350 - Public Relations Principles and Practices 3(3-0)
- MGT 320 - Human Resource Management 3(3-0)
- PSY 336 - Industrial/Organizational Psychology 3(3-0)
- PSY 537 - Organizational Behavior Management 3(3-0)
- SOC 512 - Industrial Sociology 3(3-0)

Service Sector Administration Concentration
Required Courses (18 hours)
Select hours from the following list:
- BCA 503 - Critiquing Mass Media 3(3-0)
- BIS 445 - Small Business Organization and Operation 3(3-0)
- BIS 492/ACC 492/FIN 492/MGT 492/MKT 492 - Practicum in Small Business 3(Spec)
- ECO 306 - Money and Banking 3(3-0)
- ECO 425 - The Economics of Industrial Organization 3(3-0)
- ECO 440 - Managerial Economics 3(3-0)
- ECO 515 - Collective Bargaining and Labor Law 3(3-0)
- FIN 257 - Risk Management 3(3-0)
- JRN 360 - Advertising Principles 3(3-0)
- JRN 365 - Advertising Media 3(3-0)
- JRN 465 - Advertising Copy and Design 3(3-0)
- MGT 320 - Human Resource Management 3(3-0)

Total: 46 semester hours
**Geography Major**

**B.S. degree**

**Global Studies Concentration**

This concentration enhances students' global perspectives by building on the strengths of traditional and contemporary geographic research that emphasizes foreign regional studies, field experience, and geo-spatial analytical techniques.

**Core Courses (12 hours)**

- GEO 105 - Physical Geography 3(2-2)
- GEO 120 - Environmental Geography 3(3-0)
- GEO 121 - Cultures of the World 3(3-0)
- GEO 203 - Introduction to Geographic Information Science 3(2-2)

**Required Courses I (3 hours)**

Select one of the following:

- GEO 312 - Geography of Contemporary Global Issues 3(3-0)
- GEO 346 - Geography of the Developing World 3(3-0)

**Required Courses II (6 hours)**

Select two of the following:

- GEO 315 - Food and Agriculture 3(3-0)
- GEO 317 - Economic Geography 3(3-0)
- GEO 320 - Population Geography 3(3-0)
- GEO 325 - Geographical Growth and Change 3(3-0)
- GEO 340 - Urban Geography 3(3-0)
- GEO 345 - Political Geography 3(3-0)

**Required Courses III (6 hours)**

Select two of the following:

- GEO 350 - United States and Canada 3(3-0)
- GEO 365/EUR 301 - Europe 3(3-0)
- GEO 373 - Latin America 3(3-0)
- GEO 385 - China: Environment and People 3(3-0)

**Electives I (6 hours)**

Six hours of courses that develop analytical skills and techniques for geographic inquiry using either primary or secondary data. These courses must be selected with advisor. Suggested courses include:

- GEO 303 - Geographic Information Systems I 3(2-2)
- GEO 305 - Remote Sensing of the Environment 3(2-2)
- PSC 280 - Introduction to Empirical Methods of Political Research 3(3-0)
- SOC 200 - Introduction to Social Research and Analysis 3(3-0)

**Electives II (6 hours)**

Six hours of 300-500 level geography or non-geography courses that advance the understanding of contemporary issues outside the U.S. from a global perspective. Specifically, these courses may be either foreign language courses or courses with a primary regional focus outside of the United States. These courses must be selected with advisor. It is strongly recommended that at least 3 hours come from GEO 511 or a similar field-oriented courses: GEO 511 - International Geographic Experience 3-6(Spec)

**Total: 39 semester hours**

---

**Information Technology Major**

**B.S. degree**

**Required Courses I (9 hours)**

Select one of the following options:

- **Option A (9 hours)**
  - CPS 110 - Information Technology Programming I 3(3-0)
  - CPS 280 - Alternative Programming Languages 1-6(Spec)
  - ITC 111 - Information Technology Programming II 3(3-0)
  
  **Note:** 3 hours of CPS 280 is required.

- **Option B (9 hours)**
  - CPS 180 - Principles of Computer Programming 3(3-0)
  - CPS 181 - Introduction to Data Structures 3(3-0)
  - CPS 280 - Alternative Programming Languages 1-6(Spec)
  
  **Note:** 3 hours of CPS 280 is required.

**Required Courses II (18 hours)**

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

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

**Required Courses III (3 hours)**

An IT project as a capstone experience, preferably in the student's area of concentration. It should involve the design and implementation of a solution to a nontrivial IT problem that has some practical meaning in the real world. Capstone experiences may include a special project conducted on- or off-campus under supervision of a faculty member or an internship or service learning project supervised by an off-campus project director in coordination with the advisor.

Choose one of the following:

- CPS 497 - Independent Study 1-6(Spec)
- ITC 495 - Senior Internship 1-3(Spec)

**Specialized Tracks (6 hours)**

Each student is required to select one track from the following list

- **Data Communication and Networking (6 hours)**
  - ITC 465 - Network Administration and Security 3(3-0)
  - ITC 466 - System Administration and Automation 3(3-0)

- **Database (6 hours)**
  - CPS 541 - Databases 3(3-0)
  - ITC 441 - Database Administration 3(3-0)

- **Interactive Multimedia Design (6 hours)**
  - CPS 482 - Advanced Multimedia Design 3(3-0)
  - ITC 383 - Computer Game Design 3(3-0)

- **Web Application Development (6 hours)**
  - CPS 420 - Windows Programming 3(3-0)
  - ITC 320 - Web-Based Applications 3(3-0)

- **Custom Track (6 hours)**

A student may choose to develop a customized track by choosing courses from the other IT tracks or courses from another subject area. The courses may be selected from a variety of disciplines at CMU. The objective of this alternative is to allow students to have the opportunity to follow special interests. The student must propose a program of six hours that represent a coordinated area of interest, and the proposal must be approved by an IT advisor.
Integrated Leadership Studies Major

B.S. degree

The Integrated Leadership Studies Major consists of a 21 semester hour academic core, a selected 6 semester hour specialized track and 12 semester hours of electives chosen in consultation with an advisor.

Admission Requirements, Retention & Termination Standards

Any student in good academic standing admitted to CMU’s Off-Campus Programs may sign a program plan in Integrated Leadership Studies. Every student intending to major in Integrated Leadership Studies must meet with an advisor for academic planning before registering for classes.

A minimum 2.0 GPA (C) must be earned in the major.

No more than a total of 27 semester hours earned in business courses, including business transfer hours, may be counted toward graduation.

Core Courses (21 hours)

- COM 195 - Intercultural Communication 3(3-0)
- COM 461 - Communication in Leadership 3(3-0)
- LDR 200 - Introduction to Leadership 3(2-2)
- MGT 312 - Introduction to Management 3(3-0)
- MGT 335 - Dynamics of Organizational Behavior 3(3-0)
- MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
- PSC 321 - The American Chief Executive 3(3-0)

Note: MSA 501 is the capstone course and should be taken in the final semester prior to graduation.

Specialized Track (6 hours)

- Select one of the following Specialized Tracks:
  - Military Services Leadership
  - HST 312 - American Military Experience 3(3-0)
  - PSC 321 - The American Chief Executive 3(3-0)

Electives (6 hours)

- Each student must take 6 additional elective hours, chosen to complement the student’s program goals and approved by an IT advisor. In addition to CPS/ITC courses from other IT tracks, or other areas of CPS/ITC, possible electives might include courses such as AMD 246, AMD 346, ART 135, ART 235, ART 335, ART 435, BIO 516, BIS 280, BIS 308, BIS 327, EDU 590, GEO 300, GEO 503, IET 154, IET 291, IET 359, IET 457, IET 458, IET 502, IND 334, MGT 335, PSC 585, SOC 210, and TEC 321.

Total: 51-52 semester hours

Psychology Major - General

B.S. degrees

This is the flexible major which you can consider regardless of your post-graduation plans including graduate school. This major requires that you complete a minimum of 30 semester hours of PSY courses.

Required Courses I (9 hours)

- PSY 100 - Introduction to Psychology 3(3-0)
- PSY 285 - Research Methods 3(3-0)
- PSY 385 - Applications of Research Methods 3(3-0)

Required Courses II (3 hours)

- Select one of the following:
  - PSY 211 - Introduction to Psychological Statistics 3(3-0)
  - STA 282 - Introduction to Statistics 3(3-0)
  - STA 382 - Elementary Statistical Analysis 3(3-0)

(If STA 282 or STA 382 is used, an additional three (3) hours of psychology must be taken.)

Psychology Electives (18 hours)

Total: 39 semester hours

Note: A student majoring in Integrated Leadership Studies can pursue an Accelerated Master of Science (MSA) degree. The Accelerated MSA program will allow an ILS major to reduce the total number of credits to complete their graduate degree by 12 semester hours. Admission criteria for the Accelerated MSA program can be located in the MSA in the graduate studies section of the Off-Campus Bulletin. See your undergraduate academic advisor for details.
Available Minors
Minors consist of 20-24 credit hours (depending on the field of study). Credit can be earned through CMU classroom courses, prior learning, and independent study. Courses not offered through CMU programs can be transferred in from other accredited institutions. Additional minors may become available. For information contact your academic advisor or program center.

Allied Health Minor
This twenty-four-hour minor is authorized for students who have completed a minimum of 24 credit hours in these fields: medical lab technician/technologist, radiological technician/technologist, physical therapy assistant, respiratory therapy assistant/respiratory therapist, occupational therapy assistant, pharmacy technician, emergency medical technician/paramedic, medical records librarian, licensed practical nurse, dental hygienist, medical assistant, medical sonographer, dental assistant or technician, surgical technologist, cardiovascular technologist.
Credit to apply on the minor is obtained by transfer credit from an accredited university, college, or community college. The transcript must show a minimum of 24 semester hours of credit in one of the specialty fields listed above, and evidence of program completion. Credit can also be obtained through completion of appropriate military training in one of the listed specialty fields as verified by the recommendations of the American Council on Education.
Total: 24 semester hours

Apparel Merchandising and Design Minor
Required Courses (15 hours)
AMD 141 - Apparel Design Analysis 3(3-0)
AMD 155 - Introduction to Textiles 3(2-2)
AMD 246 - Computer-Aided Design for Apparel 3(2-2)
AMD 252 - Dress and Culture 3(3-0)
AMD 256 - Introduction to Fashion Industry 3(3-0)
Electives
Select one of the following tracks:
Merchandising Track (9 hours)
AMD 332 - Fashion Buying 3(2-2)
AMD 356 - Visual Merchandising 3(3-0)
AMD 358 - Multichannel Fashion Merchandising 3(3-0)
CAD Track (9 hours)
AMD 346 - Advanced CAD for Apparel 3(2-2)
AMD 410 - Fashion Advertising and Promotion 3(3-0)
AMD 546 - Experimental CAD for Apparel 3-9(Spec)
Design Track (9 hours)
AMD 140 - Introduction to Apparel Construction 3(2-2)
AMD 240 - Advanced Apparel Construction 3(2-2)
AMD 345 - Apparel Design Methods 3(2-2)
Total: 24 semester hours

Communication Minor
Required Courses (16 hours)
COM 100 - Communication and Society 1(1-0)
COM 251 - Foundations of Communication Theory 3(3-0)
COM 301 - Survey of Research in Communication 3(3-0)
COM 353 - Small Group Communication 3(3-0)
COM 357 - Public Speaking 3(3-0)
COM 361 - Interpersonal Communication 3(3-0)
Electives (9 hours)
Select additional hours of COM in consultation with a COM advisor, at least six of which must be at the 400 or 500 level. (No more than 6 hours from COM 464, 490, and 495 can be counted toward the minor.)
Total: 25 semester hours

Economics Minor
Admission Requirements, Retention & Termination Standards
To sign a minor in Economics: See an advisor and bring along a copy of your signed major.
Up to six (6) hours may be taken as Credit/No Credit and counted toward the minor.
Students are strongly advised to select elective courses in consultation with an advisor.
No more than a total of 27 hours of credit earned in business courses, including business transfer hours, may be counted towards graduation unless the student is majoring in the College of Business Administration.
Required Courses (6 hours)
ECO 201 - Principles of Macroeconomics 3(3-0)
ECO 202 - Principles of Microeconomics 3(3-0)
Electives (15 hours)
Select 15 hours of ECO courses; 9 hours of ECO courses must be numbered 300 or above.
Total: 21 semester hours
Family Life and Human Sexuality Minor

This minor is designed to complement a large number of majors, particularly those that prepare students to work in health and human service settings.

Admission Requirements, Retention & Termination Standards

1. Student must have a minimum GPA of 2.0 to sign a minor.
2. Students must have a minimum program GPA of 2.5 in order to graduate with this minor.

Required Courses I (3 hours)
Select one of the following:
EDU 280 - Education of Children 3(3-0)
HDF 100 - Lifespan Development 3(3-0)
PSY 220 - Developmental Psychology 3(3-0)

Required Courses II (3 hours)
Select one of the following:
HDF 213 - Introduction to Human Sexuality 3(3-0)
HSC 222 - Sexuality In Health Education 3(3-0)

Required Courses III (12 hours)
Select hours from the following:
HDF 211 - Marriage and Close Relationships 3(3-0)
HDF 307 - Parent-Child Relations 3(3-0)
HDF 315 - Family Management Theory 3(3-0)
HDF 411 - Family in Social, Legal, & Political Contexts 3(3-0)

Electives (6 hours)
To be selected with the approval of an advisor
HDF 212 - Families in Cultural Perspective 3(3-0)
HDF 306 - Adolescent Development 3(3-0)
HDF 381 - Education for Family Life and Human Sexuality 3(3-0)
HDF 413 - Facilitating Discussion in Human Sexuality Groups 3(3-0)
HDF 511 - Seminar in Human Sexuality 3(3-0)
HDF 513 - Readings in the Family 3(3-0)
HSC 523 - AIDS Education 1(1-0)
HSC 524 - Workshop on Health Fitness 2(Spec)
HSC 525 - Sexually Transmitted Disease Workshop 1(Spec)
HSC 526 - Behavioral Health 3(3-0)
HSC 527 - Sex Education Workshop 1(Spec)
HSC 528 - Smoking and Health Education Workshop 1(Spec)
HSC 529 - Alcohol Education Workshop 1(1-0)
HSC 530 - Drug Abuse Workshop 1(Spec)
COM 562 - Family Communication 3(3-0)
PES 143 - Sexual Assault and Harassment/Awareness and Avoidance 2(2-0)
PSY 350 - Clinical Interviewing and Counseling 3(3-0)
SWK 510 - Social Work Generalist Practice and Human Sexuality 3(3-0)

Total: 24 semester hours

Gerontontology Minor

Gerontology is the holistic study of aging. It is a useful complement to numerous majors including those preparing students for work in human service settings, recreation and leisure, marketing, policy and planning, and in the design of environments, products, and attire. Students seeking applied settings are encouraged to intern or work in aging services to enhance their courses. To prepare for graduate studies, students are encouraged to participate in research with older adults. This minor has 12 required hours and 12 hours of electives, which allow the student to fit special interests and needs. Advisors for this minor are located in Human Environmental Studies.

Required Courses (9 hours)
GRN 247 - Introduction to Gerontology 3(3-0)
HSC 390 - Health and Aging 3(3-0)
PSY 325 - Psychology of Aging 3(3-0)

Other Requirement (3 hours)
Select one of the following:
HDF 418 - Family Development in Late Life 3(3-0)
SOC 320 - Sociology of Aging and Retirement 3(3-0)

Electives (12 hours)
Select hours from the following:
GRN 248 - Service Learning in Gerontology 3(Spec)
GRN 430/WST 430 - Women and Aging 3(3-0)
GRN 535 - Dementia Care: Diagnosis, Treatment and Prevention 3(3-0)
GRN 575/FNS 575 - Geriatric Nutrition 3(3-0)
GRN 590 - Independent Study 1-4(Spec)
GRN 597 - Special Topics 1-4(Spec)
HSC 517 - Drugs and the Elderly 2(2-0)
HSC 519 - Death Education and Suicide Prevention 3(3-0)
REL 334 - Death and Dying: Religious Dimensions 3(3-0)
RPL 345 - Therapeutic Recreation: Gerontology 3(3-0)
RPL 346 - Recreation for Senior Citizens 3(3-0)

Other courses as approved by program advisor.

Note: You may select either HSC 519 or REL 334, not both.

Total: 24 semester hours
Industrial Safety Minor
This 24 semester hour non-teaching minor focuses on contemporary problems and practices related to safety and environmental control. This minor is administered by the Department of Industrial and Engineering Technology. Students who wish additional information or a minor authorization should consult with an advisor.

Admission Requirements; Retention & Termination Standards
Students pursuing the Industrial Safety minors are required to meet with an advisor during the first semester of attendance at CMU.

A maximum of six semester hours of Credit/No Credit may be used on departmental majors or minors.

Required Courses (21-23 hours)
- HSC 205 - Responding to Emergencies 2(1-2)
- HSC 352 - Environmental Health 3(3-0)
- HSC 529 - Alcohol Education Workshop 1(1-0)
- HSC 530 - Drug Abuse Workshop 1(Spec)
- IET 227 - Principles of Accident Prevention 3(3-0)
- IET 327 - Industrial Safety 3(3-0)
- IET 425 - Industrial Internship 2-8(Spec)
- IET 427 - Product Reliability and Safety 3(3-0)
- IET 527 - Industrial Safety Management 3(3-0)

Note: HSC 235 may be submitted for HSC 529 or HSC 530.

Electives (1-3 hours)
- FIN 257 - Risk Management 3(3-0)
- HSC 235 - Psychoactive Drugs 3(3-0)
- HSC 537 - Stress Reduction Workshop 1(Spec)
- IET 524 - Technology and Environment 3(3-0)

Total: 24 semester hours

Industrial Technology Minor
Students may select courses appropriate to any IET major concentration with advisor approval:

Automotive
- IET 359 - Computer-Aided Drafting 3(2-2)
- IET 385 - Automotive Engines 3(1-4)
- IET 450 - Mechanical Computer-Aided Engineering 3(2-2)

Construction
- IET 160 - Wood Technology 3(1-4)
- IET 294 - Residential Electrical Wiring 3(2-2)
- IET 357 - Residential Architectural Graphics 3(1-4)
- IET 358 - Light Commercial Architectural Graphics 3(2-2)
- IET 359 - Computer-Aided Drafting 3(2-2)
- IET 361 - Construction Technology 3(1-4)
- IET 426 - Plant Layout and Materials Handling 3(3-0)
- IET 428 - Manufacturing Quality 3(3-0)
- IET 561 - Light Frame Construction Workshop 3(0-6)

Mechanical Design and Engineering
- IET 154 - Engineering Design Graphics 3(2-2)
- IET 350 - Mechanism Design 3(2-2)
- IET 359 - Computer-Aided Drafting 3(2-2)
- IET 379 - Mechanics of Materials 3(3-0)
- IET 450 - Mechanical Computer-Aided Engineering 3(2-2)
- IET 451 - Geometric Dimensioning and Tolerancing 3(2-2)
- IET 455 - Tool Design 3(2-2)
- IET 457 - Computer-Aided Design 3(2-2)
- IET 458 - Surface Modeling 3(2-2)

Graphics
- IET 143 - Introduction to Graphic Arts 3(2-2)
- IET 154 - Engineering Design Graphics 3(2-2)
- IET 359 - Computer-Aided Drafting 3(2-2)

Manufacturing/Production
- IET 225 - Manufacturing Process Planning 3(3-0)
- IET 326 - Manufacturing Methods Analysis 3(3-0)
- IET 359 - Computer-Aided Drafting 3(2-2)
- IET 375 - Robotics 3(2-2)
- IET 377 - Computer Numerical Control Programming 3(2-2)
- IET 426 - Plant Layout and Materials Handling 3(3-0)
- IET 428 - Manufacturing Quality 3(3-0)
- IET 477 - Advanced Computer Numerical Control Programming 3(2-2)

Total: 21 semester hours

Information Technology Minor
A minor in Information Technology may not be approved for students with majors in Computer Integrated Manufacturing, Computer Technology, or the joint major, Computer Science-Mathematics. A minor in Information Technology will be approved for students with a major in Computer Science only if another major or minor outside of the department is also obtained.

Required Courses I (9 hours)
Select one of the following options:

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

Note: 3 hours of CPS 280 is required.

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

Note: 3 hours of CPS 280 is required.

Required Courses II (6 hours)
- ITC 190 - Computer Hardware Concepts, Installation, Configuration, and Support 3(3-0)
- ITC 191 - Computer Software Concepts, Installation, Configuration, and Support 3(3-0)

Other Requirements (3 hours)
Select one of the following:
- STA 282 - Introduction to Statistics 3(3-0)
- STA 382 - Elementary Statistical Analysis 3(3-0)

Electives (6 hours)
Select two of the following:
- CPS 282 - Introduction to Multimedia Design 3(3-0)
- CPS 395 - Internship in Computer Science 1-9(Spec)
- CPS 420 - Windows Programming 3(3-0)
- CPS 482 - Advanced Multimedia Design 3(3-0)
- ITC 265 - Basics of Data Communications and Computer Networks 3(3-1)
- ITC 320 - Web-Based Applications 3(3-0)
- ITC 341 - Introduction to Databases and Applications 3(3-0)
- ITC 365 - Introduction to Data Communications and Computer Networks 3(3-0)
- ITC 383 - Computer Game Design 3(3-0)
- ITC 441 - Database Administration 3(3-0)
- ITC 465 - Network Administration and Security 3(3-0)
- ITC 466 - System Administration and Automation 3(3-0)

Total: 24 semester hours
### Leadership Minor

The Leadership minor is a 24 credit hour interdisciplinary program that includes both theoretical and experiential components. The major objective of the program is to educate students for and about leadership and prepare them to acquire leadership positions in their community and profession. The minor complements a wide variety of academic programs such as: health professions, business, political science, recreation, parks and leisure services, military science, communication, and education. Contact the Department of Recreation, Parks and Leisure Services Administration at 774-1939 or see the advisor in Finch 213.

**Required Courses I (9-12 hours)**
- COM 461 - Communication in Leadership 3(3-0)
- LDR 200 - Introduction to Leadership 3(2-2)
- LDR 402 - Applications of Leadership 3-6(Spec)

**Required Courses II (3 hours)**
Select one of the following:
- PHL 118 - Moral Problems 3(3-0)
- PHL 218 - Ethical Theory 3(3-0)
- PHL 318 - Business Ethics 3(3-0)

**Electives (9-12 hours)**
Choose one course from each of the three elective tracks listed below. The fourth course may be selected from any of the tracks, or LDR 402 can be taken for six credits, three of which count in the core requirements, the other three credits would count as elective credits. Elective tracks and courses to be selected in consultation with an advisor.

**Track 1 - Understanding Human Behavior and Development**
Courses in this track provide a study of the theories, frameworks, and research that assist in the understanding and prediction of human behavior. Each course addresses aspects of how behavior develops through normal maturation processes, the identification of traits and behavior to meet environmental demands or personal goals.
- EDU 280 - Education of Children 3(3-0)
- HDF 100 - Lifespan Development 3(3-0)
- MSL 102 - Basic Leadership 2(Spec)
- PSC 101 - Political Behavior 3(3-0)
- PSY 100 - Introduction to Psychology 3(3-0)
- PSY 220 - Developmental Psychology 3(3-0)
- PSY 340 - Studies in Personality 3(3-0)

*Note:* You may count only one of EDU 280, HDF 100, or PSY 220.

**Track 2 - Interpersonal and Group Interaction**
Courses in this track address the major tenets of social interaction that may lead to group productivity and overall effectiveness. Each course provides an examination of how groups can develop into functioning units through the study of patterns of individual and group interaction (e.g., communication) within organizations and society in general.
- BLR 310 - Alternative Dispute Resolution in Business 3(3-0)
- ENG 402 - Rhetoric and Argumentation 3(3-0)
- COM 264 - Organizational Communication 3(3-0)
- COM 267 - Introduction to Debate 3(3-0)
- COM 353 - Small Group Communication 3(3-0)
- COM 361 - Interpersonal Communication 3(3-0)
- COM 367 - Nonverbal Communication 3(3-0)
- COM 560 - Communication and Social/Organizational Change 3(3-0)
- COM 561 - Communication in Conflict Management 3(3-0)
- MGT 348 - Dynamics of Organizational Behavior 3(3-0)
- MGT 355 - Communications: Managerial Applications 3(3-0)
- MSL 201 - Individual Leadership Studies 3(Spec)
- MSL 202 - Leadership and Teamwork 3(Spec)
- PES 300 - Wilderness Experience for Leadership Development 3(2-2)
- PSC 327 - Lobbying and Interest Group Behavior 3(3-0)
- PSY 330 - Social Psychology 3(3-0)
- PSY 336 - Industrial/Organizational Psychology 3(3-0)
- PSY 531 - Group Dynamics 3(3-0)
- PSY 535 - Organizational Psychology 3(3-0)
- RPL 205 - Outdoor Leadership 3(2-2)
- RPL 206 - Recreation Activities Leadership 3(3-0)
- RPL 307 - Management Skills in Leisure Services 3(3-0)
- RPL 435 - Leadership in Adventure Education Programming 3(3-0)
- SOC 100 - Introductory Sociology 3(3-0)
- SOC 201 - Social Psychology 3(3-0)

**Track 3 - Leadership in a Social, Political, or Historical Context**
Courses in this track put the analysis of effective leaders and leadership practices into a specific historical, political, and/or social context. Each course provides a broad perspective of leadership as it examines a set of complex environmental variables that affect leader development and effectiveness.
- BCA 210 - Survey of the Mass Media 4(4-0)
- HSC 203 - Leadership for the Health Professions 3(3-0)
- HSC 320 - Health Services Administration 3(3-0)
- HST 110 - The American Experience 3(3-0)
- HST 238 - Ancient Greece and Rome 3(3-0)
- HST 312 - American Military Experience 3(3-0)
- HST 325 - African-Americans in Twentieth Century America 3(3-0)
- LAR 145 - Racism and Diversity in America 3(3-0)
- MSL 301 - Adaptive Team Leadership 4(Spec)
- MSL 402 - Leadership in a Complex World 4(Spec)
- PSC 105 - Introduction to American Government and Politics 3(3-0)
- PSC 125 - African-American Politics 3(3-0)
- PSC 150 - World Politics 3(3-0)
- PSC 242 - Introduction to Comparative Politics 3(3-0)
- PSC 261 - State and Local Government 3(3-0)
- PSC 275 - Great Political Thinkers 3(3-0)
- PSC 321 - The American Chief Executive 3(3-0)
- PSC 371 - American Political Thought 3(3-0)
- REL 345/PHL 345/PSC 325/SOC 345 - The Civil Rights Movement 3(3-0)
- RPL 435 - Leadership in Adventure Education Programming 3(3-0)
- RPL 405 - Administration of Community Leisure Services 3(3-0)
- SOC 221 - Social Problems 3(3-0)
- SOC 402 - Analysis of Social Change 3(3-0)
- SOC 403 - Political Sociology 3(3-0)
- WST 326/PSC 326 - Women and Politics 3(3-0)

**Total: 24 semester hours**
## Nutrition Minor

**Required Courses (3 hours)**
- FNS 370 - Nutrition 3(3-0)

**Electives (19-21 hours)**
- Select from the following in consultation with an advisor:
  - FNS 271 - Food and Culture in the United States 3(3-0)
  - FNS 374 - Nutrition in the Life Cycle 3(3-0)
  - FNS 375 - Nutrition and Performance 3(3-0)
  - FNS 470 - Applied Nutrition 3(3-0)
  - FNS 475 - Nutritional and Herbal Supplements 3(3-0)
  - FNS 477 - Assessing Nutritional Status 2(1-2)
  - FNS 490 - Independent Study in Foods and Nutrition 1-6(Spec)
  - FNS 575/GRN 575 - Geriatric Nutrition 3(3-0)
  - FNS 577 - Advanced Topics in Nutrition: Eating Disorders 3(3-0)
  - HSC 503 - Health Implications of Obesity 3(3-0)

**Total:** 22-24 semester hours

## Psychology Minor

**Required Course (3 hours)**
- PSY 100 - Introduction to Psychology 3(3-0)

**Electives (18 hours)**
- A student must complete a minimum of 9 hours of psychology course work at CMU. If you are minoring in psychology and plan to attend graduate school in psychology, PSY 211 is strongly recommended. The balance of your credits should be selected by you and your advisor working together to select the set of courses which is most appropriate for you. A minimum 2.7 GPA (B-) must be earned in all teaching minors.

**Total:** 21 semester hours

**Note:** Only 6 hours may be counted from courses of unspecified content: PSY 200, 400, 496, 498, 500, 501, and 502. Further, not more than 3 hours may be counted from any one unspecified content course.

## Public Administration Minor

**Required Courses (15 hours)**
- PSC 105 - Introduction to American Government and Politics 3(3-0)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 280 - Introduction to Empirical Methods of Political Research 3(3-0)
- PSC 313 - Budgetary Processes in the United States 3(3-0)
- PSC 411 - Public Sector Human Resources and Organization Theory 3(3-0)

**Electives (6 hours)**
- Select two of the following:
  - PSC 261 - State and Local Government 3(3-0)
  - PSC 300 - Michigan Politics and Elections 3(3-0)
  - PSC 301 - Law and Policy in Michigan State Government 3(3-0)
  - PSC 320 - The American Legislative Process 3(3-0)
  - PSC 395 - Internship in Government and Politics 1-12(Spec)
  - PSC 514 - American Public Policy Making 3(3-0)
  - PSC 516 - Environmental Politics and Policy 3(3-0)
  - PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
  - PSC 561 - American State Government and Administration 3(3-0)
  - PSC 563 - Politics and Policy in Urban Communities 3(3-0)
  - PSC 565 - Managing Modern Local Government 3(3-0)
  - PSC 566 - Intergovernmental Relations in the United States 3(3-0)
  - PSC 585 - Public Sector Information Technology Management 3(3-0)

**Total:** 21 semester hours

## Public Affairs Minor

The Public Affairs Minor is offered by the Department of Journalism and the Department of Political Science. The minor brings together courses designed to provide skills and knowledge for the student with a career interest in public affairs communication.

- Only JRN 202 (3) can be double-counted by Journalism majors and minors. Only PSC 105 (3) can be double-counted by Political Science majors and minors. Credits from only one internship, either Journalism or Political Science can be counted toward the Public Affairs Minor. Internship hours are limited to 3.

**Required Courses (12 hours)**
- JRN 202 - Writing for the Mass Media 3(3-0)
- JRN 350 - Public Relations Principles and Practices 3(3-0)
- PSC 105 - Introduction to American Government and Politics 3(3-0)
- PSC 261 - State and Local Government 3(3-0)

**Electives (12 hours)**
- JRN 360 - Advertising Principles 3(3-0)
- JRN 450 - Public Relations Writing 3(3-0)
- JRN 551 - Case Studies in Public Relations 3(3-0)
- JRN 556 - Public Relations Seminar 3(3-0)
- JRN 559 - Public Relations Internship 1-4(Spec)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 313 - Budgetary Processes in the United States 3(3-0)
- PSC 320 - The American Legislative Process 3(3-0)
- PSC 327 - Lobbying and Interest Group Behavior 3(3-0)
- PSC 395 - Internship in Government and Politics 1-12(Spec)

**Total:** 24 semester hours
The primary purpose of the Bachelor of Science with an Option in Community Development is to provide education for persons required to function effectively in various community organizations. The program allows for a general education, for a broad education in community development, and for the development of specialized expertise in specified professional fields.

**General Education Requirements (50 hours)**

All students must complete 50 semester hours of work in general education which reflect each of the following (work may be demonstrated by successfully completing course work or other learning experiences for which college-level credit is granted):

- **Insight and Appreciation**
- **Organization and Communication of Ideas**
- **Physical Environment and Biological Inheritance**
- **Social Inheritance and Responsibilities**

**Areas of Study (24 hours)**

Students must demonstrate competence in each of the following areas of study by successfully completing course work or other learning experiences for which college-level credit is granted.

- **Area 1** - The General Theory and Practice of Community
- **Area 2** - Interaction of Community Institutions in a Community Setting
- **Area 3** - Methods Appropriate for Studying Community Behavior and the Implementation and Evaluation of Community Programs
- **Area 4** - Organization Theory and Leadership, Interpersonal Relationships, Communication, and Group Dynamics

**Specialized Studies (12 hours)**

**Concentrations (see page 64)**

Select one of the following concentrations:

- Community Development Option: Concentration in Public Administration
- Community Development Option: Concentration in Recreation
- Community Development Option: Concentration in Community Services
- Community Development Option: Concentration in Health Sciences

**Electives (0-38 hours)**

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

**Minimum Totals for Graduation: 124 hours**

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

B.S. degree

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

Concentration in Community Services

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

Representative Courses (12 hours)

Select hours from the following list:
- HDF/WST 213 - Introduction to Human Sexuality 3(3-0)
- HSC 317 - Community Health 3(3-0)
- SOC 223 - Urban Structures and Change 3(3-0)
- SOC 323 - Racism and Inequality 3(3-0)
- SOC 324 - Criminology 3(3-0)
- SOC 411 - The Family 3(3-0)
- SWK 470 - Social Work Practicum I 4(Spec)

Total: 12 semester hours

Concentration in Health Sciences

Required Course
- HSC 211 - Human Anatomy and Physiology 3(3-0)

Note: HSC 211 (or equivalent) is required. It will not count toward the 12 hours in Health Sciences but it may be applied toward the General Education Requirements. It is a prerequisite to some of the courses listed below.

Representative Courses (12 hours)

Select 12 credit hours from the following list (at least 6 hours must beat the 300 level or above):
- FNS 370 - Nutrition 3(3-0)
- HSC 106 - Healthy Lifestyles 3(3-0)
- HSC 205 - Responding to Emergencies 2(1-2)
- HSC 235 - Psychoactive Drugs 3(3-0)
- HSC 317 - Community Health 3(3-0)
- HSC 352 - Environmental Health 3(3-0)
- HSC 390 - Health and Aging 3(3-0)
- HSC 411 - Pathophysiology 3(3-0)
- HSC 510 - Independent Reading Experience 1-4(Spec)
- HSC 512 - Special Topics in Health Education 1-12(Spec)
- HSC 519 - Death Education and Suicide Prevention 3(3-0)
- HSC 522 - Consumer Health Education 2(2-0)
- HSC 523 - AIDS Education 1(1-0)
- HSC 525 - Sexually Transmitted Disease Workshop 1(Spec)
- HSC 526 - Behavioral Health 3(3-0)
- HSC 527 - Sex Education Workshop 1(Spec)
- HSC 528 - Smoking and Health Education Workshop 1(Spec)
- HSC 529 - Alcohol Education Workshop 1(1-0)
- HSC 530 - Drug Abuse Workshop 1(Spec)
- HSC 534 - Workshop in Principles of Cardiovascular Health and Disease 1(Spec)
- HSC 537 - Stress Reduction Workshop 1(Spec)
- HSC 547 - Health Risk Identification and Management 3(3-0)

Total: 12 semester hours

Concentration in Public Administration

Representative Courses (12 hours)

Select hours from the following list:
- ECO 201 - Principles of Macroeconomics 3(3-0)
- ECO 202 - Principles of Microeconomics 3(3-0)
- ECO 360 - Public Economics 3(3-0)
- ECO 503 - Seminar in Urban Economics 3(3-0)
- GEO 340 - Urban Geography 3(3-0)
- JRN 350 - Public Relations Principles and Practices 3(3-0)
- MGT 312 - Introduction to Management 3(3-0)
- MGT 320 - Human Resource Management 3(3-0)
- MGT 348 - Dynamics of Organizational Behavior 3(3-0)
- MGT 355 - Communications: Managerial Applications 3(3-0)
- MGT 445 - Compensation Administration 3(3-0)
- PSC 100 - Introduction to Political Science 3(3-0)
- PSC 105 - Introduction to American Government and Politics 3(3-0)
- PSC 125 - African-American Politics 3(3-0)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 261 - State and Local Government 3(3-0)
- PSC 313 - Budgetary Processes in the United States 3(3-0)
- PSC 320 - The American Legislative Process 3(3-0)
- PSC 322 - Judicial Process and Politics 3(3-0)
- PSC 326/WST 326 - Women and Politics 3(3-0)
- PSC 411 - Public Sector Human Resources and Organization Theory 3(3-0)
- PSC 125 - African-American Politics 3(3-0)
- PSC 210 - Introduction to Public Administration 3(3-0)
- PSC 261 - State and Local Government 3(3-0)
- PSC 313 - Budgetary Processes in the United States 3(3-0)
- PSC 320 - The American Legislative Process 3(3-0)
- PSC 322 - Judicial Process and Politics 3(3-0)
- PSC 326/WST 326 - Women and Politics 3(3-0)
- PSC 411 - Public Sector Human Resources and Organization Theory 3(3-0)
- PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

Total: 12 semester hours

Concentration in Recreation

Representative Courses (12 hours)

Select hours from the following list:
- BIO 340 - Ecology 3(2-3)
- HSC 317 - Community Health 3(3-0)
- RPL 319 - Introduction to Recreation 2(2-0)
- RPL 200 - Special Topics in Recreation 1-6(Spec)
- RPL 318 - Field Course in Recreation Specialization 1-15(Spec)
- RPL 400 - Special Issues in Leisure Services 1-6(Spec)
- RPL 405 - Administration of Community Leisure Services 3(3-0)
- RPL 546 - Recreation for Senior Citizens 3(3-0)
- RPL 405 - Administration of Community Leisure Services 3(3-0)
- RPL 546 - Recreation for Senior Citizens 3(3-0)
- RPL 550 - Budgeting for Leisure Service Agencies 3(3-0)
- RPL 552 - Regulatory Processes and Administrative Law 3(3-0)

Total: 12 semester hours
The Michigan State Board of Education requires a minimum of 40 hours of General Education for teacher certification. This includes University Program (UP) courses and Competencies.

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

See the General Education Requirements on pages 43-49.

**Degree Requirements (27-33 hours)**

- **Note:** Fifteen of these hours may double count in University Program (UP) categories.
- **Specific Course Requirements I (31 hours)**
  - ART 345 - Art in the Elementary School 3(3-0)
  - ENG 315 - Teaching Writing in Elementary and Middle Schools 4(3-1)
  - ENG 381 - Children's Literature 3(3-0)
  - HSC 343 - Health Education in the Elementary School 3(3-0)
  - HST 111 - United States to 1865 3(3-0)
  - MTH 151 - Mathematics for Elementary Teachers I 3(3-0)
  - MTH 152 - Mathematics for Elementary Teachers II 3(3-0)
  - MUS 330 - Music for Elementary Classroom Teachers 3(3-0)
  - PES 310 - Physical Education for the Classroom Teacher (Spec)
  - PSC 105 - Introduction to American Government and Politics 3(3-0)

- **Group Specific Course Requirements II (9 hours)**
  - Select one course from each of the following groups:
    - **Group 1 (3 hours)**
      - Select one of the following:
        - BIO 240 - Conservation of Natural Resources 3(3-0)
        - GEO 120 - Environmental Geography 3(3-0)
    - **Group 2 (3 hours)**
      - Select one of the following:
        - GEO 350 - United States and Canada 3(3-0)
        - HST 112 - United States 1865 to the Present 3(3-0)
    - **Group 3 (3 hours)**
      - Select one of the following:
        - GEO 395 - Michigan 3(3-0)
        - HST 333 - History of Michigan 3(3-0)

- **Science Requirements I (10 hours)**
  - **Note:** These courses satisfy University Program (UP) requirements.
  - AST 111 - Astronomy 3(3-0)
  - AST 112 - Introduction to Astronomical Observations 1(0-2)
  - BIO 101 - General Biology 3(2-2)
  - CHM 101 - Armchair Chemistry 3(2-2)
  - CHM 111 - The Interaction of Chemistry and Society 3(3-0)
  - CHM 127 - Introductory Chemistry Laboratory 1(0-2)
  - CHM 120 - Survey of Chemistry 4(4-0)
  - CHM 127 - Introductory Chemistry Laboratory 1(0-2)

- **Science Requirements II (3-5 hours)**
  - **Note:** These courses may satisfy University Program (UP) requirements.
  - Select one of the following groups:
    - **Group 1 (3 hours)**
      - CHM 101 - Armchair Chemistry 3(2-2)
    - **Group 2 (4 hours)**
      - CHM 111 - The Interaction of Chemistry and Society 3(3-0)
      - CHM 127 - Introductory Chemistry Laboratory 1(0-2)
    - **Group 3 (5 hours)**
      - CHM 120 - Survey of Chemistry 4(4-0)
      - CHM 127 - Introductory Chemistry Laboratory 1(0-2)

- **Professional Education Requirements I (9 hours)**
  - **Note:** These courses satisfy University Program (UP) requirements.
  - Select one of the following groups:
    - **Group 1 (3 hours)**
      - GEO 105 - Physical Geography 3(2-2)
    - **Group 2 (4 hours)**
      - GEL 101 - Physical Geology 3(3-0)
      - GEL 102 - Physical Geology Laboratory 1(0-2)
    - **Group 3 (3 hours)**
      - GEL 100 - Introduction to Earth Systems 3(2-2)
    - **Group 4 (3 hours)**
      - GEL 130 - Earth Processes 3(2-2)

- **Professional Education Requirements II (3 hours)**
  - **Note:** All of the courses below require students to be admitted to the teacher education program. All of these courses except EDU 432 and EDU 458 are offered in cohort blocks and must be taken in a specific order. In order to proceed to the next cohort block of classes, all EDU courses in the previous block must be successfully completed with a grade of C+ or better. Students cannot continue in the education program until each previous EDU course is completed with a C+ or better. EDU 432 and EDU 458 may be taken at any point after the course prerequisites are met.
  - **EDU 107 - Introduction to Teaching 3(3-1)**
  - **EDU 290 - Technology in Education 3(1-4)**
  - **SPE 504 - Teaching Students in Inclusive Settings 3(3-0)**
  - **Note:** Read carefully the section on Standards leading to Teacher Certification for additional requirements.

(continued)
Professional Education Requirements III (3 hours)

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

Select one of the following:
EDU 280 - Education of Children 3(3-0)
HDF 100 - Lifespan Development 3(3-0)

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

Specialized Studies (31-72 hours)

Major
Integrated Science Major

Minor
Reading In The Elementary Grades Minor, Teaching Elementary

Minimum Totals for Graduation:
124 - 173 hours

- To graduate from CMU you must complete a minimum of 124 hours, at least 40 of which must be in courses numbered 300 or above.
- Please note: the combination of some majors and minors may require more than 124 hours for graduation.
- You must earn a minimum overall grade point average of 2.70 in order to graduate with the Bachelor of Science in Education degree.
- No more than a total of 27 hours may be taken from the College of Business Administration and counted toward graduation.
- You should read the Requirements for Graduation in this Bulletin for a complete description.
- Note: Early advisement and planning are necessary to be able to complete this degree with as few hours as possible.

Integrated Science Major
B.S. in Ed. degree, Provisional Elementary Certification

This major offers a balanced, interdisciplinary program of coursework in the life, physical, and earth and space sciences for students planning to teach elementary or middle school. The required courses have been selected to prepare students to teach the science content in the Michigan Curriculum Framework including strong preparation in science inquiry through laboratory and field methods experiences. Students are encouraged to work closely with an advisor throughout their program. Courses, where appropriate, may be double counted with the University Program and the degree requirements on the Bachelor of Science in Education.

Admission Requirements, Retention & Termination Standards

Students are cautioned that they must have 36 semester hours on their Integrated Science major that are not counted on any other major or minor for teacher certification. All courses must be taken for a grade, not for credit/no credit even if offered as an option. Grades in courses transferred to CMU will count in the calculation of the major GPA. A minimum 2.7 GPA (B-) must be earned in all teaching majors.

In addition to the courses listed below, each student must receive training in safe chemical use and storage and care of living things from trained personnel prior to applying for student teaching. Students should check the integrated science website for the training workshop schedule. There is no enrollment charge to the students for the training and no credit hours are earned. The training is generally offered once during the Fall semester and twice during the Spring semester. The Interdisciplinary Science Education Council oversees these training workshops.

This major is administered by the Integrated Science Education Council. The requirements are pending state approval and may change. See your advisor.

Required Courses I (19 hours)
AST 111 - Astronomy 3(3-0)
BIO 151 - Human Biology 3(3-0)
BIO 229 - Nature Study 3(2-3)
CHM 127 - Introductory Chemistry Laboratory 1(0-2)
PHS 151 - Introductory Physical Science I 3(2-2)
PHS 251 - Introductory Physical Science II 3(2-2)

Plus an additional 3 credit BIO course at the 200-level or higher selected in consultation with an advisor.

Required Courses II (3 hours)
Select one of the following:
BIO 101 - General Biology 3(2-2)
BIO 105 - Introductory Quantitative Biology 3(2-2)

Required Courses III (3 hours)
Select one of the following:
GEL 100 - Introduction to Earth Systems 3(2-2)
GEL 130 - Earth Processes 3(2-2)

Required Courses IV (3 hours)
Select one of the following:
GEL 201 - Earth History 3(2-2)
GEL 230 - Prehistoric Life 3(3-0)

Required Courses V (3-4 hours)
Select one of the following:
CHM 111 - The Interaction of Chemistry and Society 3(3-0)
CHM 120 - Survey of Chemistry 4(4-0)

Note: CHM 111 is recommended.

Required Courses VI (3-4 hours)
Select one of the following:
GEO 105 - Physical Geography 3(2-2)
GEO 201 - Weather and Climate 4(4-0)

Required Courses VII (3 hours)
Select one of the following:
BIO 351 - Biological Science for Elementary Teachers (Spec)
ESC 400 - Earth Science Education 3(2-2)
PHS 351 - Physical Science for the Elementary Grades 3(2-2)
PHS 452 - Physical Science for the Middle Grades 3(2-2)

Total: 37-39 semester hours

Reading in the Elementary Grades

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

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

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

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

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

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

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

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

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

Electives III (0-6 hours)
Meeting Special Needs
Select no more than two of the following:
CDO 230 - Introduction to Speech, Language, and Hearing Disorders 3(3-0)
EDU 506 - Principles and Techniques for Individualizing Instruction 3(3-0)
SPE 504 - Teaching Students in Inclusive Settings 3(3-0)
SPE 550 - Teaching Culturally Diverse Students 3(3-0)
SPE 577 - Introduction to Specific Learning Disability 3(3-0)

Electives IV (0-6 hours)
Theory and Practice
Select no more than two of the following:
EDU 528 - Emergent Literacy: Theory and Practice 3(3-0)
EDU 540 - Literacy Education: Theory and Practice 3(3-0)
MLE 570 - Issues in Middle Level Education 1(3-Spec)
TAI 373 - Oral Interpretation for Children 3(3-0)

Total: 24 semester hours
Master of Arts (M.A.) in Counseling

Minimum Totals for Graduation: 48 hours
The Counselor Education faculty at Central Michigan University offer courses and programs designed to prepare students to work as counseling personnel in public and private schools, institutions of higher education, community-based social service agencies, and private practice. Many classes are offered nights and weekends to better accommodate the nontraditional student. Students who successfully complete a program for Counselor Education earn a Master of Arts degree in Counseling.

Faculty members include licensed professional counselors, nationally certified counselors, and licensed psychologists. Teaching excellence is a top priority of the faculty.

Admission Requirements, Retention & Termination Standards
Information for Off-Campus Students
(see the Graduate Bulletin for on-campus students)

Admission
1. Applicant screenings are conducted twice a year. All application materials (see below) must be received by submission deadlines: February 1 or September 1. 
   **Note:** Off-Campus Program Cohorts may submit materials outside of these dates.
2. In addition to submitting the application, all transcripts, and written statement of purpose and general plans for graduate study, the applicant must arrange for a recent (not more than five years old) Miller Analogies Test (MAT) score to be sent to Center Services, CMU North, 802 Industrial Drive, Mt. Pleasant, MI, 48858. The MAT score, undergraduate GPA, and the applicant’s statement of purpose and general plans for graduate study are all considered in determining admission. The MAT is available through testing centers such as the Computer-based and Placement Testing Center located on the CMU campus.
3. Applicants chosen in the screening process will be initially admitted to the program on a Conditional basis. To be eligible for Regular Admission status, the student must first complete a minimum of 10 semester hours of coursework in the Counselor Education program with a minimum 3.0 grade point average.
4. In addition to the above requirements, applicants seeking school counseling endorsement must have or be eligible for Michigan Teacher Certification.

Program Requirements
The candidate should complete their Authorization of Degree Program form with their assigned advisor after achieving Regular Admission status. Elective courses will be selected with the approval of the advisor.

Comprehensive Exams will be scheduled upon completion of 75% of the credits necessary to complete their programs OR the core CED coursework for their particular program (502 or 503 or 504), 610/611, 630, 640, 650, 660, 677, 695, and 765.

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., 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.

Off-Campus students’ practicum will take place in the field.
Degree Requirements

Select one of the following options:

Counseling: Professional Counseling

This option prepares students who wish to qualify for licensure as school counselors or professional counselors (LPC) in Michigan. Students will gain knowledge and experience in professional orientation and ethical practice, social and cultural diversity, human growth and development, career development, helping relationships, group work, assessment, and research. Practicum and internship experiences will complete the minimum requirements. Elective hours will allow the individual student to gain additional knowledge and experience in areas of particular interest. (Note: School counseling licensure will usually require some coursework beyond the 48 credit hour degree.)

Core Courses I (3 hours)
Select one of the following:
CED 610 - Career Development and Counseling 3(3-0)
CED 611 - Developmental Career Counseling 3(2-1)

Core Courses II (30 hours)
CED 566 - Lifespan Development for Counselors 3(3-0)
CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)
CED 630 - Counseling Ethics and Professional Issues 3(3-0)
CED 640 - Standardized Tests 3(3-0)
CED 650 - Theories and Techniques of Group Counseling 3(3-0)
CED 660 - Counseling Techniques 3(3-0)
CED 677 - Theories of Counseling 3(3-0)
CED 690 - Counseling Practicum 3(1-3)
CED 695/SPE 695 - Research for Counseling and Special Education 3(3-0)
CED 765 - Professional Counseling and Consulting 3(3-0)

Additional Requirements (3 hours)
Select one of the following:
CED 502 - Student Development in Higher Education 3(3-1)
CED 503 - Introduction to Community Agency Counseling 3(3-0)
CED 504 - Introduction to School Counseling 3(3-0)

Electives (6 hours)
Select other CED courses, approved SPE courses, or approved transfer credits to bring credit hour total to at least 48.

Plan B (6 hours)
Satisfied by CED 691 (6 hours) and Comprehensive Examination.
CED 691 - Internship in Counseling 1-6(Spec)
Total: 48 semester hours

Counseling: School Counseling

The school counseling option is designed for students with Teacher Certification who wish to earn a School Counselor Endorsement. Potential work settings would include: elementary schools, middle schools, secondary schools, or K-12 schools. School Counseling graduates will meet the academic requirements for licensure as a professional counselor (LPC) in Michigan.

Note: The off-campus delivery of this cohort program includes prescribed courses. Students completing the program will have the educational requirements for licensure as an LPC or endorsement or licensure as a school counselor in Michigan.

Core Courses I (3 hours)
Select one of the following:
CED 610 - Career Development and Counseling 3(3-0)
CED 611 - Developmental Career Counseling 3(2-1)

Core Courses II (30 hours)
CED 566 - Lifespan Development for Counselors 3(3-0)
CED 620 - Introduction to Multicultural Issues in Counseling 3(3-0)
CED 630 - Counseling Ethics and Professional Issues 3(3-0)
CED 640 - Standardized Tests 3(3-0)
CED 650 - Theories and Techniques of Group Counseling 3(3-0)
CED 660 - Counseling Techniques 3(3-0)
CED 677 - Theories of Counseling 3(3-0)
CED 690 - Counseling Practicum 3(1-3)
CED 695/SPE 695 - Research for Counseling and Special Education 3(3-0)
CED 765 - Professional Counseling and Consulting 3(3-0)

Additional Requirements I (6 hours)
CED 504 - Introduction to School Counseling 3(3-0)
CED 545 - School Counseling Seminar 3(3-0)

Electives (3 hours)
Select other CED courses, approved SPE courses, or approved transfer credits to bring credit hour total to at least 48.

Plan B (6 hours)
Satisfied by CED 691 (6 hours) and Comprehensive Examination.
CED 691 - Internship in Counseling 1-6(Spec)
Total: 48 semester hours
Graduate Programs

Minimum Totals for Graduation: 33 hours

The Master of Arts degree in Education is designed to provide knowledge and skills for individuals required to function effectively in various positions of educational leadership. This is not a certification program for public school teachers, as it presumes the individual is already trained and qualified in the technical aspects of her or his field.

The MA degree in Education program requires the student to complete a core of 18 semester hours, which includes an integrating experience (Capstone Project). An additional 15 semester hours must then be completed with specific courses determined by the academic advisor. All candidates for the MA must complete a minimum of 33 semester hours.

Admission Requirements, Retention & Termination Standards

Applicants holding a baccalaureate or equivalent degree from a college or university of recognized standing may be granted regular admission, provided they have an overall cumulative undergraduate grade point average of 2.7 or higher (on a 4.0 scale). Conditional admission may be granted when the applicant does not meet the requirements for regular admission and evidence exists to support the applicant’s potential for success in the program. Admission decisions are governed by the policies of the College of Graduate Studies.

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 33 semester hours of acceptable graduate credit (15 semester hours of which must be in the area of concentration/emphasis).
2. Earned a minimum of 18 semester hours from Central Michigan University.
3. Submitted evidence of scholarship by meeting the Plan B paper requirements.

Degree Requirements

Program Core (18 hours)
CED 555 - Human Relations Skills 3(3-1)
EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
EDU 614 - Advanced Educational Psychology 3(3-0)
EDU 660 - Methods of Educational Research 3(3-0)
EDU 705 - Theory and Practice in Curriculum Development 3(3-0)
EDU 776 - Seminar: Issues in Education 3(3-0)

Note: EDU 776 Seminar: Issues in Education - Following accepted guidelines toward the end of their degree program, students are required to research, analyze and provide a plan of action relevant to a problem or opportunity within their own organization or professional field.

Concentrations

Select one of the following concentrations:

Adult Education 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 (15 hours)
EDL 622 - Adult Literacy and Society 3(3-0)
EDL 624 - Planning for Instruction in Nontraditional Settings 3(3-0)
EDL 626 - The Adult Learner 3(3-0)
EDL 667 - Administration of Community Education 3(3-0)
EDU 613/MLE 613 - Current Educational Issues 3(3-0)

Community College Concentration

This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in a community college environment. This is not a certification program for teachers or administrators but may be utilized for professional advancement or as a base for a doctoral program in Community College Education.

Required Courses (15 hours)
Select from the following:
CED 502 - Student Development in Higher Education 3(3-1)
EDL 676 - Administration of Community Colleges 3(3-0)
EDL 778 - Contemporary Issues in Higher Education 3(3-0)
EDU 602 - Strategies and Techniques for Teaching 3(3-0)
EDU 613/MLE 613 - Current Educational Issues 3(3-0)
EDU 655 - The Community College 3(3-0)
**Guidance and Development Concentration**

This program is designed to provide knowledge and skills for individuals to function effectively in schools, businesses or in the nonprofit sector with special emphasis on managing relationships, making appropriate referrals and recognizing special needs of students, clients or co-workers. It is not a certification program for teachers, counselors or administrators as it presumes the participants are already certified and qualified in the technical aspects of their respective positions. It is designed for educators or practitioners who do not desire to be fully certified counselors but are seeking counseling skills to enhance their teaching competencies.

This non-certification program is designed to improve practitioners’ skills in communicating with their students, colleagues, clients, and supervisors. The classes in this program focus directly on involving participants in skill-building and integration activities. Participants regularly test skills and ideas from courses taught at their work sites and refine the use of these skills through feedback from the instructor, supervisors, and other program participants. Many of the classes require that participants interact with their students, colleagues, clients, or supervisors outside of the university setting. EDU 776 is a capstone course in which participants conduct field or action-oriented research which is then reported in the form of a Plan B paper or project.

**Note:** This MA will not qualify the graduate for endorsement as a School Counselor.

**Required Courses (15 hours)**
- CED 580 - Seminar: Professional Topics 1-12(Spec)
- CED 608 - Understanding and Working with Couples and Families 3(3-0)
- CED 612 - Work and Career in a Global Society 3(3-0)
- CED 621 - Orientation to a Culturally Diverse Society 3(3-0)
- CED 684 - Grief, Loss and Trauma 3(3-0)

**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 teachers or administrators but may be utilized for professional advancement.

**Required Courses (15 hours)**
- EDU 602 - Strategies and Techniques for Teaching 3(3-0)
- EDU 613/MLE 613 - Current Educational Issues 3(3-0)
- EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)
- EDU 706 - Theory and Practice of Instruction 3(3-0)
- EDU 770 - Practicum in Systematic Curriculum Development 3(3-0)

**Total: 33 semester hours**
Minimum Totals for Graduation: 33 hours

CMU was the nation’s first and is the largest university charter school authorizer. Today it charters 55 public schools that serve over 28,000 students and is known for its leadership and innovation within the charter sector. To help students enhance their leadership skills and education credentials, CMU designed this 33-credit-hour entirely online graduate program to prepare leaders for charter schools nationwide. Graduates will qualify for Michigan K-12 administrator certification, whether they live and work in Michigan or elsewhere. Prospective students should check with their own schools and State Department of Education to ensure that this degree will qualify them for positions they may seek. A teaching certificate is not required to enroll in this program and graduates do not qualify for a Michigan teacher certificate upon graduation.

An online cohort option is offered for the MA in Educational Leadership. Check with an advisor to determine scheduling and emphasis focus.

Admission Requirements, Retention & Termination Standards

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

2. 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 department application form (http://www.ehs.cmich.edu/edl);
   b. a current resume identifying training, experience, and professional accomplishments;
   c. 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;
   d. a one-page reflective statement addressing the applicant’s beliefs about educational leadership;
   e. a one-page reflective statement of professional goals and actions the applicant intends to take to achieve the identified goals;
   f. identification of at least two significant activities that indicate experiences, abilities, and potential for educational leadership. For each activity identified, the applicant should indicate the nature of the activity, type and number of persons involved, roles and responsibilities of the applicant, budget (if applicable), and a reflective statement addressing what learning occurred for the applicant.

3. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant’s statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.

4. It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission’s packet and it must be approved before a student is granted regular admission.

Core Courses (6 hours)
EDL 600 - Research in Educational Leadership 3(3-0)
EDL 660 - Principles of Educational Administration 3(3-0)

Emphasis Area (15 hours)
Charter School Leadership
EDL 645 - Charter School Leadership 3(3-0)
EDL 651 - Program Review and Evaluation 3(3-0)
EDL 656 - Public School Law 3(3-0)
EDL 662 - School Business Administration & Facilities Management 3(3-0)
EDL 663 - Personnel Administration 3(3-0)

Electives (6 hours)
Select in consultation with an advisor.

Capstone Project (6 hours)
All students earning a M.A. in Educational Leadership will take a written comprehensive exam during their last semester of enrollment in the M.A. program. Exams will be offered once in the spring and once in the fall.

Select one of the following options:

Plan A
Completion of a thesis, including oral examination of the thesis.
EDL 798 - Thesis 1-6(Spec)

Plan B
EDL 698 - Master’s Colloquium 3(3-0)
EDL 699 - Leadership Internship 1-15(Spec)

Total: 33 semester hours
Minimum Totals for Graduation: 33 hours

The Educational Technology master's degree program prepares students to provide instruction utilizing new learning technologies. The technologies addressed in this program include multimedia, telecommunications, and distance learning. While meeting the needs of the classroom teacher, this program also prepares individuals for technology leadership roles.

The degree program requires a minimum of 18 hours of required core courses, 9 hours of elective courses, 3 hours of history/philosophy of education courses and 3 hours of research courses. All candidates for the MA must complete the Educational Technology Seminar, resulting in a terminal project. Educational Technology projects must demonstrate effective uses of technology in K-12 classroom settings.

Admission Requirements, Retention & Termination Standards

In addition to the university's general admission requirements, the student must either hold a valid K-12 teaching certificate or be employed in an educational capacity within their school, school district, community college, or profession. Regular admission in the program requires an undergraduate grade point average of at least 2.7 (on a 4-point scale). Students with a GPA below 2.5 will not be considered for admission for the graduate program in teacher education. A maximum of 9 hours taken before signing the master's program may be counted on the program. Students must earn a B- or better in each graded course within the 9 hours taken.

Advisors for the master’s program are assigned only after the student has been regularly or conditionally admitted to the College of Graduate Studies and has selected an option.

Degree Requirements

Required Courses (12 hours)
- EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
- EDU 613/MLE 613 - Current Educational Issues 3(3-0)
- EDU 614 - Advanced Educational Psychology 3(3-0)
- EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)

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

Electives (3 hours)
Select from the following:
- EDL 610 - Grants and Fund Procurement 3(3-0)
- EDU 506 - Principles and Techniques for Individualizing Instruction 3(3-0)
- EDU 566 - Independent Study in Elementary Education 1-6(Spec)
- EDU 709 - Innovative Uses of Technology 3(3-0)
(or courses selected in consultation with graduate advisor.)

Total: 33 semester hours (minimum)
Minimum Totals for Graduation: 30 hours

The Master of Arts in Humanities is a degree designed for generalists, for those more interested in synthesis than specialization. It provides an integrated study of the humanities in a cross-disciplinary format. Because the various areas of the humanities are naturally interrelated, this format emphasizes connection rather than fragmentation. The courses for the 30-semester hour program are generally selected from such traditional areas of the humanities as history, literature, philosophy, religion, music and art; they may, however, also include such areas as women's studies, political science, sociology, and anthropology.

The program is flexible enough to meet the needs of a great variety of students. It is an appropriate degree choice for students seeking a graduate degree which offers educational development or a focus on interdisciplinary knowledge.

Note: Some courses listed are not offered on a regular basis and some courses may only be offered as part of an off-campus program. Several courses are available in an online format.

Admission Requirements, Retention & Termination Standards

Admission requirements are the same as those for admission to the College of Graduate Studies (baccalaureate degree and overall GPA of 2.7) and a minimum of 20 hours of coursework in areas of the Humanities (history, literature, philosophy, etc.) with GPA of 2.7.

Requirements I

A minimum of 24 hours of graduate credit in the Humanities including:

History Requirements (6-9 hours)
Select 6-9 hours in consultation with advisor. See Structure (Core Courses) below.

Literature Requirements (6-9 hours)
Select 6-9 hours in consultation with advisor. See Structure (Core Courses) below.

Other Requirements (6-9 hours)
Select 6-9 hours of coursework in any of the following areas approved by the student's faculty advisor:

- Art
- Music (non-studio/non-performance)
- Religion
- Philosophy
- Cinema

See Structure (Core Courses) below.

Note: A minimum of 15 hours of the above courses must be in courses numbered 600 or above.

Requirements II

Select one of the following plans:

Plan A (6 hours)
Thesis with oral defense.
HUM 799 - Thesis 1-6(Spec)

Plan B (6 hours)
6 hours of elective coursework approved by faculty advisor, 3 hours of which may be in a curriculum development course (e.g., HST 601, ENG 615).

Students electing Plan B must submit a paper prepared in connection with a seminar or as an independent study that will serve as evidence of the student's scholarship.

Structure (Core Courses)

In order to ensure both coherence and the advantage of complementary disciplinary approaches in the program of studies, each student's coursework must be approved in advance by a faculty advisor. Coursework leading to the degree will be organized around a core (15-18 hours) of courses that are integrated by topic or theme.

The following is a list of representative topics that have been approved by the M.A. in Humanities Council.

Core Courses I

Images and Ideas of Self

Students selecting this core of courses would select five or six of the following:

- BCA 525: Film Genre Study 3-9(Spec)
- BLR 597: Special Topics 1-6(Spec)
- ENG 656: Seminar in American Literature 3-9(Spec)
- HST 603: Colloquium in U.S. History Since 1865 3-6(3-0)
- MUS 597: Special Studies 1-6(Spec)
- PHL 597: Special Topics in Philosophy 1-12(Spec)
- REL 501: Seminar in the Study of Religion 3(3-0)

Note: Seminar Topics for seminars listed above:
- BCA 525: Cautionary Tales for the Industrial Age: Science and the Individual in Cinema
- BLR 597: Transformation of American Law
- ENG 656: The Twenties and Thirties OR Realism and Naturalism
- MUS 597: Music and Technology
- PHL 597: Philosophical Problem in Industrial Society
- REL 501: Religious Issues in the 20th Century

Core Courses II

The Rise of Industrial Society

Students selecting this core of courses would select five or six of the following:

- BCA 525: Cautionary Tales for the Industrial Age: Science and the Individual in Cinema
- BLR 597: Transformation of American Law
- ENG 656: The Twenties and Thirties OR Realism and Naturalism
- MUS 597: Special Studies 1-6(Spec)
- PHL 597: Special Topics in Philosophy 1-12(Spec)
- REL 501: Seminar in the Study of Religion 3(3-0)
Note: Seminar Topics for seminars listed above:
- ENG 656: Images of Self in Contemporary American Fiction
- OR American Romantic Authors
- ENG 665: The Emergence of Self
- MUS 597: Music of the Western World
- PHL 597: Philosophy of the Arts
- REL 501: Women in Religion

Core Courses III
Contemporary Issues in the Humanities: Race, Class and Gender
Students selecting this core of courses would select five or six of the following:
- ANT 588 - Special Topics in Anthropology 1-10(Spec)
- ART 586 - Seminar in Art History 3(3-0)
- BCA 525 - Film Genre Study 3-9(Spec)
- ENG 656 - Seminar in American Literature 3-9(Spec)
- HST 715 - Seminar in the Civil War and Reconstruction 3(3-0)
- HUM 797 - Special Topics in Humanities 1-12(Spec)
- PHL 597 - Seminar in Philosophy 1-12(Spec)
- REL 501 - Seminar in the Study of Religion 3(3-0)

Note: Seminar Topics for seminars listed above:
- ANT 588: Native American Culture
- ART 586: Native American Art
- BCA 525: Women in Film
- ENG 656: African American Writers OR Women Writers
- HUM 797: Moral Issues in America: Race, Class and Gender OR Race, Class and Power: South Africa in the 20th Century
- PHL 595: Women in Philosophy
- REL 501: Religion, Race and Discrimination in America OR Women in Religion

Core Courses IV
Popular Culture Studies
Students selecting this core of courses would select five or six of the following:
- ANT 588 - Special Topics in Anthropology 1-10(Spec)
- BCA 503 - Critiquing Mass Media 3(3-0)
- BCA 525 - Film Genre Study 3-9(Spec)
- BCA 625 - Film and Video Theory and Criticism 3(3-0)
- ENG 656 - Seminar in American Literature 3-9(Spec)
- ENG 665 - Seminar in World Literature 3-9(Spec)
- HST 717 - Seminar in the History of Twentieth Century America 3-6(3-0)
- HUM 610 - Seminar in American Individualism 3(3-0)
- MUS 713 - The Development of Jazz Through 1945 3(3-0)
- PHL 597 - Seminar in Philosophy 1-12(Spec)
- REL 501 - Seminar in the Study of Religion 3(3-0)

Note: Seminar Topics for seminars listed above:
- ANT 588: High Technology and Sociocultural Change
- BCA 525: Cautionary Tales for the Industrial Age: Science and the Individual in the Cinema
- ENG 656: Issues in American Popular Culture
- ENG 665: Themes in Science Fiction and Fantasy
- HST 717: History of Rock and Roll OR History of Anti-War Movements
- PHL 597: Philosophical Ideas in Popular Culture
- REL 501: Religious Issues in Popular Culture

Total: 30 semester hours

Note: Unspecified content or variable credit courses: The following courses offered through the department are of unspecified content or variable credit: HUM 597 and 797.
Minimum Totals for Graduation: 33 - 36 hours

The Master of Arts in Reading and Literacy K-12 has been developed based on teacher preparation standards written by the International Reading Association (IRA) and the National Council of Teachers of English (NCTE) and adopted by the National Council for the Accreditation of Teacher Education (NCATE). In addition, the course work contains components to meet the standards approved by the Michigan State Board of Education for the Reading Specialist (BR) Endorsement (July 20, 2000). Any certified teacher meeting the requirements for entry into graduate studies at Central Michigan University is eligible to enter the program.

The Master of Arts in Reading and Literacy K-12 provides students with knowledge and skills in reading and writing programs K-12. The major objectives of the program will enable students to:

1. organize and implement school literacy programs
2. diagnose and treat difficulties in literacy
3. implement appropriate reading and writing instruction.
4. develop interdisciplinary and integrated units involving literacy.
5. conduct research about current issues of literacy.
6. develop technological and viewing skills related to literacy programs.

Admission Requirements, Retention & Termination Standards

Admission

In addition to the university’s general admission requirements, the student must have a valid K-12 teaching certificate or equivalent. Regular admission into the program requires an undergraduate grade point average of at least 2.70 (on a four point scale). Students with a GPA below 2.70 will not be considered for admission to the program.

A maximum of 9 hours taken before signing the master’s program may be counted toward the program. Students must earn a B- or better in each graded course.

Program Requirements

Residence Requirement for Plans A and B:

Students are required to complete a minimum of 12 semester hours of credit in graduate courses taken at the Mount Pleasant campus or from Teacher Education Professional Development tenure and tenure/track faculty in course work offered by Off-Campus Programs.

Degree Requirements

Required Courses - Reading and Literacy Concentration (18 hours)

EDU 630 - Organization and Implementation of School Literacy Programs 3(3-0)
EDU 632 - Practicum in the Diagnosis and Treatment of Difficulties in Literacy 6(Spec)
EDU 636 - Classroom Reading and Writing Instruction 3(3-0)
EDU 641 - Interdisciplinary Processes and Strategies for Teaching Literacy 3(3-0)
EDU 730 - Seminar: Issues in Literacy 3(3-0)

Core Courses

Select one of the following plans:

Plan A - Required Core (15 hours)

EDU 613/MLE 613 - Current Educational Issues 3(3-0)
EDU 660 - Methods of Educational Research 3(3-0)
EDU 698 - Thesis 1-6(Spec)
EDU 755 - Advanced Research Design and Interpretation 3(3-0)

Plan B (18 hours)

Required Core (15 hours)

EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)
EDU 613/ MLE 613 - Current Educational Issues 3(3-0)
EDU 614 - Advanced Educational Psychology 3(3-0)
EDU 662 - Applied Educational Measurement and Evaluation 3(3-0)
EDU 780/ MLE 780 - Master of Arts Capstone Experience 3(3-0)

Electives for Plan B (3 hours)

An elective course may be selected from the following:

ENG 517 - Reading and the English Classroom 3(3-0)
ENG 573 - Linguistics and Reading 3(3-0)
ENG 580 - Literature for Young Adults 3(3-0)
ENG 581 - The History of Children's Literature 3(3-0)
ENG 582 - Cultural Pluralism in Young Adult and Children's Literature 3(3-0)
ENG 681 - Seminar in Children's Literature 3(3-0)
COM 569 - Communication in the Classroom 3(3-0)
SPE 577 - Introduction to Specific Learning Disability 3(3-0)
TAI 585 - Creative Dramatics 3(2-2)

Note: Plan B students must also take a comprehensive four (4) hour examination over the course work in the student's M.A. program. This exam must be taken early in the term following the completion of EDU 780.

Students will not need to register or pay fees for this exam. The exam may be taken a maximum of two times. Specific descriptions of the program and exam requirements are available in 421 EHS Building or online.

Residence Requirement for Plan A and Plan B:

Students are required to complete a minimum of 12 semester hours of credit in graduate courses taken at the Mount Pleasant campus or from Teacher Education Professional Development tenure and tenure/track faculty in course work offered by Off-Campus Programs.

Total: 33-36 semester hours

Note: Plan A requires a total of 33 hours. Plan B requires a total of 36 hours.
Minimum Totals for Graduation: 33 hours

The Master of Arts in School Principalship program prepares students with the knowledge and skills needed to effectively lead schools and meet the needs of 21st Century learners. The purpose of this degree is to provide an academic foundation for school leadership and develop the skills and abilities of educational leaders through performance-based learning. Students selecting this program are generally classroom 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 basic administration certification now required for school principals.

Admission Requirements, Retention & Termination Standards

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

2. 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 department application form (www.ehs.cmich.edu/edl);
   b. a current resume identifying training, experience, and professional accomplishments;
   c. a minimum of two letters of reference 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;
   d. a one-page reflective statement addressing the applicant’s beliefs about educational leadership;
   e. a one-page reflective statement of professional goals and actions the applicant intends to take to achieve the identified goals;
   f. identification of a minimum of two significant activities that indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarize with a self-reflective statement addressing the insight and learning that occurred.

3. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant’s statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.

Additional Admission Requirements - Must have either a valid teaching certificate and three years of experience or three years of other qualifying experience.

It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission’s packet and it must be approved before a student is granted regular admission.

Degree Requirements

Required Courses I (24 hours)
- EDL 600 - Research in Educational Leadership 3(3-0)
- EDL 615 - Educational Technology for Administrators 3(3-0)
- EDL 656 - Public School Law 3(3-0)
- EDL 660 - Principles of Educational Administration 3(3-0)
- EDL 662 - School Business Administration & Facilities Management 3(3-0)
- EDL 663 - Personnel Administration 3(3-0)
- EDL 699 - Leadership Internship 1-15(Spec)
- EDL 773 - Instructional Supervision for Educational Leaders 3(3-0)

Note: 3 hours of EDL 699.

Required Courses II (3 hours)
- Select one of the following:
  - EDL 620 - Administration Within Diverse Populations 3(3-0)
  - EDL 661 - School and Community Relations 3(3-0)
  - EDL 675/SPE 640 - Administration of Special Education 3(3-0)

Emphasis Area I (3 hours)
- Select one of the following:
  - EDL 670 - School-Site Administration 3(3-0)
  - EDL 671 - Administration of Middle Schools 3(3-0)
  - EDL 672 - Administration of Secondary Schools 3(3-0)

Emphasis Area II (3 hours)
- Select one of the following:
  - EDL 690 - Administration of School Curriculum 3(3-0)
  - EDL 691 - Administration of School Curriculum 3(3-0)
  - EDL 692 - Administration of Secondary School Curriculum 3(3-0)

Professional Portfolio

Plan B requirements are met with a Professional Portfolio that consists of additional evidence of significant scholarship and ability relating to competence in administration and leadership. Portfolios are reviewed and assessed during an exit interview.

Total: 33 semester hour
Minimum Totals for Graduation: 36 hours

This is a 36-hour graduate program designed specifically to meet the National Association for Sport and Physical Education-North American Society for Sport Management standards for accreditation.

The master’s degree in sport administration is designed to prepare the student for a career in administration in a sport-related field. The program is flexible and designed to provide both theoretical and practical experience that will meet the needs and interests of the individual.

Admission Requirements, Retention & Termination Standards

Admission

To be considered for admission to the Master of Arts in Sport Administration degree program, a student must meet the general requirements for admission to the CMU College of Graduate Studies.

In addition, the applicants for the MA in Sport Administration must submit three letters of recommendation, and a resume, along with all other application materials. Based upon the undergraduate GPA, resume, professional experience, and the three letters of recommendation, the candidate may be accepted for regular or conditional admission. For regular admission, the minimum undergraduate GPA must be 3.0 or higher on a 4.0 scale.

Required Courses (30-36 hours)

Required Courses I

- PES 602 - Sport Management: Theory & Application 3(3-0)
- PES 603 - Administration of Sport and Physical Education 3(3-0)
- PES 625 - Facilities for Sport and Physical Education 3(3-0)
- PES 640 - Sport and the Law 3(3-0)
- PES 645 - Financial Management of Sport 3(3-0)
- PES 650 - Sport Marketing 3(3-0)
- PES 670/HSC 670 - Research Methods for Physical Education and Sport, Health and Recreation 3(3-0)
- PES 672 - Statistics for Physical Education and Sport, Health and Recreation 3(3-0)
- PES 699 - Sport Management Internship 3-6(Spec)

Required Courses II

Select one of the following courses in consultation with an advisor:

- PES 691 - Independent Study 3(Spec)
- PES 698 - Thesis 1-6(Spec)

Electives (0-6 hours)

These courses will be selected from Educational Leadership, Communication, Management, Marketing, Physical Education and Sport, etc.

Total: 36 semester hours
Minimum Totals for Graduation: 30 hours

This program is approved for online delivery.

The College of Business Administration offers the online program for working professionals who seek career-enhancing education but are not able to take classes in Mt. Pleasant. This online MBA is equivalent to our traditional MBA in that it has rigorous coursework from an AACSB International - The Association to Advance Collegiate Schools of Business - accredited business school.

In existence for over 42 years, the curriculum receives constant review to keep pace with emerging business trends. The graduate business faculty has doctoral degrees with substantial business experience. The faculty is 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 issues;
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

To be considered for admission to the MBA program, a student must first be admitted to the College of Graduate Studies. The Application for Admission should be submitted to CMU online at https://apply.cmich.edu, or by paper form to ProfEd MBA Admissions, 802 Industrial Drive, Mount Pleasant, MI 48858, at least six weeks prior to the beginning of the first semester of anticipated enrollment in classes.

A Graduate Management Admission Test (GMAT) score must be on file in the College of Business Administration before an application for admission to the MBA program can be considered. Applicants lacking a GMAT score are granted non-degree admission to the College of Graduate Studies. A student with non-degree admission may register for prerequisite courses only. To be admitted, students must have at least 1,050 points based on the formula: 200 times the undergraduate cumulative GPA plus a minimum GMAT score of 450. International students must submit a GMAT score and a score of 213 cbt, 79 ibt or 550 on paper-based test or higher on the Test of English as Foreign Language (TOEFL).

Regular Admission

To be granted regular admission to the Master of Business Administration program, a student must meet the university requirements for admission to the College of Graduate Studies, possess an acceptable GMAT score and undergraduate GPA, and have successfully completed the prerequisite courses or equivalents.

Conditional Admission

Applicants who have satisfied the GMAT requirement, but are lacking only prerequisites are allowed to enroll in a maximum of 12 credit hours of MBA degree requirements while completing prerequisite requirements. Any exceptions to the above admission requirements must be approved by the Graduate Business Studies Committee of the College of Business Administration.

Degree Requirements I (18 hours)

BIS 647 - SAP Enterprise Software for Management 3(3-0)
BIS 657 - ABAP Programming for Managerial Systems 3(3-0)
BIS 658 - SAP Configuration and Implementation for Global Systems 3(3-0)

Degree Requirements II (8 hours)

Area of Concentration

Minimum of 8 hours of planned study, to be approved by a graduate advisor.

Area of Concentration I
Management Information Systems

BIS 657 - ABAP Programming for Managerial Systems 3(3-0)

Area of Concentration II
Value-Driven Organization

Minimum of 8 hours of planned study, to be approved by a graduate advisor.

Area of Concentration III
Logistics Management

MKT 555 - Market and Sales Forecasting 3(3-0)
MKT 631 - Lean Logistics Operations 3(3-0)
MKT 632 - Integrated Logistics Strategy 3(3-0)
MKT 633 - Risk-based Logistics Networks 3(3-0)

Degree Requirements III (4 hours)

Culminating Experience

MBA 699 - The MBA Project 4(4-0)

Total: A minimum of 30 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 - SAP Enterprise Software for Management 3(3-0)
BIS 656 - SAP Business Intelligence 3(3-0)
BIS 658 - SAP Configuration and Implementation for Global Systems 3(3-0)
BUS 698 - mySAP ERP Integration of Business Processes 4(4-0)

Electives (3 hours)
BIS 657 - ABAP Programming for Managerial Systems 3(3-0)
BUS 697 - Special Topics in Business 1-12(Spec)

Total: 16 semester hours

Note: Students will take BIS 647 as their first course, then BUS 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: 16 hours

Admission Requirements, Retention & Termination Standards

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

1. Admission to the MBA program or permission of the MBA director.
2. Computer literacy as demonstrated by BIS 104 or CPS 100 or equivalent.
3. MKT 300, Introduction to Marketing or equivalent
4. STA 282, Introduction to Statistics or equivalent

Required Courses I (12 hours)
MKT 555 - Market and Sales Forecasting 3(3-0)
MKT 631 - Lean Logistics Operations 3(3-0)
MKT 632 - Integrated Logistics Strategy 3(3-0)
MKT 633 - Risk-based Logistics Networks 3(3-0)

Required Courses II (4 hours)
One specialized course (4 credit hours) such as MBA 699 (4) determined by the MBA Director.

Total: 16 semester hours
Minimum Totals for Graduation: 36 hours

Mission Statement

The NASPAA-accredited Master of Public Administration program at Central Michigan University provides a professional degree to prepare students to assume or advance in careers in the public and non-profit sectors. The program focuses on developing critical thinking, analytical skills, and an appreciation for ethical decision making. The program maintains a commitment to the recruitment and education of a diverse student body, and the recruitment and professional development of a diverse faculty. Consistent with the University's mission, the program, through collaboration with Off-Campus Programs, offers the degree to underserved communities in select locations served by CMU.

Accordingly, MPA-CMU has the following goals:

1. Graduating well qualified professionals who will assume careers in the public and non-profit sectors.
2. Graduating well-qualified, mid-career professionals who will be prepared to advance in careers in the public and non-profit sectors.
3. Balancing practical learning with the current theories of management, leadership, and administration.
4. Providing a systematic understanding of political, economic, and social issues facing public administrators.
5. Developing quantitative, analytical, and information and technology skills required for current and future work in the public and non-profit sectors.
6. Offering students professional development opportunities through internships and applied research in the public and non-profit sectors.
7. Developing core competencies in problem solving skills, policy analysis, legal and constitutional frameworks, and management of a diverse workforce.
8. Growing the MPA program for an off-campus audience through traditional and non-traditional delivery modes.

Program Requirements

The requirements for the MPA degree consist of 36 hours of course work. First, completion of a set of core courses presents an understanding of essential components of the discipline. Then, with the approval of an advisor, the student creates a degree emphasis in one of three ways:

a. by selecting a specific concentration in either Public Management or State and Local Government;

b. by selecting a set of general elective courses; or
c. by selecting a set of cognate courses focused on a particular subject area. Using this last method, MPA students have developed emphases in such areas as Planning and Land Use, Health Administration, and Recreation Management by incorporating courses from other departments, again with the approval of an advisor.

Advisors may make substitutions to the course requirements to fit the student’s focus and the availability of course work.

The pre-service student will also complete an internship of 3 hours (PSC 795) in place of an elective course.

Before enrollment in PSC 796, Applied Research in Public Administration, a student, in conjunction with their advisor and faculty, develops an approved research topic for the Applied Research Project. The student will present his or her project as part of the PSC 796 course guidelines.

Admission Requirements, Retention & Termination Standards

MPA Admission Requirements include the following:

1. An undergraduate grade point average of at least 2.8 (on a 4.0 point scale).
2. A minimum of 18 undergraduate hours in social science.
3. Evidence of successful completion of an undergraduate statistics or research methods course is required.
4. An essay (two or three pages, double-spaced) including a discussion of the applicant’s professional goals and how completion of the program will facilitate his or her achievement of those goals. This essay replaces the written statement requested as part of the application to the College of Graduate Studies.
5. Three letters of recommendation from former professors or professionals in the field of public service that attest to the applicant’s potential to succeed in the program.
6. If the applicant is an international student for whom English is not the first language, a score of 550 on the written-based (or 213 on the computer-based) Test of English as a Foreign Language (TOEFL).
7. Per university policy, conditional admission may be considered for applicants with backgrounds or grade point averages that do not meet these requirements. Courses taken to meet these requirements may not be counted toward graduate degree requirements. Regular admission status should be requested upon completion of all conditional requirements.
8. Up to 9 semester hours of graduate credit may be transferred from another institution with approval of the advisor and the dean of the College of Graduate Studies.

Degree Requirements

Core Courses (24-27 hours)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSC 514</td>
<td>American Public Policy Making 3(3-0)</td>
</tr>
<tr>
<td>PSC 610</td>
<td>Foundations of Public Administration 3(3-0)</td>
</tr>
<tr>
<td>PSC 711</td>
<td>Public Personnel Administration Practice 3(3-0)</td>
</tr>
<tr>
<td>PSC 713</td>
<td>Public Budgeting and Finance 3(3-0)</td>
</tr>
<tr>
<td>PSC 714</td>
<td>Program Analysis and Evaluation 3(3-0)</td>
</tr>
<tr>
<td>PSC 775</td>
<td>Organization Theory in Public Administration 3(3-0)</td>
</tr>
<tr>
<td>PSC 780</td>
<td>Research in Public Administration in Political Science 3(3-0)</td>
</tr>
<tr>
<td>PSC 795</td>
<td>Internship in Public Administration 1-6(Spec)</td>
</tr>
<tr>
<td>PSC 796</td>
<td>Applied Research in Public Administration 3(3-0)</td>
</tr>
</tbody>
</table>

Note: In-service students with experience are not required to take an internship (PSC 795). Students without experience will take 3 hours of internship, reducing their number of elective courses by 1 course, or 3 credit hours.

PSC 796 The Applied Research Project: Before a student’s final semester, he or she forms a Plan B paper committee of three members and, with their advice, develops an approved research topic. The student will present his or her finished paper to the committee when completed. Both on- and off-campus students are encouraged to develop their research topics through the tutelage of the entire teaching staff.
Degree Emphasis (9-12 hours)
Choose from one of the following four options:

Cognate Courses Option (9-12 hours)
With the approval of an advisor, a student may create an emphasis in a subject area by selecting from 9 to 12 hours of cognate course work in place of the general electives. A cognate course is one outside of but related to the principal discipline of Public Administration.

General Electives (9-12 hours)
PSC 516 - Environmental Politics and Policy 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 561 - American State Government and Administration 3(3-0)
PSC 565 - Managing Modern Local Government 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 568 - Survey Research 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 761 - Seminar in American State Government 3(3-0)
PSC 773 - Administration and Ethics in Public Service 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

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

Public Management Concentration (9-12 hours)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

State and Local Government Concentration (9-12 hours)
PSC 561 - American State Government and Administration 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 565 - Managing Modern Local Government 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 585 - Public Sector Information Technology Management 3(3-0)
PSC 761 - Seminar in American State Government 3(3-0)

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

Total: 36 semester hours
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 human 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 to conduct their own nutritional research.

The M.S. in Nutrition and Dietetics Program course work can be completed entirely through distance and distributed learning. The program utilizes web-based technology to provide course content.

This degree program has three options:

- Option I - Plan A Thesis Option;
- Option II - Plan B Internship Option;
- Option III - Plan B Course Work Option.

Degree Requirements
Options
Select one of the following plans:

Option I - Plan A: Thesis Option (31 hours)
FNS 661 - Macronutrients 3(3-0)
FNS 662 - Micronutrients 3(3-0)
FNS 670 - Seminar: Nutrition 1-3(Spec)
FNS 672 - Advanced Clinical Nutrition 3(3-0)
FNS 673 - Advanced Nutritional Assessment 3(3-0)
FNS 677 - Nutritional Epidemiology 3(3-0)
FNS 678 - Research Methods in Nutrition 3(3-0)
FNS 798 - Thesis in Dietetics 1-6(Spec)

Plus an oral exam on the thesis topic and 6 additional hours of electives selected with the approval of the student’s academic advisor.

Note: FNS 670 and FNS 798 are variable credit courses. Students in this program are required to take 1 credit hour of 670 and 6 credit hours of 798.

Option II - Plan B: Course Work Option (33 hours)
FNS 661 - Macronutrients 3(3-0)
FNS 662 - Micronutrients 3(3-0)
FNS 670 - Seminar: Nutrition 1-3(Spec)
FNS 672 - Advanced Clinical Nutrition 3(3-0)
FNS 673 - Advanced Nutritional Assessment 3(3-0)
FNS 677 - Nutritional Epidemiology 3(3-0)
FNS 678 - Research Methods in Nutrition 3(3-0)
FNS 790 - Independent Study in Dietetics 2-6(Spec)

Plus oral examination over course work and 9 additional hours of electives selected with the approval of the student’s academic advisor.

Note: FNS 670 and FNS 790 are variable credit courses. Students in this program MUST enroll in FNS 670 three times (1 hour each) under different subject themes. For FNS 790, students are required to take 3 credit hours.

Option III - Plan B: Internship Option (37 hours)
FNS 661 - Macronutrients 3(3-0)
FNS 662 - Micronutrients 3(3-0)
FNS 670 - Seminar: Nutrition 1-3(Spec)
FNS 672 - Advanced Clinical Nutrition 3(3-0)
FNS 673 - Advanced Nutritional Assessment 3(3-0)
FNS 674 - Dietetic Internship: Clinical Experience 5(Spec)
FNS 675 - Dietetic Internship: Foodservice Administration Experience 6(Spec)
FNS 676 - Dietetic Internship: Summary Experience 2(Spec)
FNS 677 - Nutritional Epidemiology 3(3-0)
FNS 678 - Research Methods in Nutrition 3(3-0)
FNS 790 - Independent Study in Dietetics 2-6(Spec)

Plus oral examination over course work and 3 additional hours of electives selected with the approval of the student’s academic advisor.

Note: FNS 670 and 790 are variable credit courses. Students in this program are required to take 1 credit hour of FNS 670 and 3 credit hours of FNS 790.

In some cases, twelve credits may be earned through examination to substitute for the dietetic internship experience. Students must be eligible and must pass the examination to earn the twelve credits.

Contact the Department of Human Environmental Studies for the policy on Credit by Examination for Dietetic Internship Experience.

Total: 31-37 semester hours
Master of Science in Administration (M.S.A.)

Minimum Totals for Graduation: 36 hours
The Master of Science in Administration degree is an interdisciplinary program developed to meet the educational needs and interests of administrators in organizations. The primary focus of the degree program is applied action grounded in theory. The principal elements of this degree are knowledge, competencies, and practical processes needed for successful careers in administration.

The program includes a core of courses that provides the students with a base of common knowledge and competencies required for successful administration. In addition, the program provides a concentration of specialized courses in the student’s area of professional interest. The program culminates in an integrative applied 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- or off-campus. Credit for course work in either program is interchangeable.

Admission Requirements, Retention & Termination Standards
(For Off-Campus Students)

Admission Requirements
To be admitted to the Master of Science in Administration program, a candidate must meet the requirements for regular admission to the College of Graduate Studies (a baccalaureate degree from a college or university of recognized standing with a cumulative GPA of at least 2.7 or, optionally, 3.0 in the final sixty semester hours of graded coursework toward the bachelor’s degree). At least sixty semester hours of undergraduate coursework must be graded. Applicants who possess an undergraduate GPA less than 2.7 may be considered for conditional admission. A maximum of six hours taken before admission to the MSA program may be counted toward the degree.

Competencies Required
Several MSA administrative core and cognate courses have prerequisites. These prerequisite courses are Accounting 201 or 203 and Statistics 282 or their equivalents. Students can satisfy the prerequisites for MSA 600, MSA 602, MSA 634, MSA 635, and MSA 640 in the following ways:
1. Successful completion of the course (grade of C or better) or its equivalent within three years prior to admission to the MSA program;
2. Pass a competency assessment exam, only offered if the student has previously taken the course and earned a grade of "C" or better. Examinations may be taken twice and must be passed with at least 70% accuracy; or
3. Take the course or its equivalent at CMU or another accredited institution and earn a "C" or better. Submit an official transcript if the course is not taken at CMU.
4. Take either the CLEP Financial Accounting test and submit official results of 50 or better or take the DSST Principles of Financial Accounting exam and submit official results of 47 or better. Take the DSST Principles of Statistics exam and submit official results of 48 or better or 400 or better on the revised version.

Off Campus Students: If students are eligible to take the competency assessment approach to meeting the competency requirement, they must meet core course prerequisites by taking and achieving a passing score on appropriate competency assessments. The assessments are an evaluation of a student’s readiness to perform the quantitative work required in MSA 600, 602, 634, 635, 640, BIS 630 and BIS 634. Competency assessments in financial accounting and statistics will determine a student’s preparation for graduate course work, and will point out any areas which need strengthening before enrollment in a particular core course.

The competency assessment exam is administered online, and each takes approximately 90 minutes to complete. Those students who do not demonstrate competency may improve their skills in several ways: through CMU-sponsored refresher workshops (15 or more contact hours); through self study using instructional materials provided by CMU, which include a textbook and assignments; through enrollment in an undergraduate level course at a local college.

Satisfactory Progress
Students must maintain a cumulative GPA of 3.0 or higher to remain in good standing. If a student’s cumulative GPA falls below 3.0, the student will be placed on academic probation. Students on probation will be allowed an opportunity to raise the cumulative GPA to a 3.0 according to College of Graduate Studies policy. Students dismissed from the program may petition for readmission no sooner than one academic year after the semester they were dismissed. Coursework which is over seven years old may not be used toward the MSA degree. Course work which is over four years old may not be used toward the graduate certificate.

English Language Requirements for International Students
International students who meet the requirements of off-campus admission should review the International Student Admission section on Demonstrating English Competency at the Graduate Level.

Advising
Upon admission to the MSA program, the student will be assigned an advisor. The student is required to meet with his or her advisor to determine prerequisite(s) and core area requirements and to select the courses to meet the concentration’s requirements. A record of the program authorization will be placed in the student’s file in the Off-Campus Programs’ office in Mt. Pleasant. Any course taken without the express written consent of the MSA Director may not be approved for fulfillment of the degree requirements.

Program Requirements
All Master of Science in Administration degree students are required to take six core courses: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604, and MSA 699.

To qualify for graduation, candidates for the Master of Science in Administration degree or Graduate Certificates must meet all of the requirements found in the Academic Information “Degree Requirements” section of the Graduate Bulletin and the following requirements (https://bulletins.cmich.edu/2011/gr/administrative/academic/degree-candidacy.asp) for the Graduate Bulletin or https://bulletins.cmich.edu/2011/cel/academic/graduation.asp for off-campus programs:
1. Earned a minimum of 36 semester hours of acceptable graduate credit (15-18 semester hours of which must be in the area of concentration).
2. Earned a minimum of 18 semester hours from Central Michigan University.
3. Submitted evidence of scholarship by meeting the Plan B paper requirement by completing the integrating experience (MSA 699). This includes all Institutional Review Board (IRB) or Research Review Application Process requirements.
4. Successfully completed these required courses: MSA 600, MSA 601, MSA 602, MSA 603, MSA 604, and MSA 699.
5. Applied no more than 15 semester hours of College of Business Administration courses on the program plan. College of Business Administration courses are:
   a. Courses carrying designators ACC, BIS, BLR, FIN, HSA, MGT and MKT.
   b. MSA 601, MSA 602 or MSA 634 or MSA 635, and MSA 660.
   c. Prior learning assessment credits identified as having business school content. (applies to off campus only)
   d. Courses transferred from a school of business or management which would be considered College of Business Administration courses at CMU.
6. Have an approved program plan on file.
7. Completed all requirements for the degree within seven years of the awarding of the master’s degree.
   In addition:
   a. MSA Certificate programs may not use more than 12 credits in College of Business Administration courses;
   b. MSA Certificate programs must be completed within four 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**

Undergraduate students majoring in Integrated Leadership Studies can pursue a Master of Science in Administration degree in any selected concentration, while fulfilling the final year requirements for their Bachelor’s degree. The Accelerated Master of Science in Administration program allows students to reduce the total number of credits to complete their undergraduate degree and graduate level degrees by applying up to 12 credits toward the graduation requirements on both degree programs.

**Admission Criteria:**

To be eligible for the Accelerated Master of Science in Administration program, the student must have an overall undergraduate grade point average (GPA) of at least 3.0 and have a minimum of 86 credit hours toward a Bachelor’s degree, including all General Education requirements (including transfer and AP credits), the semester that they apply for admission to the Accelerated MSA program. During the final academic year, students will complete 12 credits of coursework that will be counted toward both the undergraduate and graduate degrees. The student is responsible for fulfilling all of the requirements for the undergraduate degree and, therefore, additional credits may be taken to complete the Bachelor of Science degree requirements during the final year.

The student must earn a minimum of a 3.0 GPA or higher in each course below. If the student doesn’t earn a 3.0 GPA or higher in each course that is intended to be applied to the graduate degree, they must reapply for admission to the MSA program. The following courses are used for dual counting for the Bachelor’s degree and the Accelerated MSA Program:

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

**Spring semester**
- MSA 603 — Strategic Planning for the Administrator 3(3-0)
- MSA 604 — Administration, Globalization and Multiculturalism 3(3-0)

**Note:** Early undergraduate advising required. STA 282 is required for enrollment in MSA 600. Other undergraduate courses may be recommended by advisor.
MSA Degree Requirements

Concentrations

Select one of the following concentrations (Note: not all concentrations are available at all CMU program centers. Check the center’s schedule for course availability.):

Acquisitions Administration

The Acquisitions Administration concentration prepares administrators with a focus on acquisitions by providing a knowledge base in purchasing, regulatory concepts and related factors in acquisitions administration. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)

MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (6 hours)

MGT 533 - Purchasing Strategy 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

Electives (9-12 hours)

Select three or four of the following:
IET 500 - Production Concepts 3(3-0)
IET 527 - Industrial Safety Management 3(3-0)
MGT 542 - Inventory and Materials Management 3(3-0)
MGT 543 - Management and Control of Quality 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 712 - Implementation and Reform of Public Programs 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)

Cognate Courses (0-3 hours)

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director.

MGT 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(Spec)

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

Total: 36 semester hours

General Administration

Statement of Purpose for the Concentration

The General Administration concentration is designed to serve the needs of a very heterogeneous group of students. The intent is to offer a program of study which provides moderate structure through study in areas that are applicable to a wide variety of administrative settings. In addition, the student is afforded considerable flexibility in designing a program of study which avoids duplication of previous course work, training, or experience by allowing additional study in areas of choice.

Required Core (18 hours)

MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

General Administration Concentration Areas (15-18 hours)

Guide to Choosing Courses

Students are encouraged to complete courses listed within a broad range of categories.

Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the advisor and approved by the MSA Director.

Concentration Courses I

Information Systems and Analysis

The integration of computer and production systems into administrative decision making.

BIS 601 - Management Information Systems 3(3-0)
CPS 603 - Computer Information Systems 3(3-0)
ECO 532 - Economic Forecasting 3(3-0)
IET 500 - Production Concepts 3(3-0)

Concentration Courses II

International Systems, Issues, and Problems

The study of systems, issues, and problems that impact upon dynamic organizations operating within a global environment.

FIN 573 - International Finance 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
MGT 667 - International Business 3(3-0)

Concentration Courses III

Legal and Political Systems

The nature of legal and political systems and how they impact the operation of organizations and individual decision making.

ECO 515 - Collective Bargaining and Labor Law 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

Concentration Courses IV

Organizational Behavior/Human Resources Administration

The study of individuals within the work organization and the systems and processes that affect their behavior.

CED 555 - Human Relations Skills 3(3-1)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)

MGT 643 - Human Resource Management 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)
**Concentration Courses V**

**Organizational Communications**

Improving communication of individuals and groups within and between organizations.

EDL 610 - Grants and Fund Procurement 3(3-0)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
JRN 670 - Public Relations Management 3(3-0)
MKT 555 - Market and Sales Forecasting 3(3-0)

**Concentration Courses VI**

**Social and Economic Systems**

The nature of social and economic systems and how they constrain, control, and impact the operational effectiveness of operations.

ECO 603 - Economic Effects of Urbanization and Technology 3(3-0)
ECO 625 - Firm Behavior and Game Theory 3(3-0)
ECO 660 - Public Finance and Fiscal Policy 3(3-0)
IET 524 - Technology and Environment 3(3-0)
PHT 518 - Professional Ethics 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
SOC 512 - Industrial Sociology 3(3-0)

**Note:** Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

**Cognate Courses (0-3 hours)**

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

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)

**Electives (3-6 hours)**

HSC 538 - Development of Proposals and Reports in Health Administration 3(3-0)
HSC 544 - Biostatistics 3(2-1)
HSC 545 - Health Planning 3(3-0)
HSC 572 - Quality Improvement in Health Services 3(3-0)
HSC 581 - Managed Care: Origins, Organizations, and Operations 3(3-0)
HSC 617 - Community and Public Health 3(3-0)
HSC 700 - Program Evaluation in the Health Fields 3(3-0)

**Cognate Courses (0-3 hours)**

Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:

HSC 501 - Managing Change with Emotional Intelligence 3(3-0)
HSC 634 - Managerial Accounting Concepts 3(3-0)
HSC 635 - Financial Management 3(3-0)
HSC 640 - Quantitative Applications in Decision Making 3(3-0)
HSC 660 - Marketing Administration 3(3-0)
HSC 681 - Administrative Practicum 1-3(Spec)
HSC 690 - Internship 1-3(Spec)
HSC 696 - Special Topics 3(Spec)

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

**Total: 36 semester hours**

**Graduate Programs**

**Human Resources Administration**

The Human Resources Administration concentration provides a program of study for the student who is pursuing, or intends to pursue, a career in the field of Human Resources. The concentration is designed to provide students with an overall background in the field as well as in the specific areas of Labor Relations, Staffing, Training and Organization Development. Students will select 15-18 credits in consultation with their advisor.

**Required Core (18 hours)**

MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

**Course Requirements (15-18 hours)**

Guide to Choosing Courses: Students are required to take one course from Category 1, preferably before taking other courses in the concentration. In order to produce the strongest preparation, it is recommended that students take one course from Categories 2 and 3 and two courses from Category 4.

(continued)
Graduate Programs

Category 1 - Survey of Human Resources Administration Courses (Required)
Take one of the following, preferably before taking other courses in the concentration.
MGT 643 - Human Resource Management 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)

Category 2 - Labor Relations Courses
It is recommended that students take one of the following:
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

Category 3 - Training & Organization Development Courses
It is recommended that students take one of the following:
CED 655 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
MGT 649 - Seminar in Organizational Development 3(3-0)
PSY 736 - Strategies for Interventions in Social Systems 3(Spec)
Note: Students may not count both COM 560 and COM 561 within the HRA concentration.

Category 4 - Staffing Courses
It is recommended that students take two of the following:
ECO 614 - Seminar in Labor Economics 3(3-0)
MGT 645 - Personnel Compensation Practice and Process Change 3(3-0)
MGT 647 - Employee Selection and Evaluation 3(3-0)
PSY 536 - Personnel Psychology 3(3-0)
PSY 636 - Organizational Applications of Personnel Psychology 3(3-0)
Note: Students may not count both MGT 647 and PSY 536 on a certificate or degree program.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(Spec)
Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours

Information Resource Management
The Information Resource Management Concentration is designed to enable students to develop a comprehensive management approach to the introduction of information systems in an organization, in order to ensure that the information technology solution which is chosen will be deemed the one most appropriate. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses I (3 hours)
BIS 634 - Information Resources Management 3(3-0)

Required Courses II (3 hours)
Select one of the following:
BIS 601 - Management Information Systems 3(3-0)
CPS 603 - Computer Information Systems 3(3-0)
Note: Students may not count both CPS 603 and BIS 601 on an IRM concentration or certificate.

Required Courses III (3 hours)
Select one of the following:
BIS 635 - Business Systems Applications 3(3-0)
CPS 612 - Software Project Management 3(3-0)
Note: Students may not count both CPS 612 and BIS 635 on an IRM concentration or certificate.

Required Courses IV (3 hours)
Select one of the following:
BIS 635 - Business Systems Applications 3(3-0)
CPS 612 - Software Project Management 3(3-0)
Note: Students may not count both CPS 612 and BIS 635 on an IRM concentration or certificate.

Electives (3-6 hours)
One to two specialized courses determined by the MSA Director.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(Spec)
Note: MSA 681 and MSA 690 are only available to students admitted to Central Michigan University’s Mount Pleasant campus.

Total: 36 semester hours
International Administration

The International Administration concentration is designed to provide the appropriate educational background for students who are interested in practicing administration in international settings. Those who have administrative responsibilities with international dimensions, but work in the United States, would also find it helpful.

Students will demonstrate a sensitivity to contemporary cultural variations and the need for understanding them. This may be evidenced by graduate or undergraduate coursework, experience or other appropriate means.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (15-18 hours)
ANT 506/SOC 506 - Comparative Cultural Systems 3(3-0)
ECO 655 - Seminar in International Economics 3(3-0)
FIN 573 - International Finance 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
MGT 667 - International Business 3(3-0)
MKT 660 - International Marketing 3(3-0)
PSC 551 - Seminar in International Relations 3(3-0)
PSC 555 - International Law I 3(3-0)
PSC 651 - Comparative Political & Economic Systems 3(3-0)
PSY 531 - Group Dynamics 3(3-0)

When appropriate, other courses may be substituted with the approval of the MSA Director.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Electives (12-15 hours)
CED 555 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MGT 649 - Seminar in Organizational Development 3(3-0)
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 696 - Special Topics 3(Spec)
PHL 518 - Professional Ethics 3(3-0)
PSY 531 - Group Dynamics 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)

Plus one specialized course determined by the MSA Director.

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Total: 36 semester hours

Leadership

The Leadership Concentration enables students to enhance their knowledge and skills in the area of leadership, group dynamics, organizational change, management of conflict, negotiation, cultural diversity and communication. Students will select 15-18 credits in consultation with their advisor.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)
Required Courses (18 hours)
GRN 632 - Public Policy and Aging 3(3-0)
HSC 520 - Health Services Administration 3(3-0)
HSC 570 - Financial Aspects of Health Services Organizations 3(3-0)
HSC 591 - Legal & Regulatory Aspects of Long-Term Care Administration 3(3-0)
HSC 592 - Administration Issues in Long-Term Care 3(3-0)
HSC 593 - Resident Care Issues in Long-Term Care Administration 3(3-0)

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

Total: 36 semester hours

Public Administration
The Public Administration Concentration is designed to prepare students for careers in public sector administration. Broadly, the objectives of the program are to provide students with background and competency in five areas including:

- the political, social, and economic environment of public administration;
- public management process;
- public policy analysis;
- research and analytic methods; and
- organization theory and behavior.

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (15-18 hours)
Select five or six from the following:
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 561 - American State Government and Administration 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 565 - Managing Modern Local Government 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 610 - Foundations of Public Administration 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 713 - Public Budgeting and Finance 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 775 - Organization Theory in Public Administration 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

Note: Only one of the following may be used to fulfill concentration requirements: ECO 515, COM 665, or MGT 646.

Cognate Courses (0-3 hours)
Select any course offered within any MSA degree program concentration or one of the following courses, in consultation with an academic advisor and approved by the MSA Director:
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 634 - Managerial Accounting Concepts 3(3-0)
MSA 635 - Financial Management 3(3-0)
MSA 640 - Quantitative Applications in Decision Making 3(3-0)
MSA 660 - Marketing Administration 3(3-0)
MSA 681 - Administrative Practicum 1-3(Spec)
MSA 690 - Internship 1-3(Spec)
MSA 696 - Special Topics 3(Spec)

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

Total: 36 semester hours

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

Required Core (18 hours)
MSA 600 - Foundations of Research Methods in Administration 3(3-0)
MSA 601 - Organizational Dynamics and Human Behavior 3(3-0)
MSA 602 - Financial Analysis, Planning and Control 3(3-0)
MSA 603 - Strategic Planning for the Administrator 3(3-0)
MSA 604 - Administration, Globalization and Multiculturalism 3(3-0)
MSA 699 - Applied Research Project in Administration 3(Spec)

Required Courses (18 hours)
IET 500 - Production Concepts 3(3-0)
IET 501 - Application of Industrial Management Principles 3(3-0)
IET 524 - Technology and Environment 3(3-0)
IET 527 - Industrial Safety Management 3(3-0)
MGT 542 - Inventory and Materials Management 3(3-0)
MGT 543 - Management and Control of Quality 3(3-0)

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

Total: 36 semester hours
Graduate Certificates

Minimum Totals for Graduation: 15-18 hours

The 15-18 credit hour MSA Graduate Certificate program is designed for regularly admitted graduate students who desire advanced training in the field of administration. Credits successfully earned with the certificate program may be used toward the MSA degree, if the concentration is the same. Students will not be allowed to use the same course for two different concentrations. 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 four years prior to the awarding of a graduate certificate. Prior learning credit may not be used on the certificate program.

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

Acquisitions Administration Certificate

Minimum Total for Graduation: 15 hours

Required Courses (6 hours)
- MGT 533 - Purchasing Strategy 3(3-0)
- PSC 522 - Regulatory Processes and Administrative Law 3(3-0)

Electives (9 hours)
Select three of the following:
- IET 500 - Production Concepts 3(3-0)
- IET 527 - Industrial Safety Management 3(3-0)
- MGT 542 - Inventory and Materials Management 3(3-0)
- MGT 543 - Management and Control of Quality 3(3-0)
- PSC 514 - American Public Policy Making 3(3-0)
- PSC 712 - Implementation and Reform of Public Programs 3(3-0)
- PSC 714 - Program Analysis and Evaluation 3(3-0)

Total: 15 semester hours

General Administration Certificate

Minimum Total for Graduation: 15 hours

Students are encouraged to complete courses listed within a broad range of categories. If not taken as part of the core curriculum, any one (1) MSA designator course may be completed to partially fulfill the requirements of the General Administration concentration.

Students may substitute up to six (6) credits of courses on this concentration providing the courses are consistent with one or more of the categories listed below. The use of the substitutes must be recommended by the advisor and approved by the MSA Director.

Required Courses (15-18 hours)
- BIS 601 - Management Information Systems 3(3-0)
- CED 555 - Human Relations Skills 3(3-1)
- COM 560 - Communication and Social/Organizational Change 3(3-0)
- COM 561 - Communication in Conflict Management 3(3-0)
- COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
- COM 667 - Seminar in Intercultural Communication 3(3-0)
- CPS 603 - Computer Information Systems 3(3-0)
- ECO 515 - Collective Bargaining and Labor Law 3(3-0)
- ECO 532 - Economic Forecasting 3(3-0)
- ECO 603 - Economic Effects of Urbanization and Technology 3(3-0)
- ECO 625 - Firm Behavior and Game Theory 3(3-0)
- ECO 660 - Public Finance and Fiscal Policy 3(3-0)
- EDL 610 - Grants and Fund Procurement 3(3-0)
- FIN 573 - International Finance 3(3-0)
- IET 500 - Production Concepts 3(3-0)
- IET 524 - Technology and Environment 3(3-0)
- JRN 670 - Public Relations Management 3(3-0)
- MGT 643 - Human Resource Management 3(3-0)
- MGT 646 - Labor Relations Issues 3(3-0)
- MGT 667 - International Business 3(3-0)
- MKT 555 - Market and Sales Forecasting 3(3-0)
- MKT 560 - International Marketing 3(3-0)
- PSC 514 - American Public Policy Making 3(3-0)
- PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
- PSC 555 - International Law I 3(3-0)
- PSC 711 - Public Personnel Administration Practice 3(3-0)
- PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
- PSC 785 - Strategic Leadership 3(3-0)
- PSY 535 - Organizational Psychology 3(3-0)
- SOC 512 - Industrial Sociology 3(3-0)

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program. Students may not count both MSA 620 and PSY 535 on a certificate or degree program.

Total: 15 semester hours

Health Services Administration Certificate

Minimum Total for Graduation: 15 hours

Required Courses (12 hours)
- HSC 507 - Introduction to Health Service Organizations and Systems 3(3-0)
- HSC 520 - Health Services Administration 3(3-0)
- HSC 570 - Financial Aspects of Health Services Organizations 3(3-0)
- HSC 571 - Legal Aspects of Health Services Organizations 3(3-0)

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 528 - 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)

Total: 15 semester hours
Human Resources Administration Certificate
Minimum Totals for Graduation: 15 hours
Course Requirements (15 hours)
   Students are required to take one course from Category 1, preferably before taking other courses in the concentration.
   In order to produce the strongest preparation, it is recommended that students take one course from Categories 2 and 3, and two courses from Category 4.
Category 1 - Survey of Human Resources Administration (Required) (3 hours)
   Take one of the following, preferably before taking other courses in the concentration.
   MGT 643 - Human Resource Management 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
Category 2 - Labor Relations Courses
   It is recommended that students take one of the following:
   COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
   ECO 515 - Collective Bargaining and Labor Law 3(3-0)
   MGT 646 - Labor Relations Issues 3(3-0)
   Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program.
Category 3 - Training & Organization Development Courses
   It is recommended that students take one of the following:
   CED 555 - Human Relations Skills 3(3-1)
   COM 560 - Communication and Social/Organizational Change 3(3-0)
   COM 561 - Communication in Conflict Management 3(3-0)
   MGT 649 - Seminar in Organizational Development 3(3-0)
   PSY 736 - Strategies for Interventions in Social Systems 3(Spec)
   Note: Students may not count both COM 560 and COM 561 within the HRA certificate or concentration.
Category 4 - Staffing Courses
   It is recommended that students take two of the following:
   ECO 614 - Seminar in Labor Economics 3(3-0)
   MGT 645 - Personnel Compensation Practice and Process 3(3-0)
   MGT 647 - Employee Selection and Evaluation 3(3-0)
   PSY 536 - Personnel Psychology 3(3-0)
   PSY 636 - Organizational Applications of Personnel Psychology 3(3-0)
   Note: Students may not count both MGT 647 and PSY 536 on a certificate or degree program.
Total: 15 semester hours

Information Resource Management Certificate
Minimum Total for Graduation: 15 hours
Required Courses I (3 hours)
   BIS 634 - Information Resources Management 3(3-0)
Required Courses II (3 hours)
   BIS 601 - Management Information Systems 3(3-0)
   CPS 603 - Computer Information Systems 3(3-0)
   Note: Students may not count both BIS 601 and CPS 603 on an IRM concentration or IRM certificate.
Required Courses III (3 hours)
   BIS 630 - Systems Analysis and Design 3(3-0)
   CPS 510 - Software Systems Engineering 3(3-0)
   Note: Students may not count both BIS 630 and CPS 510 on an IRM concentration or IRM certificate.
Required Courses IV (3 hours)
   BIS 635 - Business Systems Applications 3(3-0)
   CPS 612 - Software Project Management 3(3-0)
   Note: Students may not count both BIS 635 and CPS 612 on an IRM concentration or IRM certificate.
Required Courses V (3 hours)
   One specialized course determined by the MSA Director.
Total: 15 semester hours

International Administration Certificate
Minimum Total for Graduation: 15 hours
Required Courses (15 hours)
   ANT 506/SOC 506 - Comparative Cultural Systems 3(3-0)
   COM 667 - Seminar in Intercultural Communication 3(3-0)
   ECO 655 - Seminar in International Economics 3(3-0)
   FIN 573 - International Finance 3(3-0)
   MGT 667 - International Business 3(3-0)
   MKT 560 - International Marketing 3(3-0)
   PSC 651 - Comparative Political & Economic Systems 3(3-0)
Total: 15 semester hours
Leadership Certificate
Minimum Total for Graduation: 15 hours
Required Course
PSC 785 - Strategic Leadership 3(3-0)
Electives (12 hours)
CED 555 - Human Relations Skills 3(3-1)
COM 560 - Communication and Social/Organizational Change 3(3-0)
COM 561 - Communication in Conflict Management 3(3-0)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
COM 667 - Seminar in Intercultural Communication 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
MSA 501 - Managing Change with Emotional Intelligence 3(3-0)
MSA 696 - Special Topics 3(Spec)
PHL 518 - Professional Ethics 3(3-0)
PSY 531 - Group Dynamics 3(3-0)
PSY 535 - Organizational Psychology 3(3-0)

Note: Students may not count both ECO 515 and MGT 646 on a certificate or degree program. When appropriate, other courses may be substituted with the approval of the MSA Director.

Total: 15 semester hours

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

Note: Only one of the following may be used to fulfill certificate requirements: ECO 515, COM 665, or MGT 646. Students may not count both PSC 775 and MSA 650 on a certificate or degree program.

Total: 15 semester hours

Public Administration Certificate
Minimum Total for Graduation: 15 hours
Required Courses (15 hours)
COM 665 - Seminar in Communication and Negotiation in Employee Relations 3(3-0)
ECO 515 - Collective Bargaining and Labor Law 3(3-0)
MGT 646 - Labor Relations Issues 3(3-0)
PSC 514 - American Public Policy Making 3(3-0)
PSC 522 - Regulatory Processes and Administrative Law 3(3-0)
PSC 561 - American State Government and Administration 3(3-0)
PSC 563 - Politics and Policy in Urban Communities 3(3-0)
PSC 565 - Managing Modern Local Government 3(3-0)
PSC 566 - Intergovernmental Relations in the United States 3(3-0)
PSC 610 - Foundations of Public Administration 3(3-0)
PSC 711 - Public Personnel Administration Practice 3(3-0)
PSC 713 - Public Budgeting and Finance 3(3-0)
PSC 714 - Program Analysis and Evaluation 3(3-0)
PSC 774 - Strategic Planning for Public/Non-Profit Organizations 3(3-0)
PSC 775 - Organization Theory in Public Administration 3(3-0)
PSC 785 - Strategic Leadership 3(3-0)

Note: Only one of the following may be used to fulfill certificate requirements: ECO 515, COM 665, or MGT 646. Students may not count both PSC 775 and MSA 650 on a certificate or degree program.

Total: 18 semester hours

Vehicle Design & Manufacturing Certificate
Minimum Total for Graduation: 18 hours
Required Courses (18 hours)
IET 500 - Production Concepts 3(3-0)
IET 501 - Application of Industrial Management Principles 3(3-0)
IET 524 - Technology and Environment 3(3-0)
IET 527 - Industrial Safety Management 3(3-0)
MGT 542 - Inventory and Materials Management 3(3-0)
MGT 543 - Management and Control of Quality 3(3-0)

Total: 18 semester hours
Minimum Totals for Graduation: 33 hours

The specialist in Education (Ed.S.) in General Education Administration is an advanced degree program that prepares professional educators with instructional and leadership skills beyond the master’s level of competence. The purpose of this degree is to extend the academic foundation, skills, and abilities of educational leaders and to build leadership capacity in a variety of educational settings. The Ed.S. degree is based upon the satisfactory completion of 33 semester hours of graduate-level coursework. Applicants may choose one of four concentration areas (Administrative Leadership K-12; Instructional Leadership K-12; Higher Education Administration; and Educational Technology). The program is aligned to state standards and is approved by the state of Michigan. Applicants who complete the Administrative Leadership K-12 concentration may apply to the Michigan Department of Education for administrative certification which is now required by the state for building and district leadership positions.

Admission Requirements; Retention & Termination Standards

Applicants for the Educational Specialist degree must have three years of experience in an education or other human service organization.

Admission Requirements for Specialist in Education Candidates

1. Applicants must meet the requirements for admission to the College of Graduate Studies.
2. Applicants must have completed a master’s degree in education or equivalent field.
3. Applicants must provide evidence of promise as an administrator by preparing and submitting an admission portfolio directly to the Department of Educational Leadership. The following items must be included in the contents of the portfolio:
   a. a department application form (http://www.ehs.cmich.edu/edl/programs/edSpecialist/#iib)
   b. a current resume identifying training, experience, and professional accomplishments;
   c. 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;
   d. a one-page reflective statement addressing the applicant’s beliefs about educational leadership;
   e. a one-page reflective statement of professional goals and actions the applicant intends to take to achieve the identified goals;
   f. identification of a minimum of two significant activities that indicate experiences, abilities, and potential for educational leadership. For each activity identified, applicants should clearly describe the activity and the role and responsibilities they assumed, include the number of people involved or impacted by the activity, describe the budget (if applicable) or resources used, and summarized with a self-reflective statement addressing the insight and learning that occurred.
4. Regular admission will be granted only after the admission portfolio has been reviewed and deemed acceptable by a committee of Educational Leadership faculty. Acceptability will be judged on the appropriateness of the contents of the admission portfolio relative to the degree program to which application is being made. The applicant’s statements about beliefs, professional goals, and activities must show evidence of thoughtfulness, thoroughness, and congruence with the degree program to which the application is directed.

It is advantageous for the applicant to submit the admission portfolio as early as possible. Applicants must submit a complete admission’s packet, and it must be approved before a student is granted regular admission.

Required Courses (15 hours)
EDL 651 - Program Review and Evaluation 3(3-0)
EDL 700 - Advanced Administrative Research 3(3-0)
EDL 760 - Leadership Theory and Practice 3(3-0)
EDL 785 - Organizational Change in Educational Institutions 3(3-0)
EDL 775 - Educational Policy Analysis 3(3-0)

Concentrations
Select from the following Concentrations. Concentration is selected based upon students’ needs assessment. The specific courses will be determined in consultation between the student and academic advisor.

Concentration I: Administrative Leadership K-12
(12 hours)
EDL 745 - Administration of the School District 3(3-0)

Plus 9 hours of electives to be chosen in consultation with program advisor.

Concentration II: Instructional Leadership K-12
(12 hours)
EDL 773 - Instructional Supervision for Educational Leaders 3(3-0)

Plus 9 hours of electives to be chosen in consultation with program advisor.

Concentration III: Higher Education Administration (12 hours)
EDL 626 - The Adult Learner 3(3-0)

Plus 9 hours of electives to be chosen in consultation with program advisor.

Concentration IV: Educational Technology
(12 hours)
EDU 590/SPE 510 - Advanced Technology in Education 3(2-3)

Plus 9 hours of electives to be chosen in consultation with program advisor.

Capstone Project (6 hours)
Select either Plan A or Plan B. (Note: Off-Campus programs will complete Plan B.)
Plan A: Thesis
EDL 798 - Thesis 1-6(Spec)
Plan B: Field Based Project
EDL 699 - Leadership Internship 1-15(Spec)
EDL 797 - Field Study 1-6(Spec)

Total: 33 semester hours
Minimum Totals for Graduation: 63-66 hours

The Ed.D. degree in Educational Leadership is designed to provide in-depth knowledge and skills to educational leaders who seek to develop and refine their knowledge and skills to help transform through practice the educational institution. The program emphasizes the application of scholarship (theory) to the improvement of educational practice. It is intended for individuals in educational leadership careers. Students accepted into the program will be part of a cohort. The Ed.S. degree program was also designed for a seamless transition into the Doctor of Education (Ed.D.) in Educational Leadership program if the applicant meets department requirements.

Admission Requirements, Retention & Termination Standards

Admission

In order to be considered for admission to the program, an applicant must have completed a master’s degree with a minimum graduate grade point average of 3.5 and must have completed three years of professional education experience. (Preference will be given to those with leadership experience.)

Review of complete application begins March 1 and continues until the cohort is filled. A completed application packet will include the following materials:

1. a completed graduate application;
2. transcripts of all undergraduate and graduate work;
3. resume of professional education experience;
4. Graduate Record Exam (GRE) or Miller Analogy Test (MAT);
5. short essay describing the relationship between the applicant’s professional goals and the Ed.D. program;
6. description of a professional problem the applicant has encountered and an analysis of the resolution of that problem;
7. three letters of recommendation (dated and on organizational letterhead) that attest to the applicant’s potential to succeed in the program.

After reviewing the credentials of the applicants, the Doctoral Program Committee will select those to be interviewed.

The Doctoral Program Committee will make all decisions regarding admissions, selecting the cohort from those interviewed. Preference will be given to those applicants who have a demonstrated history of educational leadership and who have career goals consistent with the expectations of this program. The total application package will be evaluated holistically.

Program Requirements

Progress through the program is based upon obtaining satisfactory grades (a 3.25 GPA average overall), passing written and oral comprehensive exams, and completing a doctoral dissertation. Students who have an earned Educational Specialist degree may be able to waive some program requirements.

Research Requirements (9 hours)

The research component encompasses both quantitative and qualitative research methods. The competencies to be developed are essential to interpreting and evaluating research studies to be encountered in all course work as well as to completing the dissertation requirement.

EDL 700 - Advanced Administrative Research 3(3-0)
EDL 800 - Qualitative Analysis in Educational Leadership 3(3-0)
EDL 801 - Quantitative Analysis in Educational Leadership 3(3-0)

Academic Core (15 hours)

The academic core component includes all of the critical areas of study for future educational leaders: foundations, organizational and leadership analyses, and the issues which change and dominate over time. The courses are designed to provide students with the underpinnings to understand and to act effectively upon the challenges confronting the educational organization.

EDL 815 - Ethical Leadership 3(3-0)
EDL 855 - Organizational Culture and Change in Educational Institutions 3(3-0)
EDL 860 - Organizational Theory in Educational Institutions 3(3-0)
EDL 899 - Doctoral Seminar 3-6(Spec)

Concentration (12 hours)

There are four choices from which students may select a concentration, based upon their needs assessment. The specific courses will be determined in consultation between the student and the academic advisor.

Concentration I
K-12 Leadership
EDL 775 - Educational Policy Analysis 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Concentration II
K-12 Curriculum
EDL 773 - Instructional Supervision for Educational Leaders 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Concentration III
Higher Education Leadership
EDL 876 - Higher Education Policy 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Concentration IV
Educational Technology
EDU 707 - Seminar: Issues in Educational Technology 3(3-0)
Plus nine hours of electives to be chosen in consultation with program advisor.

Cognate (9 hours)

The cognate, to be determined jointly by the student and advisor, can be completed in one academic discipline or by taking a combination of courses from more than one academic discipline.
Field-Based Experience (3-6 hours)
This internship experience will assist students in strengthening their leadership competencies. The number of credit hours required will be determined with the student's advisor based upon the student's past professional experience and personal career objectives. Forty-five contact hours will be required for each credit earned. A letter of understanding will be developed between the student, district, and university supervisor as to the responsibilities and expectations for the experience.
EDL 880 - Doctoral Internship 3-6(Spec)

Comprehensive Exams
Students will be expected to take written qualifying exams upon the completion of their academic core classes. Qualifying exams will be administered in the fall and spring of each year. Comprehensive review of all program materials in completed with the successful defense of a student's dissertation proposal. At this point, students are advanced to candidacy.

Dissertation (15 hours)
The student will complete three steps in the dissertation process:
1. the proposal review stage in which there is a formal defense of the dissertation proposal;
2. conducting the research, analyzing the results, and writing the final document;
3. an oral defense of the dissertation.

Total: 63-66 semester hours
Note: Students with an earned Ed.S. may be eligible for fewer than the maximum total program credits indicated if they meet university requirements.
Minimum Totals for Graduation: 63 hours

Applications are accepted for admission to the Doctor of Health Administration (DHA) program for the fall cohort start. Applications must be received for the fall start by April 1. Inquire with the DHA secretary at 989-774-1351 or the DHA program director at 989-774-1640.

The program leading to the Doctor of Health Administration degree is designed to provide advanced academic, relevant, and professionally-oriented education. The 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 dissertation. Students matriculating into this program cannot be granted prior experience credit toward semester credit hour degree requirements. Students matriculating into the DHA program may, with the approval of the program, transfer up to six (6) credits of course work taken in another regionally accredited doctoral program. The applicant must request the transfer and identify which courses he/she wishes to transfer. The DHA Program will review the request and make a determination as to the relevancy of the courses to the program, whether the courses are equivalent to any of the DHA courses, and whether the request will be granted. No transfer credits will be accepted to meet the dissertation requirement nor DHA726 or DHA728. The applicant must have earned at least a B grade on any course being requested to transfer. The applicant needs to submit a transcript showing the courses, course description and the syllabus for the course. A new group of students will begin studies each year. Each student will be assigned an advisor for the didactic portion of the program. Using a modular format, fifteen courses and six intensive seminars during the first two years of the program comprise the didactic portion of the program. The successful completion of a comprehensive examination at the end of the didactic portion of the program will transition the student to doctoral candidate status where the doctoral candidate will begin their dissertation preparation, proposal, implementation, defense to their doctoral committee, and reporting. During the dissertation phase, each student will work closely with a dissertation advisor/major professor. The didactic portion of the program carries fifty-one (51) semester credit hours and the dissertation portion carries twelve (12) semester credit hours for a total of sixty-three (63) semester credit hours for the entire program. Students will choose between a three (3) year or five (5) year degree plan. Students choosing the three year option will enroll in two (2) courses per term and generally will complete the program in three years while those choosing the five-year option will normally enroll in one (1) course per term.

Admission Requirements, Retention & Termination Standards

The minimum requirements and standards for applicant admission to the program include the following criteria:

- An earned regionally accredited master’s degree in an appropriate area of study (e.g., health administration, business administration, public health, public administration) or a professional degree (e.g., M.D., D.O., D.D.S.). Other areas of graduate study at the master’s degree level will be considered by petition to the faculty. GPA will be considered in the admissions process;
- Satisfactory completion of graduate coursework or equivalent must be provided as evidence by student applicants in the areas of health economics or economics, finance, statistics, administration/management, and organizational development/behavior.
- Demonstration of at least five years of work related experience at mid-level or higher health management, administration, or in health policy;
- Oral and written English language proficiency. Applicants whose native language is not English will be required to submit the results of the Test of English as a Foreign Language (TOEFL) scores or another test of English equivalency (such as the ECFMG for physicians who were foreign medical students). This requirement may be waived if prior academic experience and success in other United States colleges/universities or employment settings can be satisfactorily demonstrated;
- Submission of a career goal statement and a current curriculum vita or resume;
- At least three (3) letters of recommendation from professional colleagues that speak to the applicant’s potential to do doctoral work, transcripts and other documentation customarily required for admission to the College of Graduate Studies will be required.
- Successful completion of an admission interview with the program faculty.
- Students admitted to the Program must attend the on-campus new DHA student orientation. If an admitted applicant cannot attend the orientation, he/she will need to defer to another year.

Required Courses I (24 hours)

DHA 700 - Leadership: Foundations and Strategies for Healthcare 3(3-0)
DHA 702 - Probability and Statistics for the Health Professions 3(3-0)
DHA 704 - Population Health 3(3-0)
DHA 705 - Seminar in Public Health 1(1-0)
DHA 706 - Quantitative Analysis in Health Organization 3(3-0)
DHA 708 - Organizational Theory and Behavior for the Health Professions 3(3-0)
DHA 709 - Seminar in Health Dynamics: Current Issues, Trends and Success in Other United States Colleges/Universities or Employment Settings Can Be Satisfactorily Demonstrated. Role in Health Economics or Economics, Finance, Statistics, Administration/Management, and Organizational Development/Behavior. Demonstration of at Least Five Years of Work Related Experience at Mid-Level or Higher Health Management, Administration, or in Health Policy. Oral and Written English Language Proficiency. Applicants Whose Native Language Is Not English Will Be Required to Submit the Results of the Test of English as a Foreign Language (TOEFL) Scores or Another Test of English Equivalency (Such as the ECFMG for Physicians Who Were Foreign Medical Students). This Requirement May Be Waived If Prior Academic Experience and Success in Other United States Colleges/Universities or Employment Settings Can Be Satisfactorily Demonstrated. Submission of a Career Goal Statement and a Current Curriculum Vita or Resume. At Least Three (3) Letters of Recommendation From Professional Colleagues That Speak to the Applicant’s Potential to Do Doctoral Work, Transcripts and Other Documentation Customarily Required for Admission to the College of Graduate Studies Will Be Required. Successful Completion of an Admission Interview With the Program Faculty. Students Admitted to the Program Must Attend the On-Campus New DHA Student Orientation. If an Admitted Applicant Cannot Attend the Orientation, He/She Will Need to Defer to Another Year.
Required courses II (27 hours)
DHA 714 - Health Systems Thinking and Practice 3(3-0)
DHA 716 - Communication in Health Organizations 3(3-0)
DHA 717 - Seminar in Healthcare Dynamics: Stakeholder Relations 1(1-0)
DHA 718 - Healthcare Law, Regulations and Ethics 3(3-0)
DHA 720 - Health Economics 3(3-0)
DHA 721 - Seminar in Healthcare Policy and Politics 1(1-0)
DHA 722 - Health Informatics 3(3-0)
DHA 724 - Fiscal Responsibility and Accountability for Health Entities 3(3-0)
DHA 725 - Seminar in Strategic Planning for Health Organizations 1(1-0)
DHA 726 - Applied Leadership 3(3-0)
DHA 728 - Comparative Health Systems 3(3-0)

Required Courses III (12 hours)
DHA 898 - Dissertation Design, Implementation, Defense and Reporting 1-12(Spec)

Total: 63 semester hours
Listed here are descriptions for courses in the DHA, Au.D., MSA, MA, Bachelor of Science, Bachelor of Applied Arts degrees and graduate certificate curricula. Not all courses are available at all program centers. Other course descriptions not listed here are listed in the CMU undergraduate or graduate Bulletins. These catalogs are available in program center offices.

A student may register for a class only if he or she has met the prescribed prerequisites or the requirements stated in this Bulletin. Procedures for granting exceptions vary by program. Students should check with their academic advisor to determine waiver procedures for their program.

Key to Designators

AAD - Academic Advancement
ACC - Accounting
AFL - Air Force Leadership
AMD - Apparel Merchandising & Design
AMS - American Studies
ANT - Anthropology
ARB - Arabic
ART - Art
ASL - American Sign Language
AST - Astronomy
ATR - Athletic Training
BCA - Broadcast and Cinematic Arts
BIO - Biology
BIS - Business Information Systems
BLR - Business Law and Regulation
BUS - Business
CDE - Planned Experience
CDO - Communication Disorders
CED - Counselor Education and Personal Development
CHM - Chemistry
CHN - Chinese
CNE - Credit, no equivalent
COM - Communication
CPS - Computer Science
DAN - Dance
DHA - Degrees in Health Administration
ECE - Early Childhood Education
ECO - Economics
EDL - Educational Leadership
EDU - Teacher Education
EGR - Engineering
EHS - Education
ELI - English Language Institute
ENG - English Language and Literature
ENT - Entrepreneurship
ENV - Environmental Studies
ESC - Earth Science
EUR - European Studies
FIN - Finance
FLN - Foreign Language
FNS - Foods & Nutrition
FRN - French
FYE - First Year Experience
GEL - Geology
GEO - Geography
GER - German
GRK - Greek
GRN - Gerontology
HDF - Human Development & Family Studies
HEV - Human Environmental Studies
HOA - Hotel Administration (AT UNLV)
HON - Honors
HPS - Health Professions
HSA - Hospitality Services Administration
HSC - School of Health Sciences
HST - History
HUM - Humanities
IET - Industrial and Engineering Technology
IGD - Intergroup Dialogue
IND - Interior Design
IPR - Integrative Public Relations
IPS - International Program Studies
ITC - Information Technology
JPN - Japanese
JRN - Journalism
LAR - Liberal Arts
LAT - Latin
LDR - Leadership Studies
LIB - Library
LMT - Library, Media, and Technology
MAR - Marine Science
MBA - Master of Business Administration
MDP - Media, Design, and Production
MED - School of Medicine
MET - Meteorology
MGT - Management
MKT - Marketing
MLE - Middle Level Education
MSA - Master of Science in Administration
MSL - Military Science & Leadership
MST - Museum Science
MTH - Mathematics
MTR - Music Theatre
MUS - Music
NSC - Neuroscience
OJB - Ojibwe
PED - Sports Instructional Program (Activity)
PES - Physical Education and Professional Courses
PHA - Physician Assistant
PHL - Philosophy
PHS - Physical Science
PHY - Physics
PSC - Political Science
PSY - Psychology
PTH - Physical Therapy
REL - Religion
RLA - Recreation and Leisure Activities
RPL - Recreation, Parks, and Leisure Services Administration
RUS - Russian
SAM - Science of Advanced Materials
SCI - Sciences
SOC - Sociology
SPE - Special Education
SPN - Spanish
SSC - Social Sciences
STA - Statistics
SWK - Social Work
TAI - Theatre and Interpretation
TEC - Technology
WST - Women’s Studies
Key to Course Descriptions

Course Numbers

The level of a course is indicated by the number. Usually it is expected that students will take courses appropriate to their classification. It is particularly important for freshmen to register for courses numbered below 200. Exceptions may be made with approval of the student's academic advisor. MSA students must also have the approval of the MSA director.

000-099 Credits in these courses do not apply to the minimum 124 hour requirement for graduation.

100-199 Primarily for Freshmen

200-299 Primarily for Sophomores

300-399 Primarily for Juniors*

400-499 Primarily for Seniors*

500-599 Advanced Undergraduate Courses

* A student who has been formally admitted to the College of Graduate Studies and who takes courses numbered 500 or higher will receive graduate credit and, with the approval of the advisor, may apply the credit to a degree program.

600-699 Graduate Courses

Open only to students who have been admitted to the College of Graduate Studies. Undergraduate students should use the form available from the College of Graduate Studies to apply to take a graduate course for undergraduate credit.

700-799 Graduate Courses

Open only to students who have been admitted to the College of Graduate Studies.

800-899 Graduate Courses

Open only to students who have been admitted to the College of Graduate Studies and who are at the post-master's level or full-time internship at the specialist level.

900-999 Graduate Courses

Open only to students who have been admitted to the College of Graduate Studies and who are in the last years of doctoral study.

Graduate courses which are subject to limitation under the policy on unspecified content or variable credit are listed in each department.

Non-Degree Courses

Courses numbered (DESIGNATOR) CEE 598 - Professional Development (1-6) do not apply to degree requirements. These courses cover selected issues designed for professional development, in-service training to meet specific staff development needs in education, business/industry, allied health, technology, and other professional settings. They are not applicable to degree requirements.

Cross-Listed Courses

Cross-listed courses are those courses identified in the course listing as identical to or another course. Credit may not be earned in more than one of these courses.

Prerequisites

In general, only immediate prerequisites for courses are listed. Some courses listed as prerequisites may have their own prerequisites. You may need to plan more than one semester in advance when deciding which semester to take a particular course.

Students seeking to substitute prerequisite courses with equivalents or permission of instructor may do so only with departmental approval. Such substitutions are not automatic.

Credit and Attendance Hours

The number of semester hours of credit in each course is indicated by the first number following the title of the course. Within the parentheses, the first number indicates the number of hours of lecture per week; the second number, the hours of laboratory per week. EXAMPLE: 4(3-2) means four hours of credit, three hours of lecture, two hours of laboratory.

Variable Credit Courses

Variable credit courses are indicated by a semester-hour designation such as 1-3(Spec). (Spec) means there are special arrangements regarding the number of hours spent in class. Maximum hours which a student may earn in a variable credit course to apply toward graduation are the highest number in the semester-hour designation for the course (i.e., three hours maximum in example listed above).

Other Designation

CR/NC - Credit/No Credit, see page 33.

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

Courses are listed in alphabetical order by designator

AAD - Academic Advancement

AAD 104 College Strategies for Nontraditional Students 2(2-0)
Provides information and strategies to strengthen the academic and personal skills needed for successful completion of college. Primarily for nontraditional students. This course is approved for offering in a distance learning format.

ACC - Accounting

ACC 201 Concepts of Financial Accounting 3(3-0)
Students gain an understanding of the accounting system used to develop financial statements. The emphasis is on interpreting financial data used in business decision making. Recommended: completion of MTH 105. This course is approved for offering in a distance learning format.

ACC 202 Concepts of Managerial Accounting 3(3-0)
Students gain an understanding of how the information provided by an accounting information system is used for managerial decision making. Prerequisite: minimum grade of C in ACC 201. This course is approved for offering in a distance learning format.

ACC 203 Essentials of Accounting for Business 3(3-0)
Basic concepts and principles of an accounting process used to develop financial reports and make management decisions for businesses and other entities. Prerequisite: MTH 105. This course is approved for offering in a distance learning format.

ACC 204 Accounting for Not-For-Profit Entities 1(1-0)
Students gain an understanding of accounting and financial reporting for not-for-profit entities. Prerequisite: ACC 203 with a minimum grade of C. This course is approved for offering in a distance learning format.

ACC 210 Accounting Information for Entrepreneurial Decision Making 3(3-0)
Accounting concepts and practices for entrepreneurs/small business owners. Emphasis given to the use of accounting tools to solve small business problems. No credit if credit has been earned in ACC 201. Does not count on the School of Accounting major or minor. Identical to ENT 210. Credit may not be earned in more than one of these courses. This course may be offered in an online or hybrid format.

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

ACC 535 EDP Auditing and Control 3(3-0)
EDP auditing including controls, applications, software, systems, and service center records. Prerequisites: ACC 531, BIS 221; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

ACC 730 SAP Configuration, Control & Implementation of Global Accounting Systems 3(3-0)
Basic conceptual framework, design, implementation, and control of enterprise resource planning systems. This course is approved for offering in a distance learning format. Prerequisites: MBA 619.

AMD - Apparel Merchandising & Design

AMD 140 Introduction to Apparel Construction 3(2-2)
Basic construction, alteration, and fitting techniques of apparel.

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

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

AMD 246 Computer-Aided Design for Apparel 3(2-2)
Development and production of textile and apparel designs and patterns via selected computer-aided design packages. Implications for use in the apparel industry. Prerequisites: Signed major in apparel merchandising & design with a concentration in apparel design or signed major in apparel merchandising & design with a concentration in apparel merchandising. For Apparel Design Concentration: AMD 140, 141, 155. For Apparel Merchandising Concentration: AMD 141, 155.
AMD 252 Dress and Culture 3(3-0)
Appearance and dress as a reflection of social, psychological and cultural environments of humans; examination of dress as an aspect of culture and individual expression. This course is approved for offering in a distance learning format. (University Program Group IV-A)

AMD 346 Advanced CAD for Apparel 3(2-2)
Apparel design and production techniques using computer systems and CAD software. Web site development, portfolio development, and CAD related career exploration. Prerequisites: AMD 246.

AMD 401 Internship in Apparel Merchandising and Design 4(Spec)
A structured internship experience that fosters transfer of knowledge and skill into competencies required for successful performance in an apparel merchandising or design career. Prerequisites: AMD 330.

AMD 656 Apparel Retail Technology 3(3-0)
In-depth study of the principal apparel retail technologies and systems currently being developed and used for internal retail management and for global supply chain management. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Apparel Product Development and Merchandising Technology graduate program.

ANT - Anthropology

ANT 170 Cultural Anthropology 3(3-0)
Comparative study of contemporary cultures, including methods and theories employed. The impact of globalization on cultural diversity. (University Program Group III-B)

ANT 171 Human Origins: Introduction to Physical Anthropology 3(3-0)
Introduction to human and primate evolution, and the origin of human hereditary variations. (University Program Group II-A)

ANT 173 Laboratory in Physical Anthropology 1(0-2)
Laboratory practicum surveying techniques and procedures by which evidence is developed and analyzed in studying human variation evolution. Satisfies University Program group II laboratory requirement. This course is approved for offering in a distance learning format. Pre-Co-requisite: ANT 171. (University Program Group II-A)

ANT 175 Archaeology of the Americas 3(3-0)
Archaeology of the Americas from the earliest peopling of the Western Hemisphere to the rise of civilizations such as the Maya, Aztec, and Inca. (University Program Group IV-B)

ANT 200 Education and Culture 3(3-0)
Process of cultural learning from infancy through adolescence in non-Western societies and American minority groups. (University Program Group IV-A)

ANT 320 North American Indian Cultures 3(3-0)
Diversity of North American Indian cultures, their experiences of colonization and culture change, and their contributions to American and global cultures. (University Program Group IV-C)

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

ANT 322 Cultures of Africa 3(3-0)
Cultures of Africa; their history and contemporary diversity. (University Program Group IV-B)

ANT 324 Cultures of the South Pacific 3(3-0)
Traditional cultures and recent social change in Polynesia, Melanesia, and Micronesia. Human settlement of the islands, ecology, evolution of political systems, and effects of colonial economies are stressed. (University Program Group IV-B)

ANT 342 Forensic Anthropology 4(3-2)
Lectures and laboratory training in forensic identification and analysis of human skeletal remains for utilization by criminal justice authorities and missing persons bureaus. Prerequisites: ANT 171, 173 or BIO 110.

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

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

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

ANT 358 Judge, Global Perspectives in Health and Illness 3(3-0)
Transcultural variations in conceptions of health and healing, cultural practices that encourage or inhibit disease, and the effects of social institutions on health and illness. Prerequisites: 6 hours of cultural anthropology and/or sociology.

ANT 588 Special Topics in Anthropology 1-10(Spec)
Consideration of subject matter not included in courses currently listed in catalog. Prerequisite: permission of instructor.

ART - Art

ART 114 Understanding Digital Photography 3(3-0)
Introduction to the basic compositional skills and conceptual applications of digital photography. This course cannot be applied to any Art Major or Minor. This course is approved for offering in a distance learning format.

ART 126 Introduction to the Visual Arts 3(3-0)
To develop an aesthetic awareness, appreciation, and understanding of the visual arts through an introduction to media, formal analysis, and interpretation. This course is approved for offering in a distance learning format. (University Program Group I-B)

ART 185 Introduction to Western Art, Part I 3(3-0)
History of Western art from prehistoric through medieval periods. Roots of Western culture as seen in differing artistic styles and attitudes. (University Program Group I-A)

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

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

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

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

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

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

ART 386 American Art from the Colonial Period to 1913 3(3-0)
A history of American painting, sculpture, architecture, and decorative arts from the colonial period to 1913. An analysis of major artists and regional styles. Prerequisite: completion of 26 credit hours.

ART 597 Special Studies 1-6(Spec)
Further in-depth graduate study when scholarly/studio adequacy beyond ART 497 is achieved.
AST - Astronomy

AST 111 Astronomy 3(3-0)
An overview of modern astronomy which illustrates the basic physical principles and methodologies underlying all the sciences. Topics include the solar system, stars and stellar systems, galaxies and cosmology. This course is approved for offering in a distance learning format. (University Program Group II-A)

AST 112 Introduction to Astronomical Observations 1(0-2)
The observation and interpretation of the sky using the naked eye, small telescopes, celestial globes, and star maps. Supplements AST 111 by providing observational experience. Satisfies University Program Group II laboratory requirement. Pre-Co-Requisite: AST 111. This course is approved for offering in a distance learning format. (University Program Group II-A)

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

AST 261 General Astronomy II 4(3-2)

BIO - Biology

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

BIO 101 General Biology 3(2-2)
The study of living organisms. Fundamental principles of biology are integrated with local and global issues of current interest. Satisfies University Program Group II laboratory requirement. No credit toward Biology major or minor. May be used toward satisfying the requirements of Integrated Science major or minor for students seeking certification in Elementary Education only. Students may only earn credit in one of the following: BIO 101, BIO 105, or BIO 110. This course is approved for offering in a distance learning format. (University Program Group II-A)

BIO 105 Introductory Quantitative Biology 3(2-2)
Introduction to basic biological principles, including quantitative treatments of ecology, evolution, cellular processes, genetics and diversity. No credit towards Biology Major or Minor. Satisfies University Program Group II laboratory requirement. (University Program Group II-B)

BIO 151 Human Biology 3(3-0)
An introduction to human biology as a scientific discipline, cell biology, genetics, homeostasis, selected organ systems, biotechnology and current issues. This course may not be used to satisfy the requirements for a Biology major or minor. This course is approved for offering in a distance learning format. (University Program Group II-A)

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

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

BIO 229 Nature Study 3(2-3)
Identification of local flora and fauna and their relationships to the environment. Materials important for teachers, and for outdoor and recreational directors.

BIO 240 Conservation of Natural Resources 3(3-0)
Ecological approaches to issues of global environmental sustainability, with emphasis on preservation of natural resources such as soil, water, forests and wildlife. (University Program Group II-A)

BIO 315 Human Genetics 3(3-0)
Inheritance in humans, including genetic mechanisms, human populations, medical syndromes, eugenics and genetic counseling. Does not count toward Biology major or the Biology minor. This course is approved for offering in a distance learning format.

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

BIO 388 Human Ecology 3(3-0)
The relationship of humans to their environment and the environmental consequences of human activities. Topics include climate change, biological invasions, biodiversity loss, emerging infectious diseases. Does not count toward biology majors or the biology minor. This course may be offered in an online or hybrid format.

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

BIO 351 Biological Science for Elementary Teachers 3(Spec)
Development of teaching methods and laboratory skills necessary for teaching of grades K-8. Prerequisite: BIO 101 or BIO 105.

BIO 392 Mammalian Physiology 4(3-3)
The functioning of the mammalian body and its component parts, with an emphasis on human systems. Prerequisites: 45 credits completed; BIO 205; One of: CHM 132, 161, 342.

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
<th>Hours</th>
<th>Prerequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIS 101</td>
<td>Essential Business Communications Skills 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>A focus on effective business communication skills and their impact on career success. This course is approved for offering in a distance learning format. Prerequisites: BUS 100.</td>
<td></td>
</tr>
<tr>
<td>BIS 104</td>
<td>Computers and Society 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Fundamental concepts and applications of computers. Impact of the computer on human events and social institutions. Control, predictions, and implications of future computer developments. Does not count on CPS major or minor. Identical to CPS 106. Credit may not be earned in more than one of these courses. Prerequisites: BIS 112.</td>
<td></td>
</tr>
<tr>
<td>BIS 105</td>
<td>Word Processing Concepts 1(1-0)</td>
<td>1</td>
<td></td>
<td>Introduction to word processing and desktop publishing concepts. Features common to most word processing software. Evaluation of software packages. Identical to CPS 105. Credit may not be earned in more than one of these courses. Prerequisites: BIS 112.</td>
<td></td>
</tr>
<tr>
<td>BIS 107</td>
<td>Database Concepts 1(1-0)</td>
<td>1</td>
<td></td>
<td>Introduction to database and report generation. Features common to most database products. Evaluation of software packages. Identical to CPS 107. Credit may not be earned in more than one of these courses. Recommended: Familiarity with microcomputer use.</td>
<td></td>
</tr>
<tr>
<td>BIS 112</td>
<td>Beginning Keyboarding 1(1-0)</td>
<td>1</td>
<td></td>
<td>For students with no keyboarding skills. Development of alphabetic and numeric keyboarding skills on a microcomputer. Five weeks of instruction.</td>
<td></td>
</tr>
<tr>
<td>BIS 221</td>
<td>Computers in Business I 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>The management-oriented study of computer information systems in business, including model building and decision support. Includes covers leading software packages used in business. This course is approved for offering in a distance learning format. Prerequisite: 26 credits completed with a minimum GPA.</td>
<td></td>
</tr>
<tr>
<td>BIS 360</td>
<td>Applied Business Communication 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Expands understanding of the communication process as students apply business communication principles related to oral, written, and employment communication in a real-world setting. Prerequisite: 56 semester hours completed. Recommended: ENG 201.</td>
<td></td>
</tr>
<tr>
<td>BIS 445</td>
<td>Small Business Organization and Operation 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Practical study of location, layout, organization, buying, and merchandising as applied to marketing education. Project method will be used. Prerequisites: MGT 312; MKT 300 or MKT 220; 56 semester hours completed; either admission to Professional Business Studies or listed on a signed major or minor.</td>
<td></td>
</tr>
<tr>
<td>BIS 470</td>
<td>Business Practices, Communication, and Collaboration 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Using effective business practices and collaboration in preparing and delivering appropriate business reports and communication as a logical approach to solving business problems. Prerequisite: BIS 360.</td>
<td></td>
</tr>
<tr>
<td>BIS 492</td>
<td>Practicum in Small Business 3(Spec)</td>
<td>3</td>
<td>9</td>
<td>Provides the student an opportunity to analyze the accounting, finance, marketing, management, and production systems of an ongoing small business. Identical to FIN/MKT 492. Credit may be earned in more than one of these courses. Prerequisites: permission of instructor; 56 semester hours completed; either admission to Professional Business Studies or listed on a signed major or minor.</td>
<td></td>
</tr>
<tr>
<td>BIS 497</td>
<td>Special Studies in Business Information Systems 1-12(Spec)</td>
<td>Spec</td>
<td>3-12</td>
<td>Selected topics not normally included in existing courses, with current topics listed in the semester Class Schedule. Repeatable up to 12 credits with different topics. Prerequisites: See Class Schedule.</td>
<td></td>
</tr>
<tr>
<td>BIS 502</td>
<td>Teaching &amp; Training at the Post-Secondary Level 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>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. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 601</td>
<td>Management Information Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Concepts and practices of management information systems for using information in the management of business enterprises are investigated to determine their deployment in achieving organizational objectives. Prerequisites: BIS 221 or other evidence of computer literacy and admission to MBA or MBE, or permission of MBA director.</td>
<td></td>
</tr>
<tr>
<td>BIS 625</td>
<td>Research in Information Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Addresses information systems (IS) research concepts and methods, and the application of concepts in planning and conducting IS research studies. Prerequisites: Admission to the MBA or MSIS program; or permission of the MBA or MSIS director. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 628</td>
<td>Business Transaction Processing Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Application of structured programming concepts using a procedural programming language and coverage of current issues in transaction processing. Students may only earn credit for one of the following courses, BIS 640 or BIS 628. Prerequisites: admission to the MBA or MSIS program; or permission of the MBA or MSIS director. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 630</td>
<td>Systems Analysis and Design 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Business systems modeling, planning, and developing systems prototypes; investigation and analysis of systems strategies and models. This course is approved for offering in a distance learning format. Prerequisites: Admission to the MBA program or MSIS program or permission of the MBA director or MSIS director and completion of the following courses: BIS 221 or BIS 255, ACC 201 and ACC 202 or ACC 250 and ACC 255, MTH 132 or MTH 217 and STA 282, with a minimum grade-point of 2.7 with no course grade lower than a C.</td>
<td></td>
</tr>
<tr>
<td>BIS 633</td>
<td>Decision Support Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Concepts and practices of decision support systems are investigated for assisting managers in decision making including current research issues. A decision support system is developed using a fourth-generation computer language. Prerequisites: Admission to the MBA program or MSIS program or permission of the MBA director or MSIS director and completion of the following courses: BIS 221 or BIS 255, ACC 201 and ACC 202 or ACC 250 and ACC 255, MTH 132 or MTH 217 and STA 282, with a minimum grade-point of 2.7 with no course grade lower than a C. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 634</td>
<td>Information Resources Management 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Overview and understanding of the issues involved in the management of information assets in organizations. Emphasis is placed on designing for convergent technology and societal issues. Prerequisites: Admission to the MBA program or MSIS program or permission of the MBA director or MSIS director and completion of the following or courses: BIS 221 or BIS 255, ACC 201 and ACC 202 or ACC 250 and ACC 255, MTH 132 or MTH 217 and STA 282, with a minimum grade-point of 2.7 with no course grade lower than a C. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 635</td>
<td>Business Systems Applications 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Learn about the major information systems of an organization and utilize the tools of systems analysis in a real-world situation. Prerequisites: admission to MBA Program and completion of the following courses: BIS 630 This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 638</td>
<td>Database Management for Business Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>A broad coverage of the use, development, and management of business database systems. Students will learn to develop and use relational databases as an information systems professional or end user. The management databases and their strategic implications will also be covered. Prerequisites: Admission to MBA or MSIS program, or permission of the MBA or MSIS director. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 647</td>
<td>SAP Enterprise Software for Management 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Examination of the application and management of business enterprise software and SAP. Issues include software deployment that supports transaction processing in the business supply chain. Prerequisites: Admission to the MBA program or MSIS program or permission of the MBA director or MSIS director and completion of the following courses: BIS 221 or BIS 255, ACC 201 and ACC 202 or ACC 250 and ACC 255, MTH 132 or MTH 217 and STA 282, with a minimum grade-point of 2.7 with no course grade lower than a C. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 656</td>
<td>SAP Business Intelligence 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>A study of business intelligence concepts and practices. Enterprise data warehousing and advanced reporting and data analysis tools are covered. This course is approved for offering in a distance learning format. Prerequisites: BIS 647. Recommended: BIS 638.</td>
<td></td>
</tr>
<tr>
<td>BIS 657</td>
<td>ABAP Programming for Managerial Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Application of the ABAP Programming language to implement business processes using the SAP R/3 System as an example of contemporary enterprise software. Prerequisites: BIS 628 or BIS 640, BIS 647 and admission to the MBA or MSIS program; or permission of the MBA or MSIS director. This course is approved for offering in a distance learning format.</td>
<td></td>
</tr>
<tr>
<td>BIS 658</td>
<td>SAP Configuration and Implementation for Global Systems 3(3-0)</td>
<td>3</td>
<td>9</td>
<td>Configuration issues, concepts, and application of enterprise software (SAP) for global business organization integration. This course is approved for offering in a distance learning format. Prerequisites: BIS 647, BIS 657; admission to MBA or MSIS program or permission of MBA or MSIS director.</td>
<td></td>
</tr>
<tr>
<td>BIS 697</td>
<td>Special Studies in Business Information Systems 1-12(Spec)</td>
<td>Spec</td>
<td>3-12</td>
<td>Selected topics not normally included in existing courses. Specific topic will be listed on student’s transcript. Prerequisite: Admission to MBE or MBA.</td>
<td></td>
</tr>
</tbody>
</table>
BUS - Business

BUS 100 Essential Business Skills 3(3-0)
Introduces students to the concept of a business, its disciplines, and essential business skills including decision making, team work, and oral and written communication. This course is approved for offering in a distance learning format.

BUS 619 Voice of the Customer 3(3-0)
Examination of the marketing research methodologies utilized to capture the “voice of the customer” in a competitive marketplace. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director; graduate status.

BUS 629 Corporate Governance & Social Responsibility 3(3-0)
The study of corporate governance and social responsibility within the contemporary business world. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director and graduate status.

BUS 639 Process Improvement 3(3-0)
Process improvement as it relates to organizations within the contemporary business world. Methodologies, tools and techniques used for process improvement will be examined. This course is approved for offering in a distance learning format. Prerequisites: Permission of the MBA director; graduate status.

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

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

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

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

BUS 697 Special Topics in Business 1-12(Spec)
Special topics of interest which are not normally included in existing courses. Specific topic will be listed on student’s transcript. This course may be offered in an online or hybrid format. Prerequisites: Admission to MBA program, permission of the MBA director, and graduate status.

BUS 698 mySAP ERP Integration of Business Processes 4(4-0)
Examination of how business processes interact with mySAP ERP in the SAP modules including the analytical and reporting functions in mySAP ERP. This course is approved for offering in a distance learning format. Prerequisites: An MBA course taken at CMU or permission of the MBA director.

CDE - Planned Experience

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

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

CDO - Communication Disorders

CDO 130 Normal Speech and Language Acquisition 3(3-0)
Normal acquisition of language and speech by children examined on the basis of current linguistic theory. (University Program Group III-A)

CDO 230 Introduction to Speech, Language, and Hearing Disorders 3(3-0)
Aspects of speech-language pathology and audiology for elementary, secondary, and special education teachers, parents, and allied professionals in the management of speech, language, and hearing disorders. This course is approved for offering in a distance learning format.

CDO 278 Descriptive Phonetics 2(2-0)
Broad and narrow transcription of normal and disordered American English speech sound production using the International Phonetic Alphabet. This course is approved for offering in a distance learning format.

CDO 330 Language Development 3(3-0)
Study of language development in normally developing children from birth through adulthood; oral language sample analysis; language characteristics in disordered language learners. This course is approved for offering in a distance learning format.

CDO 331 Introduction to Audiology 3(3-0)
Anatomy and basic psychophysics of hearing; pathologies causing hearing loss; quantitative measurements of hearing; practice in testing. This course is approved for offering in a distance learning format.

CDO 355 The Anatomy and Physiology of Speech and Hearing 4(4-0)
Anatomical and neuroanatomical structures and functions for speech and hearing. This course is approved for offering in a distance learning format.

CDO 537 Special Topics in Communication Disorders 1-9(Spec)
Current topics for each semester listed in the Class Schedule. 3 hours each; maximum credit 9 hours.

CDO 545 Communication Disorders and Aging 3(3-0)
Theoretical foundations for communication disorders and aging. Functional communication approaches to: gerontological audiology and speech-language pathology; a continuum of care incorporating prevention and intervention. This course is approved for offering in a distance learning format.

CDO 550 Communication Assessment and Intervention in Children with Autism Spectrum Disorders 3(3-0)
This course examines procedures for assessment of communication, language, and speech of students with autism spectrum disorders, and reviews strategies for enhancing communication and language. Prerequisites: SPE 530; senior or graduate status.

CDO 637 Special Topics in Communication Disorders 3(Spec)
Current topics for each semester listed in the Class Schedule. Maximum credit 9 hours. Prerequisite: admission to the graduate program in speech-language pathology.

CDO 643 Disorders of Hearing 3(3-0)
Disorders resulting from diseases, injury of the ear, and lesions of the nervous system from the point of view of audiometric diagnosis. Prerequisite: admission to the Au.D. Program. This course is approved for offering in a distance learning format.

CDO 721 Audiological Aspects of Pharmacology and Microbiology 3(3-0)
Principles of microbiology and bacterial pathogenesis important to audiology, antibiotic therapy for ear infections, common adverse effects, antibiotic resistance, and strategies that minimize pathogen transmission. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.

CDO 744 Occupational and Environmental Hearing Conservation 3(3-0)
Effects of noise as a health hazard especially related to hearing. Government regulations regarding noise levels in vocational environments. Prerequisites: admission to the Au.D. Program. This course is approved for offering in a distance learning format.
CDO 754 Pediatric Audiology 3(3-0)
Study and evaluation of auditory function of neonates, infants, and young children. Prerequisite: admission to the Au.D. Program. This course is approved for offering in a distance learning format.

CDO 756 Early Identification and Management of Hearing Loss 3(3-0)
Principles underlying early hearing detection and intervention programs including universal newborn screening, assessment and management of hearing loss. Prerequisites: admission to the Au.D. program and CDO 754. This course is approved for offering in a distance learning format.

CDO 762 Advanced Amplification for the Hearing-Impaired 3(3-0)
Advanced study of amplification for the hearing-impaired including special clinical procedures, research needs, and evolving technology in hearing instruments. Prerequisites: admission to the Au.D. program and CDO 752. This course is approved for offering in a distance learning format.

CDO 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. This course is approved for offering in a distance learning format.

CDO 764 Audiologic Rehabilitation for Adults 3(3-0)
Focuses on the audiological management of hearing loss in adults. Assessment of communication function and implementation of appropriate remedial strategies are emphasized. Prerequisites: admission to the Au.D. program and CDO 763. This course is approved for offering in a distance learning format.

CDO 772 Advanced Technology & Practice Aspects of Amplification 3(3-0)
Examination of current and future technologies that relate to amplification and their potential for impact on both clinical and research domains. Prerequisites: admission to the Au.D. program, CDO 752, CDO 762. This course is approved for offering in a distance learning format.

CDO 782 Evaluation and Management of Balance Disorders 3(3-0)
A review of the anatomy, physiology of balance, differential diagnostic procedures such as electonestamagrophy, posturology and rotational testing, and the rehabilitation of the balance disordered patient. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.

CDO 783 Advanced Electrophysiological Techniques in Audiology 3(3-0)
Advanced audiological diagnostic techniques used for electric and Magnetic ABR, Brain Mapping, AMR, ALR, P300, MNN, ENOQ, SSER & VER. Prerequisites: admission to the Au.D. program, CDO 781. This course is approved for offering in a distance learning format.

CDO 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. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.

CDO 853 Psychosocial Aspects of Hearing Loss 3(3-0)
An investigation into the advising role of the audiologist with persons having hearing impairment. Psychological, social, and vocational aspects of hearing loss are emphasized. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.

CDO 863 Professional Issues in the Practice of Audiology 3(3-0)
Issues of a professional nature which impact on the practice of audiology. Topics include accreditation/certification, quality assurance, reimbursement, establishing a private practice, and professional liability. Prerequisites: admission to the Au.D. program. This course is approved for offering in a distance learning format.

CDO 898 Doctoral Project 1-12(Spec)
Doctoral project. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Au.D. program, CDO 730.

CED - Counselor Education and Personal Development

CED 502 Student Development in Higher Education 3(3-1)
The college student personnel movement, its social, psychological, and cultural foundations. Student development functions, career program models, legal, ethical, and professional considerations; role of professionals. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

CED 503 Introduction to Community Agency Counseling 3(3-0)
An overview of issues and trends in community agency counseling. Topics include: history, professional orientation, philosophy, finance, administration, community resources and special concerns. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

CED 504 Introduction to School Counseling 3(3-0)
History and philosophy of school counseling programs. Role and function of school counselors. Prerequisites: Minimum of 56 credit hours completed or graduate status.

CED 505 Orientation to the Counseling Profession 1(1-0)
Orientation to the counseling profession by examining history, identity, and process of becoming a professional counselor in a diverse society. This course is approved for offering in a distance learning format. Prerequisites: Senior standing or graduate status.

CED 515 Basic Group Participation 1(Spec)
Facilitated group counseling where students experience being in the role of client/group participant. CR/NC only. Prerequisite: Junior standing or graduate status.

CED 520 Personal Growth and Development 2(Spec)
Personal growth group to help participants increase awareness and acceptance of self and others. Prerequisites: Junior standing or graduate status.

CED 540 Counseling for Addictions 3(3-0)
Presentation and application of basic theories, techniques and resources for dealing with a broad range of addictive behavior, both substance related and behaviorally focused. Prerequisites: Senior or graduate status.

CED 545 School Counseling Seminar 3(3-0)
Discussion and individual investigation into topics and critical incidents germane to schools. Recommendations and solutions by professionals in the field are reviewed. Prerequisites: CED 504.

CED 551 Counseling with Children 3(3-0)
Survey of specialized skills for counseling with children. Emphasis upon the modification of counseling interventions to meet the needs of elementary aged children. Prerequisite: Junior or graduate status.

CED 555 Human Relations Skills 3(3-1)
An introduction to skills utilized in developing helping relationships, emphasizing the person-to-person, day-to-day relationships. This class will be conducted through cognitive and experiential approaches. This course is approved for offering in a distance learning format. Prerequisites: Senior standing or graduate status.

CED 566 Lifespan Development for Counselors 3(3-0)
Course will address the influence of developmental and environmental factors on human behavior, including physical, social, and psychological aspects, and implications for counselors. Prerequisites: Minimum of 56 credit hours completed or graduate status.

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

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

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

CED 610 Career Development and Counseling 3(3-0)
Critical survey of career development theories. Practical application of career counseling programs. Use of tools and information in career counseling. This course is approved for offering in a distance learning format.

CED 611 Developmental Career Counseling 3(2-1)
Critical survey of career development theories. Application of concepts and strategies of career exploration. Students participate in a supervised experience in teaching career exploration techniques. Prerequisites: Graduate status. Recommended: Completion of, or concurrent enrollment in, CED 650.

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

CED 620 Introduction to Multicultural Issues in Counseling 3(3-0)
An examination of research and practice issues relating to counseling culturally diverse students. Prerequisite: Junior standing or graduate status.

CED 621 Orientation to a Culturally Diverse Society 3(3-0)
Orient students to the process of developing competence to live and relate in a culturally diverse society. Prerequisites: Graduate status,
CED 630 Counseling Ethics and Professional Issues 3(3-0)
Supervised discussion of legal and ethical issues that most affect the practice of counseling and related helping professions. Prerequisites: Admission to the M.A. in Counseling.

CED 640 Standardized Tests 3(3-0)
Selection, evaluation, functions, and interpretation of tests in intelligence, achievement, aptitude, personality, and interests. Emphasis on tests appropriate to the students' future work settings. This course is approved for offering in a distance learning format. Prerequisite: Admission to counseling program.

CED 650 Theories and Techniques of Group Counseling 3(3-0)
The application of group theories and techniques, interpersonal communication skills, and the assessment of group counseling interventions. Prerequisites: Regular admission to M.A. in Counseling. Pre/Co-requisite: CED 660.

CED 660 Counseling Techniques 3(3-0)
Systematic study of the counseling process: stages, intervention strategies and related issues. Both cognitive and experiential approaches will be used. Prerequisites: CED 677; Regular Admission to the M.A. in Counseling.

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

CED 670 Independent Study 1-12(Spec)
Study and/or investigation of a special problem with the guidance of a staff member. Prerequisites: Admission to the M.A. in Counseling.

CED 677 Theories of Counseling 3(3-0)
An examination of psychological foundations with counseling theories and approaches. Designed to aid students' development of a personal counseling theory as a guide to practice. Prerequisites: Admission to the M.A. in Counseling.

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

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

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

CED 690 Counseling Practicum 3(1-3)
Supervised counseling of individuals, families, couples and children. Observation and critique of peer counseling sessions. NOTE: Prior application by the posted deadline and approval required. Prerequisites: Regular Admission to the M.A. in Counseling; a grade of B or better in CED 660.

CED 691 Internship in Counseling 1-6(Spec)
On-the-scene work in selected settings under the supervision of experienced practitioners. Practical experience, observation, and opportunity for relating the theoretical and the actual. NOTE: application to register for this course must be filed during the semester prior to registration for approval. CR/NC only. Prerequisites: grade of B or better in CED 690.

CED 695 Research for Counseling and Special Education 3(3-0)
Presentation and application of designs and procedures pertinent to conducting research in human services. Includes writing a research proposal and manuscript, implementing mini-research project. Identical to SPE 695. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: Regular Admission to the M.A. in Counseling or Special Education; completion of 15 hours or more toward the M.A. in Counseling or Special Education.

CED 696 Independent Research 3(Spec)
Completion of research project under the supervision of a faculty advisor. Prerequisite: Successful completion of CED 695 or graduate research methods course.

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

CED 765 Professional Counseling and Consulting 3(3-0)
Focuses on specific knowledge and skills used by professional counselors in a variety of settings. Includes consultation, supervision, diagnostics, and other topics. This course is approved for offering in a distance learning format. Prerequisites: Admission to Counseling program; CED 677.

CED 780 Seminar: Professional Topics 1-12(Spec)
Special topics that are germane to the field of counseling. This course is approved for offering in a distance learning format. Prerequisite: 15 hours of graduate level counseling coursework.

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

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

CHM - Chemistry

CHM 101 Armchair Chemistry 3(2-2)
An introduction to the science of chemistry, using equivalent portions of laboratory experiments and directed discussions. No prerequisites. No credit toward chemistry or biochemistry major or minor. (University Program Group II-B)

CHM 111 The Interaction of Chemistry and Society 3(3-0)
The impact of chemistry on our environment. Emphasis on water, air, and environmental pollution. Recommended for elementary school teachers. No credit toward chemistry or biochemistry major or minor. No previous chemistry required. (University Program Group II-A)

CHM 120 Survey of Chemistry 4(4-0)
Elementary concepts in chemistry. For students on curricula needing minimal chemical background or students with no or weak chemistry background who need additional preparation for CHM 131. Cannot be counted on a Chemistry or Biochemistry major or Chemistry minor. This course is approved for offering in a distance learning format. Recommended: High school Algebra II or MTH 105 (preferably with a B or better). (University Program Group II-B)

CHM 127 Introductory Chemistry Laboratory 1(0-2)
Elementary laboratory experiments which parallel syllabus in CHM 111 and CHM 120. Recommended for students in dietetics, sports medicine, health education, and elementary/ middle school education. Pre/Co-Requisites: CHM 111 or CHM 120. (University Program Group II-B)

CHM 131 Introduction to Chemistry I 4(3-3)
Fundamental concepts of chemistry including stoichiometry, gas laws, thermochemistry, and molecular structure. CHM 131 and 132 are recommended to constitute the standard one-year course for science majors. Recommended: High school Algebra II or MTH 107 (preferably with a B or better); high school chemistry or CHM 120. (University Program Group II-B)

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

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

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

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

CHM 571 Topics in Chemistry 1-9(Spec)
Special topics in chemistry presented at an advanced undergraduate - beginning graduate level. Course may be taken for credit more than once; total credit not to exceed nine hours. Prerequisites: See class schedule.

CHN - Chinese

CHN 101 Elementary Chinese I 4(4-0)
Designed for students who have had no Chinese. Basic language skills. Introduction to the culture of China. Students who have had one year or more of Chinese study may enroll only with permission of instructor. (University Program Group IV-B)

CHN 102 Elementary Chinese II 4(4-0)
Basic language skills. Continuation of CHN 101. Prerequisites: CHN 101. (University Program Group IV-B)
COM - Communication

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

COM 195 Intercultural Communication 3(3-0)
Content focuses on how values, attitudes and beliefs influence communication among people from different cultural backgrounds. This course is approved for offering in a distance learning format.

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

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

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

COM 269 Practicum in Debate/Forensics 2-9(Spec)
Opportunities for intensive research on topics in debate and various forms of forensics for students in the University forensics program. Prerequisite: permission of instructor.

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

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

COM 357 Public Speaking 3(3-0)
Theories and techniques for creating public speeches. Designed for students who seek to improve public-speaking skills.

COM 361 Interpersonal Communication 3(3-0)
Assists students in understanding communication processes and in analyzing barriers to its effectiveness.

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

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

COM 461 Communication in Leadership 3(3-0)
Theory and practice in leadership skills with special emphasis on oral communication. Examines leadership in both voluntary and non-voluntary organizations. Prerequisites: Grades of C (2.0) or better in COM 251, COM 301; or LDR 200 and junior standing. This course is approved for offering in a distance learning format.

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

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

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

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

COM 561 Communication in Conflict Management 3(3-0)
Theory, research, and practical application of managing conflicts through communication. Focuses on conflict between people in the contexts of family, group, and organizations. Prerequisites: COM 251, 301 with grades of C or better.

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

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

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

COM 665 Seminar in Communication and Negotiation in Employee Relations 3(3-0)
The course examines the role of communication and negotiation in the employee relations process within a work organization. Prerequisite: COM 264, or applied experience of three years in a full-time position in a work organization and permission of the instructor.

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

CPS - Computer Science

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

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

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

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

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

CPS 150 FORTRAN Programming 3(3-0)

CPS 180 Principles of Computer Programming 3(3-0)
Algorithm development and problem solving methods. Design and development of computer programs in a structured programming language. Pre/Co-requisite: One of MTH 130, 132, 133, 217, (University Program Group II-B)

CPS 181 Introduction to Data Structures 3(3-0)
Continuation of CPS 180. Dynamic storage allocation, recursion, abstract data types (such as stacks, queues, linked lists, and binary trees), sorting and searching. Prerequisites: CPS 180; Corequisite: MTH 175.

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

CPS 280  Alternative Programming Languages 1-6(Spec)
Intensive study of one or more selected programming languages, such as APL, LISP and ADA. Languages presented will be announced in the Phase I Class Schedule. Students may not earn credit for a language in which they already have credit in one of the primary programming sequences. Prerequisites: CPS 181 or ITC 111.

CPS 282  Introduction to Multimedia Design 3(3-0)
Introduction to multimedia concepts. Survey of multimedia applications in fields such as education, business and entertainment. Introduction to multimedia authoring tools. Hands-on projects.

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

CPS 360  Computer Design and Architecture 3(3-0)
Logic gates, design and analysis of digital circuits, clocked digital circuits, processor micro-architecture, instructions sets and addressing modes, virtual memory. Prerequisite: CPS 210.

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

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

CPS 395  Internship in Computer Science 1-9(Spec)
Supervised work experience in computer science. Only 3 hours may count toward the major. Any additional hours must provide a significantly different educational experience. CR/NC only. Prerequisites: CPS 210 or ITC 291; permission of department chairperson.

CPS 410  Software Engineering 3(3-0)
Software specification, design methods, programming and testing techniques and CASE tools. Developing large software systems in a group environment using modern software engineering techniques. Prerequisites: CPS 340; Recommended: CPS 370.

CPS 420  Windows Programming 3(3-0)
Introduction to programming for windows systems. Graphical User Interfaces, object-oriented programming, shared data and program libraries. Mixed-language programming. Relationships among windows systems. Prerequisites: CPS 340 or ITC 320.

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

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

CPS 482  Advanced Multimedia Design 3(3-0)
Interactive multimedia projects will be designed using advanced authoring tools. Issues concerning representation, storage, compression, transmission, and manipulation of various multimedia components will be discussed. Prerequisites: CPS 292.

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

CPS 501  Survey of Computer Science 3(3-0)
Computer organization, low and high level computer languages, various computer applications. Does not count toward CPS major or minor or the M.S. in Computer Science except the Teaching Minor in Computer Science on the secondary education curriculum. This course is approved for offering in a distance learning format.

CPS 510  Software Systems Engineering 3(3-0)
Covers requirements analysis and techniques to develop a system from those requirements. Credit will not be given for both CPS 410 and CPS 510. Does not count for the M.S. in Computer Science. Prerequisites: CPS 340; MTH 175. This course is approved for offering in a distance learning format.

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

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

CPS 560  Digital Computer Design 3(3-0)
Design of basic components of a general purpose computer such as CPU, memory, I/O systems. Instruction set design. CISC versus RISC debate. Parallel Architectures. Prerequisite: CPS 360.

CPS 565  Computer Networks I 3(3-0)

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

CPS 603  Computer Information Systems 3(3-0)
Growth stages of computer usage, information flow, role of MIS manager in providing information to an organization. Does not count on the M.S degree in computer science. Prerequisite: CPS 501. This course is approved for offering in a distance learning format.

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

CPS 612  Software Project Management 3(3-0)
Software engineering process, software project organization and management issues, software project economics, software quality assurance, software configuration management, software operations issues. Does not count for MS in Computer Science. Prerequisites: CPS 510. This course is approved for offering in a distance learning format.

CPS 613  Specification of Software Systems 3(3-0)
Formal models and representations. Specification techniques and tools that support them. Assessment of specification for attributes such as consistency and completeness. Does not count on the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.

CPS 614  Principles and Applications of Software 3(3-0)
Covers several different methods and languages for expressing designs. The process of assessment is also covered. Does not count for the MS in Computer Science. Prerequisites: CPS 510 and MTH 175.

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

DHA 700  Leadership: Foundations and Strategies for Healthcare 3(3-0)
This course will examine the role of leaders in improving organizations and the relationship between situational leadership strategy, organizational culture, communication and performance. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 702  Probability and Statistics for the Health Professions 3(3-0)
This course examines statistical and quantitative techniques for problem-solving and decision-making to understand, collect, conduct and evaluate managerial, biomedical and scientific research. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 704  Population Health 3(3-0)
This course explores applied epidemiology in relation to population and health including standardizing information, marketing, community health technologies and monitoring health behaviors of target groups. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 705  Seminar in Public Health 1(1-0)
This seminar focuses on current issues in health promotion and disease prevention, applied epidemiology, community health concerns and how to positively impact health in communities. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program.
DHA 706 Quantitative Analysis in Health Organization 3(3-0)
This course introduces statistical/quantitative techniques including general linear models, survey research methodology and research application cases, decision-making and problem-solving for health administration. Prerequisites: admission to the Doctor of Health Administration program; DHA 702. This course is approved for offering in a distance learning format.

DHA 708 Organizational Theory and Behavior for the Health Professions 3(3-0)
Integrating theory and concepts from organizational theory and behavior literature, this course provides applications to improve dynamic healthcare organizations throughout the continuum of care. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 709 Seminar in Health Dynamics: Current Issues, Trends and Change 1(1-0)
This seminar will examine current issues, trends and the change necessary to improve the health system using a variety of presentations, group interactions and discussion. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration Program.

DHA 710 Qualitative Analysis in Health Care 3(3-0)
Theory, concepts and tools used in designing and conducting qualitative health care research, informing policy analysis and facilitating decision support within the practice of health administration. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Doctor of Health Administration program.

DHA 712 Research Methods and Practice for the Health Professions 3(3-0)
This course provides theoretical and applied concepts, techniques, procedures and technologies used in scientific inquiry and reporting for applied clinical, health administrative and managerial research. Prerequisites: admission to the Doctor of Health Administration program; DHA 702. Recommended: DHA 706. This course is approved for offering in a distance learning format.

DHA 713 Seminar in Health Services Research 1(1-0)
This seminar will examine current trends and issues and their impact on the areas of healthcare financing, organization, delivery, access and outcomes of health services. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration program; DHA 712.

DHA 714 Health Systems Thinking and Practice 3(3-0)
This class examines systems thinking and organizational effectiveness. Students will practice using a variety of systems tools as applied to different organizational problems. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 716 Communication in Health Organizations 3(3-0)
This class examines the delivery and exchange of messages within health organizations. Contexts will include conflict, negotiating, networks, channel selection, knowledge management and public relations. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 717 Seminar in Healthcare Dynamics: Stakeholder Relations 1(1-0)
This seminar will examine the concept of leadership style and how healthcare executives can more effectively communicate with multiple stakeholders both inside and outside the organization. CR/NC only. This course is approved for offering in a distance learning format. Prerequisites: admission to the Doctor of Health Administration Program.

DHA 718 Healthcare Law, Regulations and Ethics 3(3-0)
This course explores the legal and ethical issues found in the healthcare system, and investigates the healthcare administrator as decision-maker, leader and moral agent. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 720 Health Economics 3(3-0)
Foundational economic and specific health economic theory, trends, market issues and applications are presented to include health insurance and payment theory, practice and applications. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 721 Seminar in Healthcare Policy and Politics 1(1-0)
This seminar will examine the political, legislative and economic forces that influence healthcare policy and regulation development, implementation and consequences of policy and legislation. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Doctor of Health Administration program.

DHA 722 Health Informatics 3(3-0)
This course focuses on the fundamental concepts and applications of managing information as a healthcare corporate asset, emphasizing converting data into information for decision support. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 724 Fiscal Responsibility and Accountability for Health Entities 3(3-0)
This course emphasizes financial management and financial operations theory, principles and concepts as they relate to healthcare organizational decision-making and accountability. Prerequisites: admission to the Doctor of Health Administration program. Recommended: DHA 720. This course is approved for offering in a distance learning format.

DHA 725 Seminar in Strategic Planning for Health Organizations 1(1-0)
This seminar will examine the concepts, processes and integration of management information systems, financial, human resource and marketing plans into an organizational strategic planning system. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Doctor of Health Administration program.

DHA 726 Applied Leadership 3(3-0)
Practical application of leadership principles focused on issues such as governance, decision-making, motivation, empowerment, team building, change management, conflict resolution, accountability, credibility and ethics. Prerequisites: admission to the Doctor of Health Administration program. This course is approved for offering in a distance learning format.

DHA 728 Comparative Health Systems 3(3-0)
This is a capstone course in the Doctor of Health Administration program with a specific focus on global challenges and comparative effectiveness of health systems. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: Admission to the Doctor of Health Administration Program.

DHA 898 Dissertation Design, Implementation, Defense and Reporting 1-12(Spec)
A description of the capstone research event, the design, implementation, defense and reporting of a doctoral dissertation is outlined. This course is approved for offering in a distance learning format. CR/NC only. Prerequisites: admission to the Doctor of Health Administration Program; successful completion of the Doctoral Program Comprehensive Examination.

ECO - Economics

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

ECO 201 Principles of Microeconomics 3(3-0)
Provides understanding of basic principles of economics, methods of National Income accounting, inflation, unemployment, role of government, money and banking, monetary policy, and international economics. This course is approved for offering in a distance learning format.

ECO 202 Principles of Microeconomics 3(3-0)
Introduction to scarcity, choice, and opportunity cost; supply and demand; welfare economics; household and firm behavior; competition and monopoly: resource markets. Credit may not be earned in more than one of ECO 202 and ECO 203. This course is approved for offering in a distance learning format.

ECO 222 Behavioral Economics 3(3-0)
Examines the roles of self-interest, altruism, expectations and information in individual and group decision-making. In-class experiments simulate market behavior and test theoretical predictions. (University Program Group III-A)

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

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

ECO 281 Economic Development of the Pacific Rim 3(3-0)
This course is approved for offering in a distance learning format.

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

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

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

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

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

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

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

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

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

ECO 515 Collective Bargaining and Labor Law 3(3-0)
Development of various phases of labor law, especially under statutes such as the Wagner Act, Taft-Hartley Act, and Landrum-Griffin Act. Prerequisites: ECO 202 or ECO 203. Recommended: ECO 201 or ECO 204.

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

ECO 600 Introduction to Advanced Economic Analysis 3(3-0)
Provides the analytical tools necessary for graduate study in economics; firms, households, pricing, wages, distribution, market failure, income determination, and economic growth. Not open to Economics graduates students or undergraduate majors or minors.

ECO 603 Economic Effects of Urbanization and Technology 3(3-0)
Analysis of the economic effects of the urbanization process, emphasizing solutions to the problems of urbanization and side effects of policy actions.

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

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

ECO 660 Public Finance and Fiscal Policy 3(3-0)
Analyzes fiscal policy and theory of taxation affecting economic welfare and delivery of public goods and services. Includes economic stabilization and fiscal 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.

EDL - Educational Leadership

EDL 592 Workshop in Educational Administration 1-8(Spec)
Identification and study of the problems of school administration.

EDL 600 Research for Educational Leadership 3(3-0)
Research concepts focused on the needs of educational leaders. Prerequisites: graduate status. This course is approved for offering in a distance learning format.

EDL 610 Grants and Fund Procurement 3(3-0)
Methods of obtaining grants from public and private sources, conducting fund drives, and administering educational projects.

EDL 615 Educational Technology for Administrators 3(3-0)
The development of knowledge, philosophy, skills and practical applications regarding technology for administrators. This course is approved for offering in a distance learning format.

EDL 619 Continuing Registration for Final Research Project 1-18(Spec)
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.

EDL 624 Planning for Instruction in Nontraditional Settings 3(3-0)
An introduction to the laws as it relates to higher education, including student personnel problems, collective bargaining, finance, liability, personnel, and malpractice.

EDL 645 Charter School Leadership 3(3-0)
A study of charter schools. This course is approved for offering in a distance learning format.

EDL 650 Professional Studies: Special Topics 1-6(Spec)
Investigation and in-depth study of new knowledge or current problem areas. Prerequisite: department permission.

EDL 651 Program Review and Evaluation 3(3-0)
Decision-making theory and methods of evaluation for administrators. Models and techniques for needs assessment, product development, and formative and summative evaluations. This course is approved for offering in a distance learning format.

EDL 656 Public School Law 3(3-0)
The law as it relates to education. This course is approved for offering in a distance learning 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 is approved for offering in a distance learning format.

EDL 661 School and Community Relations 3(3-0)
Public relations responsibilities of school board and staff members. This course is approved for offering in a distance learning format.

EDL 662 School Business Administration & Facilities Management 3(3-0)
An exploration of school business administration and facilities management concepts, with emphasis on school-site administration. This course is approved for offering in a distance learning format.

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

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

EDL 671 Administration of Middle Schools 3(3-0)
Current theories, principles, and practices relative to the organization, administration, and operation of the middle schools.

EDL 672 Administration of Secondary Schools 3(3-0)
General problems of organization, supervision, and management of the high school.

EDL 676 Administration of Community Colleges 3(3-0)
Structure, organization, and management of the community college.

EDL 685 Introduction to Problem Solving in Educational Leadership 3(3-0)
Introductory examination of the knowledge and skills needed to communicate with organizational members to solve problems and resolve conflict in educational situations and organizations.

EDL 690 Administration of School Curriculum 3(3-0)
Study, analysis, and application of administrative principles to the development, implementation, and evaluation of the school curriculum. This course may be offered in an online or hybrid format.

EDL 691 Administration of Middle School Curriculum 3(3-0)
Study, analysis, and application of administration principles to the development, implementation, and evaluation of the middle school.

EDL 692 Administration of Secondary School Curriculum 3(3-0)
Study, analysis, and application of administration principles to the development, implementation, and evaluation of the secondary school curriculum.

EDL 698 Master’s Colloquium 3(3-0)
Capstone seminar to synthesize master’s coursework. Students will apply theory to practice in designing and implementing a project. Prerequisites: To be taken in the last semester of the MA in Educational Leadership program. This course is approved for offering in a distance learning format.

EDL 699 Leadership Internship 1-15(Spec)
A period of time spent working with and under the direct supervision of a practicing educational leader. CR/NC only. This course is approved for offering in a distance learning format. Prerequisite: Graduate Status.

EDL 700 Advanced Administrative Research 3(3-0)
Advanced methods of research focused on the needs of the practicing school administrator, administrators of other community-based human service agencies, and the Ed.S. student. Prerequisites: admission to Ed.S. program, EDL 600.

EDL 731 Strategic Planning 3(3-0)
Identification of planning processes to set goals, establish implementation procedures, and evaluate processes and results. Prerequisite: Graduate Status.

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

EDL 750 Professional Studies Topics 1-6(Spec)
Investigation and in-depth study of a current problem area or the introduction of new knowledge. Prerequisite: department permission (generally limited to Ed.S. candidates).

EDL 757 Student Development Theory 3(3-0)
Introduction of student development theories regarding social identity, intellectual and moral development of college students; review of learning and personality theories for understanding student differences.

EDL 760 Leadership Theory and Practice 3(3-0)
Current management theories and systems as applied to the administration of educational programs. Prerequisite: admission to Educational Specialist program.

EDL 763 The Academic Profession 3(3-0)
Emphasizes the organization and function of academic affairs within a college or university. Topics include new faculty issues, academic leadership, curriculum development, and academic socialization.

EDL 764 Financing of Higher Education 3(3-0)
An analysis of the funding of higher education and the complex relationship between finance and other aspects of higher education administration.

EDL 765 Organizational Change in Educational Institutions 3(3-0)
Fundamental concepts, processes, and procedures concerning the organizational change process. Focus will be change processes and models, aspects of institutional development, and strategic and operational planning.

EDL 766 Advanced Educational Law 3(3-0)
In-depth study of current legal problems. Prerequisite: EDL 656.

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

EDL 770 Advanced Administration of Elementary Schools 3(3-0)
Skills and perceptions essential to advanced leadership of elementary education programs. Prerequisite: EDL 670 and admission to Educational Specialist program.

EDL 772 Advanced Administration of Secondary Schools 3(3-0)
Study of current management skills and procedures necessary for operating a secondary school. Prerequisites: EDL 672 and admission to Educational Specialist program.

EDL 773 Instructional Supervision for Educational Leaders 3(3-0)
Development of supervisory policies and guidelines for the management of the instructional program in a school. Methods of evaluation, selection, and implementation of new curricula. This course is approved for offering in a distance learning format. Prerequisite: Graduate Status.

EDL 775 Educational Policy Analysis 3(3-0)
Identification and analysis of source, function, and effect of policies affecting K-12 education.

EDL 776 Administration of Higher Education 3(3-0)
Study of the organization and management of colleges and universities.

EDL 778 Contemporary Issues in Higher Education 3(3-0)
Study of contemporary issues confronting higher education. Emphasis is on the identification, definition, and study of issues and how educational leaders might address them.

EDL 797 Field Study 1-6(Spec)
Students cannot enroll for both EDL 797 and EDL 798 to fulfill the requirements of a single degree. CR/NC only.

EDL 798 Thesis 1-6(Spec)
Students cannot enroll for both EDL 797 and EDL 798 to fulfill the requirements of a single degree. CR/NC only.

EDL 800 Qualitative Analysis in Educational Leadership 3(3-0)
Concepts and tools used in conducting qualitative investigations of educational issues and practices. Prerequisites: EDL 600 and EDL 700. Admission to doctoral program in Educational Leadership.

EDL 801 Quantitative Analysis in Educational Leadership 3(3-0)
Study, analysis, and application of quantitative analytical principles to the development, implementation, and evaluation of educational practices and programs. This course may be offered in an online or hybrid format. Prerequisites: EDL 600, 700; admission to doctoral program in Educational Leadership.

EDL 815 Ethical Leadership 3(3-0)
Examination of major leadership and ethical decision making theories. Emphasis is placed on moral leadership practice. Prerequisites: Admission to the doctoral program in educational leadership.

EDL 825 Culture of Educational Organizations 3(3-0)
Examination of the school culture, and an analysis of how social, political, and environmental factors affect student behavior and teacher administrator practices. This course is approved for offering in a distance learning format. Prerequisites: admission to the doctoral program in Educational Leadership.

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. Prerequisites: Admission to the doctoral program in educational leadership.

EDL 860 Organizational Theory in Educational Institutions 3(3-0)
Focus will be upon the historical development of organizations with an emphasis upon organizational theory, systems theory, organizational behavior, motivation, and leadership. Prerequisites: admission to the doctoral program in Educational Leadership.

EDL 876 Higher Education Policy 3(3-0)
Review of higher education policy practices. Integration and synthesis of organizational theory and leadership used to address policy issues. Prerequisites: Admission to the doctoral program in educational leadership.

EDL 897 Dissertation Colloquium 3(3-0)
Development of a doctoral level dissertation proposal. CR/NC only. Prerequisites: completion of doctoral coursework.

EDL 898 Doctoral Seminar 3-6(Spec)
Orientation to doctoral studies, program procedures, and dissertation issues. Critical review of education foundations and history. Prerequisites: Admission to the doctoral program in educational leadership.
EDU - Teacher Education

EDU 107 Introduction to Teaching 3(3-1)
An introductory course designed to provide prospective teacher education students with the opportunity to explore the teaching profession. Exploration includes a minimum of ten hours of field experience.

EDU 280 Education of Children 3(3-0)
Growth and development of the child, prenatal to adolescence. Includes application to educational settings. Prerequisite: EDU 107. Recommended: Sophomore standing.

EDU 290 Technology in Education 3(1-4)
Students will learn to operate various technology-based equipment; select and assess instructional media materials, coursework, and software; and integrate technology and media into K-12 instruction.

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

EDU 320 Elementary Mathematics Methods 3(3-0)
Objectives, content, materials, organization and methods of teaching mathematics in the elementary school. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in “teachers of students with emotional impairment” or a major in “teachers of students with cognitive impairment” are required to have SPE 126 and PSY 220); EDU 290, 330, 393, and MTH 151. Co-requisites: EDU 431, 362. Pre or Co-Requisite: MTH 152.

EDU 325 Middle Level and High School Teaching Methods 3(3-0)
This course is designed to prepare students to design, deliver, and evaluate middle school, junior high and high school instruction. Prerequisites: admission to Teacher Education. Pre-Co-Requisite: EDU 310.

EDU 330 Reading in the Elementary School 3(3-0)
Materials, organization, and methods of teaching reading in the elementary school to address the Michigan and national literacy standards and benchmarks. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in “teachers of students with emotional impairment” or a major in “teachers of students with cognitive impairment” are required to have SPE 126 and PSY 220); and EDU 290. Co-requisite: EDU 393.

EDU 343 Social Studies Methods in Elementary Education 3(3-0)
Objectives, content, materials, organization, and methods of teaching social studies in the elementary school. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in “teachers of students with emotional impairment” or a major in “teachers of students with cognitive impairment” are required to have SPE 126 and PSY 220); EDU 290, 320, 330, 362, 393, 431. Co-requisites: EDU 345, 363, 495.

EDU 345 Science Methods in Elementary Education 3(3-0)
Objectives, content, materials, organization, and methods of teaching science in the elementary school. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in “teachers of students with emotional impairment” or a major in “teachers of students with cognitive impairment” are required to have SPE 126 and PSY 220); EDU 290, 320, 330, 362, 393, 431. Co-requisites: EDU 345, 363, 495.

EDU 361 Midtier Practicum 2(1-2)
Preservice teachers will gain practical experience through observing, interacting, collaborating, and teaching in a pre-K-12 classroom setting. Identical to MLE 361. Credit may not be earned in more than one of these courses. Prerequisites: admission to Teacher Education; successful completion (C+ or higher) of EDU 280 or HDF 100 or PSY 220.

EDU 431 Corrective Reading in the Classroom 3(3-0)
Classroom diagnosis of students’ reading strengths and weaknesses. Analysis of corrective and remedial techniques. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in “teachers of students with emotional impairment” or a major in “teachers of students with cognitive impairment” are required to have SPE 126 and PSY 220); EDU 290, 320, 330, 393. Co-requisites: EDU 362, 362.

EDU 432 Student Teaching Seminar 3(3-0)
This course reinforces the components of the CLEAR Conceptual Framework as it pertains to transferring theory to practice while students are in student teaching. Prerequisites: Students must have completed the requirements for student teaching and be enrolled in EDU 438 Student Teaching as a component of the Elementary or Secondary Certification requirements for the PreK-12 Regular Education, Special Education, and Music Education teacher education programs. Co-requisite: EDU 458.

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

EDU 458 Student Teaching 1-10 Spec
This experiential course in which students integrate theory into practice is the field-based culminating activity of the PreK-12 regular education teacher education program. CR/NC only. Prerequisites: Admission to Teacher Education and the following criteria based on the specific certification requirements:

Elementary: A CMU overall GPA of 2.70 or higher; Department approval of major(s) and minor(s) with a minimum 2.70 major AND minor GPA; C+ or higher in ALL professional education and methods courses; Courses REQUIRED before student teaching: EDU 107; EDU 290 or HDF 100 or PSY 220 [Special Education Majors must take PSY 220]; EDU 320, 330, 343, 345, 362, 363, 393, 431, and 495; SPE 504; and all major and minor requirements listed in the bulletin (additional requirements for Special Education Majors: SPE 455 and SPE 456 or SPE 458).

Secondary: A CMU overall GPA of 2.70 or higher; Department approval of major(s) and minor(s) with a minimum 2.70 major AND minor GPA; C+ or higher in ALL professional education and methods courses; Courses REQUIRED before student teaching: EDU 107; EDU 290 [except for music majors]; EDU 310; EDU 325 [except for Music Majors]; EDU 450, EDU 495, SPE 504 and all major and minor requirements listed in the bulletin (additional requirements for Special Education Majors: SPE 455 and SPE 456 or SPE 458).

Co-requisite: EDU 432.

EDU 493 Learning and Evaluation in Elementary Education 3(3-0)
Theories, purposes, materials, and problems related to learning and the measurement and evaluation of learning. Includes a unit on mental health. Prerequisites: EDU 280 (students with a major in “teachers of students with emotional impairment” or a major in “teachers of students with cognitive impairment” are required to have SPE 126 & PSY 220); and at least one of the following: EDU 320, 330. Requires admission to Teacher Education Program.

EDU 495 Foundations of Education 3(3-0)
Examines historical events and social bases of American education. Major emphasis is on political, judicial, and legislative activities; social issues; and current policy affecting schools. Prerequisites: Admission to Teacher Education Program; EDU 280 or HDF 100 (students with a major in “teachers of students with cognitive impairment” required to have SPE 126 and PSY 220); and at least one of the following: EDU 320, 330. Requires admission to Teacher Education Program.

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

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

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

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

EDU 528 Emergent Literacy: Theory and Practice 3(3-0)
Analysis of literacy development in preschool through primary grades. Methods, materials, organization, and evaluation techniques for fostering beginning reading and writing consistent with current research. Prerequisites: EDU 330.

EDU 532 Reading in the Content Areas 3(3-0)
Focuses on reading skills in content areas focusing on the middle and upper grades. Prerequisites: EDU 330 or EDU 316.

EDU 533 Diagnosis and Treatment of Reading Difficulties 3(2-3)
Diagnostic procedures and use of remedial and developmental techniques. Exploration of the role of the specialist. Prerequisites: EDU 431, 532; Pre/Corequisite: EDU 538.

EDU 538 Coordination of the Language Arts with Reading 3(3-0)
Building the elements of listening, speaking, writing, and reading into a K-8 language arts program. Techniques of instruction for the exceptional child will be examined. Prerequisite: EDU 330.
EDU 540 Literacy Education: Theory and Practice 3(3-0)
- Emphasizes a broad view of literacy within a comprehensive approach and authentic contexts; effective literacy instruction across content, all learners, skill integration, and assessment. This course is approved for offering in a distance learning format. Prerequisites: EDU 330 or Graduate Status.

EDU 542 Interdisciplinary Processes and Strategies in Teaching Reading, Writing, Thinking, and Learning 3(3-0)
- Reinforces the integration of content knowledge with reading, writing, and thinking strategies and emphasizes a conceptual framework for learning through thematic or collaborative instruction. This course may be offered in an online or hybrid format. Prerequisites: EDU 330 or Graduate Standing.

EDU 550 Driver Education I: Driver Task Analysis 3(3-0)
- First of four courses to prepare driver education instructors and provide them with the content knowledge and skills necessary to teach driver education. Prerequisites: Permission of instructor.

EDU 551 Driver Education II: Developing Classroom Instructional Knowledge 3(3-0)
- Second of four courses to prepare driver education instructors; knowledge and skills needed to implement classroom instruction, classroom management, and appropriate student evaluation. Prerequisites: EDU 550.

EDU 552 Driver Education III: Developing Vehicle Operational Skills 3(2-1)
- Third of four courses to prepare prospective driver education instructors to conduct instruction which develops vehicle operational skills for the novice driver. Prerequisites: EDU 551.

EDU 553 Driver Education IV: Practicum 3(1-2)
- Fourth of four courses preparing driver education instructors; classroom and in-car instruction in approved driver education programs under mentoring of cooperating driver education teachers. Prerequisites: EDU 552.

EDU 590 Advanced Technology in Education 3(2-3)
- Students will study and practice the integration of technology in classroom instruction and management, with emphasis upon software evaluation and lesson design. Identical to SPE 510. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: EDU 290 or Graduate Status.

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

EDU 602 Strategies and Techniques for Teaching 3(3-0)
- Examination, development, assessment, and practical usage of methods and materials in the teacher's subject area at middle school, high school, or community college level. This course is approved for offering in a distance learning format.

EDU 603 Elementary Diagnosis, Remediation and Differentiation of Reading Instruction 3(3-0)
- Diagnosing reading and writing difficulties for diverse learners and implementing research-based intervention practices designed to improve literacy in the elementary classroom.

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.

EDU 609 History of Education 3(3-0)
- Development of modern education in Western civilization.

EDU 613 Current Educational Issues 3(3-0)
- Identification and analysis of significant, persistent issues in education in the United States and the relationship to student achievement and teacher effectiveness. Identical to MLE 613. Credit may not be earned in more than one of these courses. This course has been approved for offering in a distance learning format.

EDU 614 Advanced Educational Psychology 3(3-0)
- Theories of learning and application to instruction. This course is approved for offering in a distance learning format. Prerequisite: EDU 493.

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

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

EDU 630 Organization and Implementation of School Literacy Programs 3(3-0)
- Design, implementation and evaluation of school reading and writing programs, staff development, and the change process. Prerequisites: EDU 632 or EDU 636, or concurrent enrollment in EDU 632 or EDU 636.

EDU 632 Practicum in the Diagnosis and Treatment of Difficulties in Literacy 6(Spec)
- Diagnostic procedures and materials; supervised work with K-12 students or adults; development and implementation of remediation procedures. Prerequisites: teaching certificate, one year teaching experience.

EDU 635 Problems in Language Arts in the Elementary School 3(3-0)
- Trends in writing, spelling, listening, and speaking; research and activities for children. Prerequisite: EDU 330.

EDU 636 Classroom Reading and Writing Instruction 3(3-0)
- Students examine the reading and writing process in classroom instruction and learn about techniques and materials appropriate for specific reading and writing approaches. Prerequisite: teaching certificate.

EDU 640 History and Trends in Elementary Social Studies Education 3(3-0)
- Analysis of history and trends in elementary social studies education. This course is approved for offering in a distance learning format.

EDU 641 Interdisciplinary Processes and Strategies for Teaching Literacy 3(3-0)
- This course will reinforce content teaching strategies and provide a conceptual framework for integrating reading, writing, and thinking for learning throughout the curriculum. Prerequisite: Elementary Teaching Certificate.

EDU 642 Instructional Multimedia 3(3-0)
- Students will study, practice, and apply how to appropriately and effectively implement multimedia technologies in classroom environments. Prerequisites: EDU 590. This course is approved for offering in a distance learning format.

EDU 643 Instructional Design 3(3-0)
- A study of the principles of instructional design. Designing instructional systems, processes in learning and instruction, delivery systems and evaluating instruction are considered. Prerequisites: EDU 590. This course is approved for offering in a distance learning format.

EDU 645 Advanced Science Teaching Methods 3(3-0)
- Planning, assessment, and evaluation of K-12 science teaching and learning; evaluation of science curriculum materials; exploration of effective science teaching practices. Prerequisites: EDU 615.

EDU 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 The Read/Write Web 3(3-1)
- Development of Read/Write Web resources with PK-12 students in a classroom setting. This course is approved for offering in a distance learning format. Prerequisites: EDU 590, EDU 642, and EDU 643.

EDU 655 The Community College 3(3-0)
- History, philosophy, programs, and practices of community and junior colleges. This course is approved for offering in a distance learning format.

EDU 658 Practicum in the Community College 3-6(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)
- Interpreting research findings, planning and conducting scientific studies in education. This course may be offered in an online or hybrid format.

EDU 662 Applied Educational Measurement and Evaluation 3(3-0)
- Applications of measurement and evaluation principles to educational settings with emphasis on construction and use of achievement tests. This course is approved for offering in a distance learning format. Prerequisite: admission to a graduate degree program in education.

EDU 682 Psychology of Child Development 3(3-0)
- 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.
ENG - English Language and Literature

ENG 099 Writing Workshop 1 (Spec)
Individualized writing tutorial taken concurrently with ENG 103. Work may include grammar, mechanics, and spelling as well as finding, narrowing, and developing ideas for writing. Credit in this course does not count toward the total number of hours required for graduation. It does count in determining whether you are a full-time student. CR/NC only.

ENG 100 Basic Writing 3(3-0)
An introductory course in analytic writing and the conventions of Standard Written English designed as the first semester of a two-semester sequence of freshman composition.
ENG 326 The Literary Dimensions of Film 3(2-2)
Studies film from the viewpoints of formal literary criticism and cultural history through analysis of original screenplays, genre movies, and adaptations. This course is approved for offering in a distance learning format. (University Program Group I-B)

ENG 329 African American Literature 3(3-0)
Examines the literary and cultural contributions of African Americans from colonial times to present through written and orally communicated poetry, fiction, drama, and non-fiction. Prerequisites: ENG 101 or 103/099 or ELI 198 with a grade of C or better. (University Program Group IV-C)

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

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

ENG 336 Early Modern English Literature 3(3-0)
Major literary works of the late fifteenth through early seventeenth centuries in England (excluding Shakespeare), with social, philosophical, religious, economic and political backgrounds. Prerequisites: ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better.

ENG 362 Literature of the Medieval World 3(3-0)
The study of epic tradition during the medieval period and the rise of the romance. Prerequisites: ENG 201 with a grade of C or better. Recommended: ENG 134 or ENG 234.

ENG 375 Introduction to Linguistics 3(3-0)
A survey of the field of linguistics, including discussion of sounds, word structure, sentence structure, meaning, acquisition, social use and historical change of language. Prerequisites: ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better.

ENG 381 Children's Literature 3(3-0)
Literary analysis of prose and poetry suitable for children grades K through nine. Prerequisite: ENG 201 with a grade of C or better. Recommended: ENG 134 or 234.

ENG 481 International Literature for Children and Young Adults 3(3-0)
Exploration of the literary and cultural heritage of countries other than the U.S. through modern and folk literature suitable for today's youth. Prerequisites: ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better; ENG 234 or 381.

ENG 513 Special Topics 1-6(Spec)

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

ENG 573 Linguistics and Reading 3(3-0)
The reading process, the effects of language on reading, the relation between language and writing, and the ways people process information. Prerequisite: ENG 375 or ENG 576.

ENG 580 Literature for Young Adults 3(3-0)
Reading interests and library materials of junior and senior high students; methods of stimulating reading. Subject grouping of books related to adolescent reading interests/needs. Identical to LMT 580. Credit may not be earned in more than one of these courses. Prerequisites: Completion of 86 hours, ENG 201 with a grade of C or better, One of: ENG 134 or ENG 234 or ENG 381; or graduate status.

ENG 581 The History of Children's Literature 3(3-0)
Major trends in the history of children's literature as they emerged under certain philosophical, educational, and social influences in England, America, and Europe. Emphasis on literary analysis. Prerequisites: ENG 201 with a grade of C or better, One of: ENG 134 or ENG 234 or ENG 381; or graduate status.

ENG 582 Cultural Pluralism in Young Adult and Children's Literature 3(3-0)
An exploration of the literature and heritage of diverse American cultures, primarily through folk literature, fiction, and biography. Prerequisite: Graduate status or the following: ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better; ENG 134 or 234 or 381. (University Program Group IV-C)

ENG 583 The Heroic Tradition in Children's Literature 3(3-0)
Study of the hero in epic, myth, folktales, and legend; including modern examples. Prerequisites: Graduate status or the following: ENG 101 or 103/099 or ELI 198 with a grade of C or better; ENG 201 with a grade of C or better; and ENG 134 or ENG 234 or ENG 381.

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

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

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

ENG 656 Seminar in American Literature 3-9(Spec)
The role of nature, frontier, or other factors in American literature of one of the following periods: A. Pre-Romantic Period; B. Romantic Period; C. Realistic and Naturalistic Periods; D. Modern Period. Recommended: 6 hours of American literature. May be repeated to a maximum of 9 hours.

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

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

ENT - Entrepreneurship

ENT 101 Introduction to Entrepreneurship 3(3-0)
This course presents the growing phenomenon of entrepreneurship in the domestic and international environments. Does not count for credit on the Business Administration majors or minors.

ENT 200 Introduction to Entrepreneurship Law 3(3-0)
Introduces entrepreneurs to legal requirements for forming a business in Michigan. Identical to BLR 200. Credit cannot be earned in both courses. This course is approved for offering in a distance learning format.

ENT 210 Accounting Information for Entrepreneurial Decision Making 3(3-0)
Accounting concepts and practices for entrepreneurs/small business owners. Emphasis given to the use of accounting tools to solve small business problems. No credit if credit has been earned in ACC 201. Does not count on the School of Accounting major or minor. Identical to ACC 210. Credit may not be earned in more than one of these courses. This course may be offered in an online or hybrid format.

ENT 221 Marketing Strategies for Entrepreneurs 3(3-0)
Marketing for small business; identification of a product and/or service potential; advertising plans, marketing strategy, store location, purchasing procedures and inventory control. Identical to MKT 221. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format.

ENV - Environmental Studies

ENV 101 Introduction to Environmental Studies 3(3-0)
An introduction to the interdisciplinary study of human/environmental relationships. Topics include the biosphere, ecosystems and how human socio-political factors interact with them. This course is approved for offering in a distance learning format. (University Program Group IV-A)
ESC - Earth Science

ESC 400 Earth Science Education 3(2-2)
Study of earth science in the K-12 science curriculum, including relevant teaching methods and preparation of lesson plans in accordance with the State Science Content Standards. Prerequisites: junior standing; 12 hours of ESC, GEL, AST credit.

EUR - European Studies

EUR 303 Comparative Politics: Eastern Europe 3(3-0)
Comparative analysis of selected Eastern European states, including Poland, Czech Republic, Hungary, former Yugoslavia, Romania, Bulgaria. Identical to PSC 341. Credit may not be earned in more than one of these courses. (University Program Group IV-B)

EUR 304 The European Economy 3(3-0)
Study of the economies of Europe in the post-cold-war era, focusing on economic systems, trade agreements and social contracts. (University Program Group IV-B)

FIN - Finance

FIN 201 Personal Finance 3(3-0)
A survival course designed to help you cope with the financial aspects of your life such as taxes, budgeting, inflation, insurance of all kinds, savings, and investing. This course is approved for offering in a distance learning format.

FIN 257 Risk Management 3(3-0)
A survey course of insurance and risk management, with emphasis on the corporate handling of risks. Prerequisites: 26 semester hours completed.

FIN 303 Financial Administration 3(3-0)
Financial administration of both profit and not-for-profit organizations including methods of asset procurement and raising capital. Credit may not be earned in both FIN 303 and FIN 332. This course is approved for offering in a distance learning format. Prerequisite: ACC 204.

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

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

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

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

FNS - Foods & Nutrition

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

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

FNS 361 Experimental Foods 3(2-2)
Scientific examination and statistical analysis of the behavior of foods. Prerequisites: FNS 160; CHM 120 & 127 or CHM 131 & 132; STA 282 or HSC 544.

FNS 365 Quantity Food Production 2(2-0)
The principles of production: standardized recipes; schedules; forecasting; quality and hazard analysis; yields; principles of cookery in quantity; kitchen departmentalization; production, distribution and service systems. Successful completion of the Michigan Occupational Competency Assessment Center’s exam in food management results in credit for this course. Prerequisite: FNS 160.

FNS 370 Nutrition 3(3-0)
Principles of normal nutrition as related to the health of all age groups. This course is approved for offering in a distance learning format. (University Program Group II-A)

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

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

FNS 463 Menu Planning: Design and Service 3(3-0)
Concepts of menu design: copy, layout, types, design, nutrition, construction, pricing techniques and consistency of concept. Service styles and front-of-the-house management presented. Prerequisite: FNS 370.

FNS 465 Foodservice Facilities Design 3(3-0)
Creating a foodservice facility design including: concept development, market analysis, menu, equipment, building size and space, and marketing the operation to the target market. Prerequisites: FNS 365, 463.

FNS 469 Foodservice Systems Administration 3(3-0)
Study of subsystems in institutional foodservices: purchasing, storage controls, cost containment, personnel selection and development, organizing, leadership, decision making, facilities control. Prerequisites: FNS 365. Recommended: FNS 483.

FNS 470 Applied Nutrition 3(3-0)
A detailed examination of human nutritional needs and how nutritional science can be applied to meet those needs in health and disease. Prerequisites: FNS 370.

FNS 475 Nutritional and Herbal Supplements 3(3-0)
The potential impact of non-nutrient components in food, nutritional supplements, and herbs in the prevention and treatment of disease via integrative and alternative medical approaches. Prerequisite: FNS 370.

FNS 477 Assessing Nutritional Status 2(1-2)
Introduces dietary, anthropometric, biochemical, and clinical approaches to assessing nutritional status. Prerequisite: FNS 370.

FNS 570 Nutritional Education 4(4-0)
Teaching strategies, advising techniques, resources, and motivational techniques as specifically applied to patients/clients in nutrition programs and patient/clients receiving nutrition services. Pre/Co-Requisite: FNS 471.

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

FNS 577 Advanced Topics in Nutrition: Eating Disorders 3(3-0)
Analysis of factors involved in etiology, assessment, medical consequences, treatment and prevention of eating disorders. Recommended: FNS 370. This course is approved for offering in a distance learning format.

FNS 661 Macronutrients 3(3-0)
Advanced study of nutrition, metabolism, and function of proteins, carbohydrates and lipids as related to human health and disease. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 662 Micronutrients 3(3-0)
Advanced study of the nutrition, metabolism, and function of vitamins and minerals as related to human health and disease. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 670 Seminar: Nutrition 1-3(Spec)
Student review and presentation of specific topics of current research in nutrition. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 671 Advanced Topics in Nutrition: Geriatrics 3(3-0)
Presents key concepts in geriatric nutrition. Provides students with skills needed to evaluate and utilize information regarding nutrition in health and disease among the elderly. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 672 Advanced Clinical Nutrition 3(3-0)
Advanced concepts of diet therapy and care for a variety of clinical disorders with nutritional implications. Includes coverage of enteral and parenteral nutrition. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.
FNS 673 Advanced Nutritional Assessment 3(3-0)
Presents techniques for nutritional assessment of individuals and groups: evaluation of dietary intake, anthropometry, nutritional analysis software, and biochemical, and clinical indices. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 674 Diabetic Internship: Clinical Experience 5(Spec)
Application of dietary principles to human pathophysiologic status through documenting and counseling individuals, assessing, educating groups, and planning in an acute care environment. Prerequisites: registration is restricted to students accepted into the Central Michigan University Diabetic Internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the diabetic internship experience.

FNS 675 Diabetic Internship: Foodservice Administration Experience 5(Spec)
Application of administrative principles (budget decisions, cost containment, personnel management, leadership) involved in the production, distribution, and service of food in hospitals and schools. Prerequisites: Registration is restricted to students accepted into the Central Michigan University Diabetic Internship and the College of Graduate Studies. In some cases, 12 credits may be earned through examination to substitute for the diabetic internship experience.

FNS 676 Diabetic Internship: Summary Experience 2(Spec)
Topics of special interest which are not normally included in existing courses. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 677 Nutritional Epidemiology 3(3-0)
Presents key concepts of nutritional epidemiology. Enables students to evaluate clinical research investigating the role of nutrition in disease causa-

FNS 678 Research Methods in Nutrition 3(3-0)
Students will review research methods, read and analyze related literature and develop a proposal for practice-oriented nutrition research. This course is approved for offering in a distance learning format. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 679 Advanced Topics in Nutrition: Obesity 3(3-0)
Current theories and analysis of factors contributing to overweight and obesity throughout the lifespan; intervention and weight management options presented. Prerequisites: Admission to the Master of Science in Nutrition and Dietetics or permission of instructor.

FNS 697 Special Topics in Dietetics 1-15(Spec)
Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student’s transcript. This course is approved for offering in a distance learning format.

FNS 790 Independent Study in Dietetics 2-6(Spec)
Student-initiated study in an area not covered in regular courses guided by faculty or faculty committee. Prerequisites: FNS 678.

FNS 797 Special Topics in Nutrition 1-15(Spec)
Topics of special interest which are not normally included in existing courses. Specific topic will be listed on student’s transcript. This course is approved for offering in a distance learning format.

FNS 798 Thesis in Dietetics 1-6(Spec)
Individually research or creative endeavor culminating in a written thesis and/ or exhibition of work. CR/NC only. Prerequisites: FNS 678

FRN - French
FRN 101 Elementary French I 4(4-0)
Designed for students who have had no French. Basic language skills. Intro-
duction to the culture of the French-speaking countries. Students who have had previous preparation in French are required to take a placement exam. Students who have had more than two years of high school French may not enroll without permission of instructor. (University Program Group I-B)

FRN 102 Elementary French II 4(4-0)
Basic language skills. Continuation of FRN 101. Recommended: FRN 101. (University Program Group I-B)

FRN 201 Intermediate French I 4(4-0)
Review of grammar and further development of all language skills. Recom-
mended: FRN 102. (University Program Group I-B)
GEO 203 Introduction to Geographic Information Science 3(2-2)
Fundamentals of geographic information science—Including map interpretation and spatial data gathering, measurement, classification, analysis and display. Current computer mapping technologies are used in laboratory.

GEO 205 Oceanography 3(3-0)
Introduction to the properties and movements of ocean waters; to marine life, the ocean floors, and the effects of the oceans on man. Identical to GEL 205, credit may not be earned in both of these courses. (University Program Group II-A)

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

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

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

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

GEO 315 Food and Agriculture 3(3-0)
Study of world production, exchange, and consumption of agricultural commodities with emphasis upon the problems associated with food shortages and the areas most severely affected. Recommended: One of the following: GEO 120, GEO 121, GEO 105.

GEO 317 Economic Geography 3(3-0)
Principles and theories of economic geography, the global interrelationships of regional and local economic activities, and the effects of technology on spatial economic structures. (University Program Group III-B.) Recommended: GEO 121, Junior standing, or background in basic economics.

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

GEO 325 Geography of Growth and Change 3(3-0)
Interrelated nature of the growth of human activity and the resulting spatial expression. Impact of growth on environment. Prerequisite: GEO 120.

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

GEO 340 Urban Geography 3(3-0)
The rise of cities and urbanization. Human use of urban space. The city as environment. This course is approved for offering in a distance learning format. Recommended: GEO 121 or Junior standing.

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

GEO 346 Geography of the Developing World 3(3-0)
A geographic analysis of the developing world focusing on processes of environmental, demographic, and socioeconomic change, particularly since World War II. Prerequisites: Junior standing. Recommended: 9 hours of social science courses.

GEO 350 United States and Canada 3(3-0)
Physical environment, resources, economic activities, population pattern, and interregional relationships of United States and Canada. Recommended: One of: GEO 105, 120, 121, junior standing. CR/NC option available.

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

GEO 373 Latin America 3(3-0)
Geographic characteristics of Latin America from colonization to present. Regions are interpreted by analysis of geographical elements and their interrelationships. This course is approved for offering in a distance learning format. (University Program Group IV-B)

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

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

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

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

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

GER 201 Intermediate German I 4(4-0)
Further development of all language skills, a review of grammar, and exploration of the culture of present day Germany. Recommended: GER 102. (University Program Group IV-B)

GER 202 Intermediate German II 4(4-0)
Continuation of GER 201. Recommended: GER 201. (University Program Group IV-B)

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

GRN - Gerontology

GRN 247 Introduction to Gerontology 3(3-0)
An interdisciplinary approach to the study of aging with a focus on the normal changes that occur as one ages physically, mentally, and socially. (University Program Group IV-A)

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

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

GRN 613 Gerontology: Theory and Practice 3(3-0)

GRN 622 Public Policy and Aging 3(3-0)
Course addresses the development of social policy in the context of population aging. Emphasizes analysis of current and long-term implications on policy decisions. Prerequisite: graduate status.
HDF - Human Development & Family Studies

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

HDF 110  Oppression: Roots and Impact on Human Development in the United States 3(3-0)
Examines the roots and impact of different forms of oppression on the development of individuals within the family context. This course is approved for offering in a distance learning format. (University Program Group IV-C)

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

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

HDF 213  Introduction to Human Sexuality 3(3-0)
Human sexual development throughout the life cycle. Emphasis on understanding and acceptance of self as a sexually functioning person. Identical to WST 213. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format.

HDF 302  Human Growth and Development: Infancy 3(3-2)
Pregnancy, prenatal development, childbirth, and the development of infants and toddlers (to 3 years) within the family and the larger social systems. Prerequisite: HDF 100 or EDU 280 or PSY 220.

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

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

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

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

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

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

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

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

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

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

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

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

HEV - Human Environmental Studies (HEV)
(Note: Designators for most HEV courses have been changed. See also Course Descriptions for AMD, FNS, HDF, and IND.)

HEV 798  Thesis 1-6(Spec)
Individual research or creative endeavor culminating in a written thesis and/or exhibition of work. CR/NC only

HON - Honors

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

HON 120  The Individual and Community in Modern Society 6(6-0)
A comprehensive overview of behavioral and social science analyses of individual, social structural, and institutional relations. Emphasizes past and present social dimensions of human life. Prerequisite: receipt of a Centralis Scholarship Award. Pre-Co-Requirement: HON 110. (University Program Group III-A and B)

HON 130  Western Cultural and Intellectual Traditions 3(6-Spec)
An introduction to the principles, methods, nature and theories associated with the natural sciences and mathematics. Uses a theme of symmetry. Prerequisites: receipt of a Centralis Scholarship Award. (University Program Group II-A and B)

HPS - Health Professions

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

HSA - Hospitality Services Administration

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

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

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

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

HSA 542  International Tourism 3(3-0)
This course focuses on the strategic management of international tourism in hospitality organizations, associations, and government agencies. Prerequisites: 86 semester hours completed; admission to Professional Business Studies or listed on major or minor.

HSA 546  Management in the Hospitality Service Sector 3(3-0)
Management and personnel functions as they relate to the hospitality industry; skills necessary to manage hotels, clubs, resorts; role of food service in these operations. Prerequisites: HSA 350, 447; 86 semester hours completed; admission to Professional Business Studies, listed on major or minor.)
HSC - Health Sciences

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

HSC 107 Drugs and the Athlete 1(1-0)
An orientation for the student athlete in the basic chemical substances and nutrition as an ergogenic aid as they affect performance. This course is approved for offering in a distance learning format.

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

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

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

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

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

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

HSC 235 Psychoactive Drugs 3(3-0)
The study of psychoactive drugs: what they are; how they work; and why people use/and/or abuse them. Not open to students with credit in HSC 528, HSC 529, or HSC 530. This course is approved for offering in a distance learning format.

HSC 317 Community Health 3(3-0)
Introduction to public health, and services provided to citizens and educators by official and voluntary health agencies. This course is approved for offering in a distance learning format.

HSC 319 Methods and Materials in Community Health Education 3(3-0)
Skills and techniques in writing, developing printed materials, public speaking, and group dynamics as they relate to community health education programs.

HSC 350 Community Service in the Health Educators 2(2-0)
A service-learning experience where the student is engaged in a hands-on service project. Academic coverage includes the philosophy, objectives, and methods of community service. Prerequisite: HSC 317.

HSC 352 Environmental Health 3(3-0)
Emphasis on today's environmental problems related to health, air, water, radiation, housing, urbanization, disease, and man's responsibilities and remedial actions to these problems. This course is approved for offering in a distance learning format.

HSC 390 Health and Aging 3(3-0)
A study of age-related changes of the body, health concerns, healthy lifestyles and health care for older adults.

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

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

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

HSC 505 Health and Physical Development in Late Life 3(3-0)
This course examines in depth the processes of normal aging as well as important issues affecting the health of older adults. Prerequisites: BIO 101.

HSC 507 Introduction to Health Service Organizations and Systems 3(3-0)
Macro level study of healthcare systems including delivery, integration, reimbursement mechanisms, multi-organizational and interorganizational arrangements, health policies, and future solutions.

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

HSC 512 Special Topics in Health Education 1-2(Spec)
In-depth consideration of relevant, pertinent health issues.

HSC 516 Travel Course in Health Education 1-6(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 community 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 is approved for offering in a distance learning format.

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

HSC 523 AIDS Education 1(1-0)
A concentrated study of Acquired Immune Deficiency Syndrome, including the origin, prevalence, spread, disease process, psychosocial aspects and implications for society. Prerequisites: HSC 108, or teaching certificate. This course is approved for offering in a distance learning format.

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

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

HSC 526 Behavioral Health 3(3-0)
Concentrated study of mental health and illness as related to home, school, and community. This course is approved for offering in a distance learning format.

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

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

HSC 529 Alcohol Education Workshop 1(1-0)
Concentrated study of physiological, psychological, and sociological aspects of alcohol education. Not open to students with credit in HSC 235. This course is approved for offering in a distance learning format.

HSC 530 Drug Abuse Workshop 1(Spec)
Concentrated study of the effects of drugs and narcotics. Roles of home, school, and community in drug education. Not open to students with credit in HSC 235. This course is approved for offering in a distance learning format.

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

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

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

HSC 538 Development of Proposals and Reports in Health Administration 3(3-0)
Emphasize format, content, and writing skills necessary for administration of health programs to prepare proposals, reports, and publications.
HSC 544 Biostatistics 3(2-1)
Computation of vital statistics’ rates and other statistical methods applicable to problems in public health.

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

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

HSC 547 Health Risk Identification and Management 3(3-0)
Health risk factors associated with cardiovascular and other chronic diseases will be identified and studied. Management, and risk to morbidity and mortality will be emphasized. This course is approved for offering in a distance learning format. Prerequisite: Signed Health Fitness in Preventive and Rehabilitative Programs major or graduate status.

HSC 552 International Health Systems, Organizations and Policy 3(3-0)
This course presents an overview of health systems structure, service delivery, administrative processes and policy dimensions from an international perspective. Health systems, programs and initiatives from various countries and cultural settings are studied as are global health agencies involved in the coordination of health improvement efforts. This course is approved for offering in a distance learning format. Prerequisites: HSC 317.

HSC 570 Financial Aspects of Health Services Organizations 3(3-0)
This course addresses the main issues surrounding financial administration of health services organizations, particularly hospitals. Prerequisite: ACC 201.

HSC 571 Legal Aspects of Health Services Organizations 3(3-0)
The issues studied are hospital liability, informed consent, medical staff appointments, tort and health services, ethical issues related to health care.

HSC 572 Quality Improvement in Health Services 3(3-0)
Basics, implementation and application of quality management and improvements specific to health care. Statistical principles and illustrative cases are presented. Recommended: HSC 520.

HSC 581 Managed Care: Origins, Organizations, and Operations 3(3-0)
Covers managed care programs, structures, practice models, role of physicians and other clinicians, capitation cost-accounting, and forms of reimbursement. Prerequisites: HSC 567; HSC 520.

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 598 Nature and Dynamics of Destructive Health Habits 3(3-0)
Etologies and recovery strategies of substance abuse, eating and sexual disorders and the detrimental health habits which undermine healthy lifestyles. Prerequisites: HSC 235.

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 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.
HST 321 United States Social History since 1865 3(3-0)
Experience of different classes, age, sex and ethnic groups, and development of new social institutions; stresses the historical roots of current social problems. (University Program Group III-B)

HST 322 Westward Movement in America 3(3-0)
The impact of territorial expansion in the United States upon economics, culture, and politics.

HST 323 History of Native Americans 3(3-0)
The study of native peoples of North America before Columbus, and the interrelationships between the native peoples and European immigrants after Columbus. (University Program Group IV-C)

HST 324 African-American History to 1915 3(3-0)
Examines African-American leadership, social and political life in the New World from slavery to the pre-World War I period. (University Program Group IV-C)

HST 325 African-Americans in Twentieth Century America 3(3-0)
Analyses change and continuity in African-American leadership, tactics, social and political life in efforts to gain full equality. (University Program Group IV-C)

HST 326 Women in America 3(3-0)
Study of the traditional position of women in American society as documented in historical, literary, and biographical sources. Identical to WST 328. Credit may not be earned in more than one of these courses. (University Program Group I-A)

HST 333 History of Michigan 3(3-0)
A study of the development of Michigan from earliest settlement by Native Americans to the present, focusing on economic, social, and political history.

HST 340 The High Middle Ages 3(3-0)
An interdisciplinary thematic study of the key facets of the medieval West at its high point: its environment, people, religion and cultural achievements. (University Program Group IV-A)

HST 341 Renaissance and Reformation 3(3-0)
Social, cultural, and political history of these two movements in Europe to 1600. (University Program Group I-A)

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

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

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

HST 379 Race, Class and Power: South Africa in the 20th Century 3(3-0)
The course explores the challenges to Africanan nationalism and its apartheid policies by traditional liberalism, Black African nationalism, revolutionary Marxism and ethnic mobilization. Identical to HST 379. Credit may not be earned in more than one of these courses. Prerequisites: HST 176; PSC 340. (University Program Group IV-A)

HST 525 The Industrialization of America 3(3-0)
This course analyzes how industrialization transformed America and how it altered living standards, culture, labor, business, and politics. Recommended: 12 hours of humanities and social science.

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

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

IET 170 Manufacturing Processes I 3(1-4)
Introduction to the processing of metal materials through casting, fabricating, machining, and basic welding.

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

IET 233 Technology for Children 2(1-2)
Apply creative thinking and problem solving skills to develop learning activities co-related with core curriculum concepts, utilizing materials, tools, and processes in cooperative learning environments.
IET 284 Fluid Power Technology 3(2-2)
A study of hydraulic and pneumatic technologies related to the generation, transmission, and control of fluid power in fluid power systems. Prerequisites: MTH 130 or IET 180. Recommended: IET 120 or MTH 105.

IET 291 Applied Circuits 3(2-2)
A study of the fundamentals of applied circuits including Direct Current (DC) circuits, Alternating Current (AC) circuits, and basic electronics. Prerequisites: MTH 105 or 106 or 130.

IET 294 Residential Electrical Wiring 3(2-2)
Development of knowledge and skills related to the installation of electric wiring systems in residential and light commercial applications.

IET 326 Manufacturing Methods Analysis 3(3-0)
Study of methods, materials, tools and equipment for optimizing production operations.

IET 327 Industrial Safety 3(3-0)
A study of the principles and practices of safety management with emphasis on occupational safety standards and loss control.

IET 350 Mechanism Design 3(2-2)
Study of mechanisms with graphical and analytical analysis of displacement, velocity, acceleration, motion, gearing, gear trains, linkages, and cams. Recommended: MTH 106, MTH 108, or MTH 130.

IET 357 Residential Architectural Graphics 3(1-4)
Modern house planning resulting in a complete set of plans and specifications. This course is approved for offering in a distance learning format.

IET 358 Light Commercial Architectural Graphics 3(2-2)
Development of the architectural drafting techniques, basic construction methods and materials, details, and planning for light commercial building. Recommended: IET 357.

IET 359 Parametric Design and Modeling 3(2-2)
Development and production of engineering and technical models with computer systems and specialized computer aided software applications; introduction to parametric modeling and design. Prerequisites: IET 154

IET 361 Construction Technology 3(1-4)
Laboratory and classroom experience designed to develop skills and knowledge relating to noncommercial construction. Field experiences are used when applicable.

IET 363 Building Code Enforcement 3(3-0)
A comprehensive study of construction building code enforcement. Topics will include the permit process, inspection process, and the legal aspects of building code enforcement. Recommended: IET 361. This course is approved for offering in a distance learning format.

IET 365 Manufacturing Processes II 3(2-2)
Introduces basic polymer formulation, properties of plastics materials, methods of molding plastics, and the fabrication and decoration of plastic articles. Prerequisites: IET 130, 170.

IET 367 International Building Codes 3(3-0)
Comprehensive study of the International Building Codes. Topics include International Building, Electrical, Plumbing, Mechanical, and Fire Codes. Recommended: IET 361. This course is approved for offering in a distance learning format.

IET 368 International Residential Code 3(3-0)
Comprehensive study of the International Residential Code for One and Two-Family Dwellings. Topics include all residence code requirements for building a home according to IRC 2000. Recommended: IET 361. This course is approved for offering in a distance learning format.

IET 375 Robotics 3(2-2)
A basic study of robotics including components, programming, and industrial applications. Prerequisite: IET 291. Recommended: IET 292.

IET 377 Computer Numerical Control Programming 3(2-2)
Programming and operation of CNC machines, including CNC vertical milling center and turning center. Emphasis on manual programming, CAM design, and machine setup and operation. Prerequisites: IET 154, 170.

IET 379 Mechanics of Materials 3(3-0)
Introduction to methods of determining the internal stresses and deflections of basic load-carrying members of construction and machine applications. Prerequisites: PHY 145, PHY 175; or PHY 130, PHY 170.

IET 385 Automotive Engines 3(1-4)
Design, construction, operation, and service procedures involved in both reciprocating and rotary engines.

IET 397 Special Studies 1-6(Spec)
Individual investigation and research to increase ones technical competency

IET 425 Industrial Internship 2-8(Spec)
Supervised work experiences in industry. CR/NC only. Prerequisite: department permission.

IET 426 Plant Layout and Materials Handling 3(3-0)
Study of plant layout through the development of overall layout, area detailing, scale models, and drawing of flow diagrams.

IET 427 Product Reliability and Safety 3(3-0)
A study of product reliability and safety factors affecting the design, production, distribution, sales, and use. Prerequisite: 12 hours of IET coursework.

IET 428 Manufacturing Quality 3(3-0)
Study of specific quality techniques used by production departments to monitor processes, products, and reliability so quality can be improved. Prerequisites: junior standing; permission of instructor.

IET 450 Mechanical Computer-Aided Engineering 3(2-2)
Mechanical components design, structural analysis, and mechanism analysis by using computer aided design system and simulation tools. Prerequisite: IET 359.

IET 451 Geometric Dimensioning and Tolerancing 3(2-2)
Complete fundamentals of Geometric Dimensioning and Tolerancing (GD&T) concepts as interpreted in the American National Standards Institute document ANSI Y14.5M, Dimensioning and Tolerancing. Prerequisite: IET 359.

IET 454 Machine Design 3(2-2)
Study of problem solving, applied mechanics, manufacturing methods, and the generation, transformation, or consumption of mechanical energy in the design of a mechanical system. Prerequisite: IET 379.

IET 455 Tool Design 3(2-2)
Covers the process of planning and developing tools, fixtures, and devices for efficient and economical manufacture of a product. Prerequisites: IET 170, IET 359.

IET 457 Computer-Aided Design 3(2-2)
Development and production of computer generated graphical images for solid-based models and basic system assemblies utilizing mass properties and boolean operations. Recommended: IET 359.

IET 458 Surface Modeling 3(2-2)
Development and production of industrial and engineering designs with conceptual and parametric surface modeling tools. Utilization of generative shape design functions to model engineering designs. Prerequisites: IET 359.

IET 459 Computer-Aided Design Engineering Analysis 3(2-2)
Development and production of computer-generated graphical images for advanced finite element models, setting of load and thermal constraints; introduction to mechanism analysis. Recommended: IET 458.

IET 497 Special Studies 1-6(Spec)
Individual investigation and research to increase one technical competency

IET 500 Production Concepts 3(3-0)
Comprehensive review of current factors which influence productivity. Emphasis is placed on the integration of people, methods, machines, materials, and management. Prerequisite: 12 IET credit hours.

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. Prerequisite: 12 IET credit hours.

IET 502 Computer Applications in Industry 3(3-0)
General/special purpose, digital/analog computer applications in industry and automation with emphasis on input/output devices and process control. Prerequisite: 12 IET credit hours.

IET 524 Technology and Environment 3(3-0)
A study of the relationship between technology and environment. A systems approach is utilized to examine the optimization of technology within environmental constraints. Prerequisite: 12 IET credit hours.

IET 527 Industrial Safety Management 3(3-0)
A comprehensive study of safety management systems and their implication related to accident cost analysis and to programs which comply with state and federal standards. Prerequisite: IET 327.

IET 532 Careers and Technology for Children 3(2-2)
Developing interdisciplinary instructional units, manipulatives, and pedagogy to provide K-12 students with meaningful career awareness, exploration, and preparation experiences utilizing industrial materials, tools, and processes. Prerequisite: junior, senior or graduate status in teacher education.
IET 561 Light Frame Construction Workshop 3(0-6)

IET 590 Green Building and Sustainability 3(3-0)
Comprehensive study of the principles of Green Building and Sustainability. Topics include sustainability, xeriscaping, high performance building, energy efficiency, indoor air quality, and environmental stewardship. This course is approved for offering in a distance learning format. Prerequisites: IET 361, 368 or graduate standing.

IND - Interior Design
IND 155 Introduction to Textiles 3(2-2)
Study of fiber, yarn and fabric properties intended for commercial and interior usage; impact of various processes on use and serviceability; includes textile laboratory analysis. Credit may not be earned in both IND 155 and AMD 155.

IND 332 Human Shelter and Environment 3(3-0)
Perspectives on the interrelationship between the built, cultural and natural environments, including: social, political and psychological effects; cultural and interdisciplinary views; and ecological aspects. (University Program Group IV-A)

IPS - International Program Studies
PS 597 International Program Studies 1-3(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
ITC 111 Information Technology Programming II 3(3-0)
Programming for Information Technology; User interfaces, databases, component software. Language used is Visual Basic. Prerequisite: CPS 110.

ITC 190 Computer Hardware Concepts, Installation, Configuration, and Support 3(3-0)
Basic computer organization, overview of computer components, properties of peripheral devices, processes management, physical and virtual memory management techniques, resource allocation and protection.

ITC 191 Computer Software Concepts, Installation, Configuration, and Support 3(3-0)
User view of system resources, file systems and operations, start-up, configuration files, software installation, dependencies, deinstallation, simple scripts, batch files, and account management basics.

ITC 320 Web-Based Applications 3(3-0)
An introduction to web-based applications using an object-oriented programming language. This course will cover the creation of applet and application programs. Programming projects will be required. Prerequisite: ITC 290.

ITC 341 Introduction to Databases and Applications 3(3-0)
Database concepts, data models, relational databases, query language SQL, simple database programming. Using commercial database management systems to design and develop databases for various applications. Prerequisites: ITC 111 or CPS 181. Recommended: ITC 291.

ITC 365 Introduction to Data Communications and Computer Networks 3(3-0)
Introduction to data communications and computer networks concepts with hands-on projects and implementations. PC and workstation-based computer networks are designed and implemented. Recommended: ITC 290.

ITC 441 - Database Administration 3(3-0)
Logical and physical schema; database objects; server installation, database creation; user accounts, authorization; backup, recovery, performance measurements and tuning; networking; and client installation and configuration. Prerequisites: ITC 341, ITC 365. Recommended: STA 282 or STA 382.

ITC 465 Network Administration and Security 3(3-0)
Local area network and internet; Unix networks; Windows NT networks; administration and security issues of computer networks; integration of Unix and Windows NT networks. Prerequisites: ITC 365. Recommended: STA 282 or STA 382.

ITC 495 Senior Internship 1-3(Spec)
Supervised work experience in information technology. Up to 3 hours taken may count toward the IT major requirement. CR/NC only. Prerequisites: senior standing in information technology; written permission of department chairperson.

JPN - Japanese
JPN 101 Elementary Japanese I 4(4-0)
Designed for students who have had no Japanese. Basic language skills. Introduction to the culture of Japan. Students who have completed more than one year of Japanese in secondary school will not receive credit. (University Program Group IV-B)

JPN 102 Elementary Japanese II 4(4-0)
Basic language skills. Continuation of JPN 101. Prerequisite: JPN 101. (University Program Group IV-B)

JPN 201 Intermediate Japanese I 4(4-0)
Further development of all language and reading skills; a review of grammar, and exploration of Japanese culture. Prerequisite: JPN 102. (University Program Group IV-B)

JPN 202 Intermediate Japanese II 4(4-0)
Designed to develop fluency in reading Japanese; cultural emphasis. Prerequisite: JPN 201. (University Program Group IV-B)

JRN - Journalism
JRN 101 Mass Communications in Contemporary Society 3(3-0)
The influence and understanding of mass communications with emphasis on the print media. (University Program Group III-B)

JRN 202 Writing for the Mass Media 3(3-0)
Gathering, processing and writing information and opinion on current matters using professional standards and formats in news, public relations and advertising. Typing skills important. Prerequisites: ENG 101 (C or better).

JRN 350 Public Relations Principles and Practices 3(3-0)
Concepts and theories of public relations as a management function as practiced by corporations, non-profits and other organizations. Role of the practitioner stressed. This course is approved for offering in a distance learning format.

JRN 360 Advertising Principles 3(3-0)
Organization of today's advertising industry; role of advertising in promotion; examination of types of advertising and media vehicles.

JRN 365 Advertising Media 3(3-0)
Evaluation of media in relationship to marketing objectives. Selection of media, spacetime and decision-making in development of media schedules. Prerequisite: JRN 360.

JRN 372 International and Cross-cultural Mass Communication 3(3-0)
Analysis of indigenous and international media systems and their relationship to social, economic and political institutions. (University Program Group IV-A).

JRN 380 Racial Diversity: Mass Media's Role 3(3-0)
Critical, historical examination of African-American, Hispanic, Asian, Native American and gender stereotypes in mass media. Self-portrayals by these groups using mass media. (University Program Group IV-C)

JRN 450 Public Relations Writing 3(3-0)
Creating and editing written materials for a variety of public relations purposes and a variety of media. Prerequisites: JRN 202, JRN 350.

JRN 465 Advertising Copy and Design 3(3-0)
Techniques of developing creative strategies, writing advertising copy and preparing layouts for the print media, planning and executing written and oral presentations. Prerequisites: JRN 302, JRN 360.

JRN 551 Case Studies in Public Relations 3(3-0)
Examination of historic and contemporary public relations problems and programs with emphasis on research, planning and problem-solving skills in public relations practices. Prerequisites: JRN 350.

JRN 556 Public Relations Seminar 3(3-3)
Experience in the interaction of public relations with society, with individual case studies. Prerequisites: JRN 350.

JRN 559 - Public Relations Internship 1-4(Spec)
Experience in public relations under professional and faculty supervision. May be applied toward journalism major and minor only with permission of faculty advisor. Prerequisites: junior standing; permission of instructor.

JRN 670 Public Relations Management 3(3-0)
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
LAR 145 - Racism and Diversity in America 3(3-0)
Interdisciplinary course examines historical and economic causes of racism and ways of achieving a just society. (University Program Group IV-C)
LAT - Latin
LAT 101 Elementary Latin I 4(4-0)
Introduction to Latin through the study of grammar, vocabulary, and readings about Roman history and everyday life or from Latin literature. (University Program Group IV-B).

LDR - Leadership Studies
LDR 100 Introduction to Leadership Education and Development 1(1-0)
Designed to provide students with the foundation to develop and enhance their leadership potential and expose them to opportunities in the university environment in order for them to fulfill their scholarship protocol. CR/NC only. Prerequisites: Only open to Leader Advancement Scholarship (LAS) recipients.

LDR 200 Introduction to Leadership 3(2-2)
Introduction to theoretical, philosophical, and conceptual foundations of leadership. Emphasis on styles and approaches of leadership related to the humanities, natural sciences, and social sciences. This course is approved for offering in a distance learning format.

LDR 402 Applications of Leadership 3(6-Spec)
Designed to apply a variety of leadership theories and practices within a supervised organizational setting through an internship involving work, volunteer/community service, or project management. Prerequisites: LDR 200; COM 461; PRIN 118 or PHL 218; Admission of junior or senior standing; a signed Leadership minor; prior written approval by the Leadership Minor advisor.

MBA - Master of Business Administration
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 application in spreadsheets, database, and presentation graphics software, admission to the MBA program or permission of the MBA director.

MBA 619 Accounting Information for Managers 2(2-0)
Investigates the central role of accounting systems 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 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 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 649 Marketing Management 2(2-0)
Dynamic nature and managerial aspects of marketing. Formulation of analytical decisions concerning marketing strategy. This course is approved for offering in a distance learning format. Prerequisites: Admission to the MBA program or permission of the MBA director. Recommended: MBA 505 and MBA 507.

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. Prerequisites: Admission to the MBA program or permission of the MBA director. Recommended: MBA 504, MBA 510, and BUS 600. Admission to the MBA program or permission of the MBA director. Recommended: MBA 508.

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 679 Economic Analysis for Managers 2(2-0)
Application of economics and statistics to business decisions. Integration of theory with issues from Business Week and The Wall Street Journal. Development of business regression models. Recommended: BUS 500, BUS 600. Prerequisite: Admission to the MBA program or permission of the MBA director. This course is approved for offering in a distance learning format.

MBA 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 courses 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 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.

MET - Meteorology
MET 240 Meteorology 3(2-2)
Structure of the atmosphere; radiation and global warming; forces causing the wind; moisture, stability, and clouds; thunderstorms and tornadoes; hurricanes and extratropical cyclones. This course is approved for offering in a distance learning format. (University Program Group II-B)

MGT - Management
MGT 258 Effective Management of Human Resources in Organizations 3(3-0)
Applying the underlying principles of employee behavior to the effective design, use, and management of human resource systems in organizations. This course may be offered in an online or hybrid format. Prerequisites: ACC 250 (minimum of C-); BUS 100; BUS 101; BLR 235; ECO 203, 204; MTH 217 or MTH 132 or STA 282 or STA 382; overall GPA of 2.50 or higher.

MGT 310 Small Business Management 3(0-0)
The course covers concepts, processes, and techniques for starting and managing a small business. It focuses on management processes that are unique to small businesses. Will not count for credit on College of Business Administration majors. Prerequisites: 56 semester hours completed.

MGT 312 Introduction to Management 3(3-0)
Introduction to the concepts, techniques, and processes of management as they pertain to business and other organizations. This course is approved for offering in a distance learning format. Prerequisite: 56 semester hours completed.

MGT 320 Human Resource Management 3(0-0)
Examines process for providing and maintaining productive human resources in an organization. Includes recruitment, selection, training, performance appraisal, compensation, labor relations, and health and safety. This course is approved for offering in a distance learning format. Prerequisites: MGT 258 or MGT 312; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 333 Purchasing Management 3(3-0)
Introduction to concepts, models, and techniques in Purchasing Management, with special emphases on vendor management, materials management, and purchasing strategy. This course is approved for offering in a distance learning format. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 335 Introduction to Management Science 3(3-0)
Basic concepts and applications of analytic methods in management decisions. Prerequisites: MTH 116 or MTH 130; MTH 216 or MTH 132; STA 282 or STA 382; BUS 221; 56 semester hours completed; admission to Professional Business studies or listed on signed major or minor. This course is approved for offering in a distance learning format.

MGT 340 Production/Operations Management 3(3-0)
An introduction to production and operations management concepts, tools and techniques as applied in service and manufacturing organizations. Prerequisites: 56 semester hours completed. This course is approved for offering in a distance learning format.

MGT 348 Dynamics of Organizational Behavior 3(3-0)
Integrative theory of organizational behavior. Human motivation influenced by leadership, the organization, and its social environment. This course is approved for offering in a distance learning format. Prerequisites: MGT 258 or MGT 312; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 355 Communications: Managerial Applications 3(3-0)
An applications-oriented class exposing students to many of the common communication-related situations they will soon face as managers. Prerequisites: MGT 258 or MGT 312; 348 is recommended; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.
MGT 357 Women in Management 3(3-0)
Opportunities, challenges, and problems of women in pursuing a career in management. Considers changing roles, legal aspects, differences and effect on male-female relationships. This course is approved for offering in a distance learning format. Prerequisites: MGT 258 or MGT 312; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 365 International Business 3(3-0)
Environments and operations of multinational business. Public policy issues and their influence on internal management. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor. This course is approved for offering in a distance learning format.

MGT 445 Compensation Administration 3(3-0)
Theory, procedures, and methodology for developing and administering compensation systems. Covers job evaluation methods, wage and salary structure development, incentive pay systems, and benefits administration. Prerequisites: MGT 258 or MGT 315; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 446 Industrial Relations 3(3-0)
Relationships between organized labor and management analyzed in the light of contemporary conditions. Recommend MGT 258 or MGT 312 prior to enrollment. Prerequisites: 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 495 Global Management Strategy 3(3-0)
An integrative, cross-functional capstone course focusing on the process of strategic planning and management from the general management perspective, and on the domestic, multinational, and global dimensions. Primarily a case course. Prerequisites: 86 semester hours completed; completion of 300-level common core knowledge requirements in business; admission to Professional Business Studies. Graduating seniors only. This course is approved for offering in a distance learning format.

MGT 500 Comparative Labor Relations Systems 3(3-0)
Comparative analysis of the history, structure, institutional arrangements, and philosophy of the labor relations systems of several countries in advanced stages of industrialization. Prerequisites: MGT 333; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 516 Management and Women 3(3-0)
Enables both male and female students to understand the opportunities, challenges, and problems confronting women in their pursuit of careers in management and helps them manage more effectively. Prerequisites: MGT 312; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MGT 533 Purchasing Strategy 3(3-0)
Strategic analysis and planning of purchasing and supplier-base development for both domestic and global competitive environments. Prerequisites: MGT 333 and admission to Professional Business Studies or listed on signed major or minor or permission of the MBA Director.

MGT 542 Inventory and Materials Management 3(3-0)
The study of the concepts, models and systems for material management and production planning. Prerequisites: MGT 303/MKT 303 or MGT 340; STA 282; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor or graduate standing.

MGT 543 Management and Control of Quality 3(3-0)
In-depth study of management and statistical techniques employed in the analysis, design and implementation of quality assurance and control systems in manufacturing and service organizations. Prerequisites: MGT 303/MKT 303 or MGT 340; STA 282 or STA 382; 86 semester hours completed; admission to Professional Business Studies or listed on signed or major or minor or graduate standing.

MGT 545 Operations Strategy 3(3-0)
The treatment of strategic planning and competitive issues in operations management in a domestic and global environment. Prerequisites: MGT 303/MKT 303 or MGT 340; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor or graduate standing.

MGT 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 MGT 645. This course is approved for offering in a distance learning format. Prerequisites: Admission to graduate program or permission of the Department Chairperson.

MGT 645 Personnel Compensation Practice and Process 3(3-0)
Procedures and methods for developing and delivering employee compensation programs. Credit cannot be earned in both MGT 635 and MGT 645. This course is approved for offering in a distance learning format. Prerequisites: MGT 643, or 633; STA 282 or 382 or statistics competency; admission to graduate program.

MGT 646 Labor Relations Issues 3(3-0)
Exploration of the public sector, private sector, and international issues in labor relations. Credit cannot be earned in both MGT 636 and MGT 646. Prerequisite: MGT 320; admission to graduate program.

MGT 647 Employee Selection and Evaluation 3(3-0)
In-depth analysis of the functions of employee selection and performance appraisal in organizational settings, with emphasis on quantitative techniques. This course is approved for offering in a distance learning format. Credit cannot be earned in both MGT 647 and MGT 637. Prerequisites: STA 282 or 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. This course is approved for offering in a distance learning format. Prerequisites: admission to MBA or permission of MBA director.

MGT 667 International Business 3(3-0)
This course deals with operating subsidiaries and affiliates in different country- and cultural-contexts. Credit cannot be earned in both MGT 667 and MGT 657. Prerequisites: admission to graduate program.

MKT 221 Marketing Strategies for Entrepreneurs 3(3-0)
Marketing for small businesses: Identification of a product and/or service potential; advertising plans, marketing strategy, store location, purchasing procedures and inventory control. Identical to ENT 221. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format.

MKT 300 Introduction to Marketing 3(3-0)
A basic introduction to the marketing environment, the marketing mix; marketing management and the place of marketing in world society. This course is approved for offering in a distance learning format. Prerequisite: 56 semester hours completed.

MKT 305 Buyer Behavior 3(3-0)
Characteristics of consumers affecting the decision process in buying and the marketing implications. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 310 Marketing Communications 3(3-0)
An overview of advertising, personal selling and sales promotion, and other techniques that an organization would use to communicate with its target markets. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor. This course is approved for offering in a distance learning format.

MKT 320 Retail Management 3(3-0)
Functions of a retail establishment are examined. Significant developments taking place in the major environments of retailers—social, economic, technological and legal. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on a signed major or minor; or with approval from the Office of Undergraduate Business Studies.

MKT 330 Marketing Channels 3(3-0)
Institutions, physical flows, behavioral and economic relationships comprising channel systems in the marketing environment. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 350 Marketing Analysis 3(3-0)
Analysis of marketing data: marketing research, statistics, marketing cost/ revenue analysis and sales and market forecasting. Prerequisites: MKT 300 or MKT 304; STA 282; ACC 202 or ACC 255; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 410 Advertising Management 3(3-0)
Provides an understanding and evaluation of the advertising function within the modern business environment. Management decision-making is stressed in advertising as a vital communication tool. Prerequisites: MKT 300 or MKT 304, MKT 310 or JRN 360; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

MKT 435 Transportation 3(3-0)
The role of transportation systems in an economy, transport system pricing, and the management of transportation operations. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.
**MKT 440 Sales Management 3(3-0)**
The organization, planning, operation and control of a field sales force from the perspective of the sales manager. Prerequisites: MKT 300 or MKT 304; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**MKT 450 Marketing Research 3(3-0)**
Methodology used in gathering, recording, and analyzing marketing data to aid executives in making marketing decisions. Prerequisites: MKT 300 or MKT 304; STA 282; 56 semester hours completed; admission to Professional Business Studies or listed on signed major or minor. Recommended: BUS 300.

**MKT 465 Supply Chain Management 3(3-0)**
Integration of competencies in logistics related areas. Logistical policy establishment and decision-making for solving complex logistical problems that focus on global and intercompany logistics systems. Prerequisites: MKT 431 or MKT 432; 86 semester hours completed; admission to Professional Business Studies or listed on signed major or minor.

**MKT 555 Market and Sales Forecasting 3(3-0)**
Develops familiarity with methods most commonly used in market and sales forecasting. Both qualitative and quantitative methods are included with emphasis on the latter. This course is approved for offering in a distance learning format. Prerequisites: one course in MKT; one course in statistics or MKT 450; admission to Professional Business Studies; 86 semester hours completed.

**MKT 560 International Marketing 3(3-0)**
Policies and practices employed in international business. Considers problems of international payments, trade and investment with special emphasis on integrating managerial dimensions with related economic principles. Prerequisites: MKT 300 or MKT 304; admission to Professional Business Studies; senior standing; 86 semester hours completed. This course is approved for offering in a distance learning format.

**MKT 631 Lean Logistics Operations 3(3-0)**
Understanding and applying lean principles to logistics operations by examining and improving the order fulfillment process including: order, inventory, warehousing and transport operations. This course is approved for offering in a distance learning format. Prerequisite: Admission to the MBA program or permission of MBA director.

**MLE - Middle Level Education**

**MLE 570 Issues in Middle Level Education 1-3(Spec)**
A focus on current issues in middle level education. Students will help select specific topics for in-depth study. Prerequisite: MLE 583 or 643.

**MLE 613 Current Educational Issues 3(3-0)**
Identification and analysis of significant, persistent issues in education in the United States and the relationship to student achievement and teacher effectiveness. Identical to EDU 613. Credit may not be earned in more than one of these courses. This course has been approved for offering in a distance learning format.

**MLE 780 Master of Arts Capstone Experience 3(3-0)**
Students complete research projects appropriate to their degree programs that produce results applicable to their current practice. Should be last course taken in student’s program. Identical to EDU 780. Credit may not be earned in more than one of these courses.

**MSA - Master of Science in Administration**

**MSA 501 Managing Change with Emotional Intelligence 3(3-0)**
An examination of organizational leadership utilizing emotional intelligence as a foundation for managing change. This course is approved for offering in a distance learning format. Prerequisites: LDR 200 and 86 semester hours completed; or graduate standing.

**MSA 600 Foundations of Research Methods in Administration 3(3-0)**
An introduction to research methods designed to build the skills and knowledge necessary to conduct and interpret primary research in the field of administration. This course is approved for offering in a distance learning format. Prerequisite: Statistics competency.

**MSA 601 Organizational Dynamics and Human Behavior 3(3-0)**
An examination and application of organizational theories aimed at developing a conceptual framework for the understanding and analysis of human behavior in complex organizations. This course is approved for offering in a distance learning format.

**MSA 602 Financial Analysis, Planning and Control 3(3-0)**
Study of financial analysis, planning, and control techniques/methods emphasizing mechanisms used to determine the overall financial health of private, public and nonprofit organizations. This course is approved for offering in a distance learning format. Prerequisites: Accounting competency.

**MSA 603 Strategic Planning for the Administrator 3(3-0)**
An examination of processes and approaches used by administrators to analyze internal and external environments to establish and accomplish long-term strategic organizational goals. This course is approved for offering in a distance learning format.

**MSA 604 Administration, Globalization and Multiculturalism 3(3-0)**
Focuses on theoretical and applied concepts and skills essential to successfully managing an environment of workplace diversity and multiculturalism within domestic and global organizations. This course is approved for offering in a distance learning format.

**MSA 610 Environments in Administration 3(3-0)**
Studies the impact of the economic, legal, political, technical, international, and social environments on administration. Presents the relevant concepts from these areas and analyzes their interrelationships. This course is approved for offering in a distance learning format.

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

**MSA 620 Effective Administration and Organizational Behavior 3(3-0)**
To develop an understanding of human problems and processes which help or hinder successful task completion. To improve interpersonal and diagnostic skills as well as theoretical knowledge. This course is approved for offering in a distance learning format.

**MSA 634 Managerial Accounting Concepts 3(3-0)**
Study of how accounting information can be used in planning, coordinating, and controlling the activities of an organization. Prerequisite: Accounting competency. This course is approved for offering in a distance learning format.

**MSA 635 Financial Management 3(3-0)**
Study of financial management and financial management techniques for administrators of private and public organizations. Emphasis is on financial planning and control. Prerequisite: Accounting competency. This course is approved for offering in a distance learning format.

**MSA 640 Quantitative Applications in Decision Making 3(3-0)**
This course studies stochastic and quantitative analytical tools and concepts which can be used to make optimal decisions in the pursuit of such organizational goals as cost efficiency, service delivery, and profit. Concepts include probability theory, statistics, decision theory, inventory control, linear models, linear programming, network analysis, and simulation. Prerequisite: Statistics competency. This course is approved for offering in a distance learning format.

**MSA 650 Organization Theory: Strategy and Structure 3(3-0)**
A systems approach to studying the design and administration of complex organizations. Diverse organizational settings require the capacity to develop appropriate decision making and planning strategies to produce the desired organizational goals, given the organization’s environment. This course is approved for offering in a distance learning format.

**MSA 660 Marketing Administration 3(3-0)**
This course is concerned with the application of appropriate marketing concepts and techniques to the private sector business and nonprofit organizations’ marketing and communication activities. This course is approved for offering in a distance learning format.

**MSA 661 Diversity and Multiculturalism in the Workplace 3(3-0)**
An examination of the skills needed to successfully administer an environment that facilitates workplace diversity and multiculturalism within the contexts of domestic and global organizations.

**MSA 675 Strategic Policy Administration 3(3-0)**
Applies decision-making models for policy analysis and implementation in the private and public sector environments. A case study course covering organizational analysis and operational programming. Prerequisite: Minimum of 8 semester credit hours of MSA core courses, including MSA 634 or MSA 635. This course is approved for offering in a distance learning format.
MSA 681 Administrative Practicum 1-3(Spec)
Prove students with an introductory professional experience of an administrative/supervisory nature in an administrative setting. For students with limited or no administrative experience. Prerequisite: Permission of MSA Director.

MSA 685 Integrative Analysis of Administration 3(Spec)
MSA 685 builds upon the information and skills learned in the core and concentration coursework, and the student's employment experiences. The course trains the student in application of administrative theory and research to practical issues and problems found in occupational situations. In these senses of joining theory, research and practice with the practical world, the course is truly integrative of the student's knowledge, skills, and professional life. This course is approved for offering in a distance learning format. Prerequisites: MSA 600, MSA 602 or MSA 634 or MSA 635, MSA 640 all with a grade of C or better; 21 hours of graduate credit.

MSA 690 Internship 1-3(Spec)
Provides a supervised, practical, in-depth administrative experience in an organization related to the MSA student's concentration area. Prerequisites: 18 hours completed in the MSA program and permission of the MSA Director.

MSA 691 Independent Study 1-2(Spec)
Directed reading or research on an approved topic in administration. Prerequisite: permission of instructor and director of MSA program.

MSA 696 Special Topics 3(Spec)
Selected topics of interest to students which are not included in existing courses. Specific topic will be listed on the student's transcript.

MSA 699 Applied Research Project in Administration 3(Spec)
Research project on a practical organizational administrative issue and/or problem integrating theoretical, methodological, and applied knowledge from core and concentration coursework with student's professional experience. This course is approved for offering in a distance learning format. Prerequisites: MSA 600; MSA 602 or 634 or 635; MSA 603 or 640 all with a grade of C or better; 24 hours of graduate credit.

MTH - Mathematics

MTH 055 Elementary Algebra 3(3-0)
The real number system, basic number theory, variables and algebraic expressions, exponents, the Cartesian coordinate system, linear equations, percent, operations with polynomials, reading charts and graphs. Word problems and calculator use are emphasized. Credit in this course does not count toward the total number of hours required for graduation. It does count in determining whether one is a full-time student. CR/NC only.

MTH 105 Intermediate Algebra 3(3-0)
Algebraic expressions, functions, factoring, graphing, linear and quadratic equations, linear inequalities, systems of linear equations, rational expressions, radicals, negative and rational exponents. Successful completion of this course satisfies the University Mathematics Competency requirement. Recommended: Two years of high school mathematics or successful completion of MTH 055. This course is approved for offering in a distance learning format.

MTH 106 Plane Trigonometry 3(3-0)
Solution of triangles, trigonometric equations, and identities. No credit in MTH 106 after credit earned in MTH 130. Course does not count toward a major, minor in mathematics except for students pursuing a B.S. in Ed., Elementary Emphasis. Recommended: one and one-half years of high school algebra; or successful completion of MTH 105 and one year of high school geometry. This course is approved for offering in a distance learning format.

MTH 107 College Algebra 3(3-0)
Complex numbers, introduction to functions, zeros, graphing, linear functions, quadratic functions, intersections of graphs, interpreting graphs, inequalities, polynomial and rational functions, algebra of functions. Course does not count toward a major, minor in mathematics except for students pursuing a B.S. in Ed., Elementary Education. Recommended: Successful completion of MTH 105.

MTH 130 Pre-Calculus Mathematics 4(4-0)
Sets, mathematical induction, functions, relations, theory of equations, analytic geometry. This course is approved for offering in a distance learning format. Recommended: MTH 106, 107.

MTH 132 Calculus I 4(4-0)
Limits, continuity, differentiation of the derivative, differentiation of elementary functions, applications of derivatives, antiderivatives, Riemann sums, definite integrals, fundamental theorem of calculus. This course is approved for offering in a distance learning format. Recommended: MTH 130. (University Program Group II-B)

MTH 133 Calculus II 4(4-0)
Techniques of integration, applications of definite integrals, improper integrals, elementary differential equations, indeterminate forms, infinite series, Taylor series, polar coordinates and complex numbers. Prerequisite: MTH 132.
PED - Sports Instructional Program (Activity)

Note: a limitation of 6 hours of PED and/or RLA courses may be applied toward the requirements for graduation.

PES - Physical Education and Professional

PES 143 Sexual Assault and Harassment/Awareness and Avoidance 2(2-0)
A class designed to provide students with appropriate knowledge and skills to deal appropriately with sexual assault and sexual harassment.

PES 310 Physical Education for the Classroom Teacher 3(Spec)
An introduction to elementary physical education programming. This course integrates the concepts of total human physical development; basic motor development, physical fitness and human wellness. Prerequisite: EDU 107.

PES 550 Sport Fundraising 3(3-0)
Provides theoretical and practical applications of fundraising in the sport industry. Prerequisites: Minimum 66 credit hours (senior status); or graduate status.

PES 560 Principles and Foundations of Coaching 3(3-0)
Practical and relevant information that is appropriate for interscholastic coaches. Includes eligibility for Coaches Advancement Program (C.A.P.) certification. Prerequisites: 56 hours of course credit.

PES 570 Advanced Coaching in Basketball 2(2-0)
Study of most recent basketball trends and new techniques, methods, and philosophies in the coaching of basketball.

PES 572 Advanced Coaching in Baseball 2(2-0)
Coaching philosophy, new techniques and drills, practice organization, coaching duties, and strategy. Prerequisite: PES 372.

PES 574 Advanced Coaching of Football 2(2-0)
Study of recent changes and new trends in coaching of football.

PES 603 Administration of Sport and Physical Education 3(3-0)
A study of administrative techniques and administrative problems related to sport and physical education.

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 610 Philosophy of Physical Education and Sport 3(3-0)
Philosophical foundations underlying physical education and sport with particular emphasis upon the development of a consistent and rational professional philosophy.

PES 611 Psychology of Sport 3(3-0)
The psychological dimension in sport as it pertains to the athlete, the coach, and the spectator; the latest psychological findings dealing with the relationship between individuals and sport.

PES 620 Sport - An Interdisciplinary Study 3(3-0)
An interdisciplinary study in sport in America through an examination of the historical, sociological, and philosophical principles of play, sport, games, and athletics.

PES 625 Facilities for Sport and Physical Education 3(3-0)
Basic planning principles from which guidelines to planning facilities can be established. Visitation to various state facilities.

PES 640 Sport and the Law 3(3-0)
Provides the entering professional with a practical and theoretical application of U.S. law to the sport industry. Prerequisite: PES 670 or HSC 670.

PES 645 Financial Management of Sport 3(3-0)
Application of the fundamental concepts and theories of finance to the field of sport management.

PES 650 Sport Marketing 3(3-0)
Provides a practical and theoretical application of marketing science to all realms of the sport industry. It is also a basic course in a sequence of core courses taken to complete an MSA degree with a concentration 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 enrolment. 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.

PES 690 Practicum 1-4(Spec)
To give the student professional experience of a supervisory or administrative nature in a public school, educational institution, or community agency. Prerequisite: Master's degree candidates only. CR/NC only.

PES 691 Independent Study 3(Spec)
A topic is selected, researched and a scholarly paper prepared in consultation with an advisor. CR/NC only. Prerequisite: PES 670.

PES 699 Sport Management Internship 3-6(Spec)
A capstone experience applying theoretical and practical knowledge in a sport management setting. Prerequisite: Completion of all required and elective courses, except PES 691/698; 3.0 overall GPA or higher; significant progress toward Plan B paper or thesis; and permission of the academic advisor and the sport management internship supervisor.

PHL - Philosophy

PHL 100 Introduction to Philosophy 3(3-0)
Study of the basic issues and methods of philosophy. Depending on instructor, it may have either a problem or a historical orientation. (University Program Group I-A)

PHL 118 Moral Problems 3(3-0)
Study of basic moral problems and proposed solutions to problems associated with violence, oppression, prejudice, and sex. (University Program Group I-A)

PHL 140 Introduction to Logic 3(3-0)
A study of modern formal logic, with emphasis on the development of general procedures for deciding whether any argument is correct. This course may be offered in an online or hybrid format. (University Program Group II-B)

PHL 218 Ethical Theory 3(3-0)
The following problems will be discussed: What is the good life? Is there any such thing as right and wrong? Can we justify our moral beliefs? (University Program Group I-A)

PHL 225 Foundations of Cognitive Science 3(3-0)
Introduction to cognitive science, the problems it addresses, its evolving models of the mind, its interdisciplinary nature, and its broader ramifications. Identical to PSY 225. Credit may not be earned in more than one of these courses. Group IV-A)

PHL 230 Philosophy of Religion 3(3-0)
The philosophical study of the meaning and justification of religious claims, including those about the nature and existence of God and human immortality (University Program Group I-A)

PHL 305 Chinese Philosophy 3(3-0)
Survey of Chinese philosophy from the earliest times to the modern period, with emphasis on major thinkers and schools. (University Program Group IV-B)

PHL 318 Business Ethics 3(3-0)
Application of ethical principles to such business issues as fair competition, employee obligations, and business's responsibilities to stockholders, customers, employees, community, and society. This course is approved for offering in a distance learning format.

PHL 325 Philosophy of Mind 3(3-0)
An attempt to explain the nature of the mind, by examining philosophical works on the mind-body problem and by surveying empirical results. Prerequisite: one course in University Program Group III-A. (University Program Group IV-A)

PHL 345 The Civil Rights Movement 3(3-0)
Examines the civil rights movement from 1954 to 1960; based on PBS series: Eyes on the Prize; Identical to SOC 345, PSC 325, REL 345. Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, LAR 145; PSC 100, PSC 125, REL 140, SOC 100. (University Program Group IV-C)

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. Prerequisites: junior status.

PHL 525 Philosophical Problems of the Self 3(3-0)
Advanced study of central philosophical questions about persons, such as mind-body problem, the nature of personal identity, and the freedom of the will. Prerequisites: PHL 100.

PHL 597 Special Topics In Philosophy 1-12(Spec)
Study of areas in philosophy not included in courses currently listed in catalog. Prerequisite: permission of instructor.
PHS - Physical Science

PHS 101 Survey of Physical Science 3(3-0)
Introduction to the nature of the physical universe, the concepts and methods of physical science, and the history of scientific ideas. Developed through lectures and demonstrations. (University Program Group II-B)

PHS 151 Introductory Physical Science I 3(2-2)
Introduction to the concepts and methods of physical science. Focusing on the physical science of solid matter, students are encouraged to draw conclusions from desktop experiments. Recommended for prospective elementary, special education, and middle school teachers. Satisfies University Program Group II-B laboratory requirement. (University Program Group II-B)

PHS 251 Introductory Physical Science II 3(2-2)
Continuation of PHS 151. The physical science of solid matter with emphasis on models of atoms and molecules. Prerequisite: PHS 151.

PHS 371 Musical Acoustics 3(2-2)
The physical basis of sound and music, sound reproduction, and auditorium acoustics. Satisfies University Program Group II-B laboratory requirement. Intended for students with some background in music. (University Program Group II-B)

PHY - Physics

PHY 100 Conceptual Physics 3(3-0)
An exploration of physical concepts; their social and philosophical implications; and the utility and limitations of physics for solution of problems in the modern world. The mathematical level will be that of beginning high school algebra. Not intended for potential science majors. This course is approved for offering in a distance learning format. (University Program Group II-B)

PHY 110 Physics of Sports 3(3-0)
For students interested in the physics of motion. Covers velocity, acceleration, force and momentum, as related to physical activity. (University Program Group II-B)

PHY 127 Table Top Physics 1(0-2)
Laboratory experience for PHY 100, PHY 110, or PHS 101. Hands-on group laboratory exercises investigate the nature of physics. Satisfies University Program Group II-B laboratory requirements. Pre/Co-Requisites: PHY 100, PHY 110, or PHS 101. (University Program Group II-B)

PHY 130 College Physics I 4(4-0)
Mechanics, heat, kinesthetic theory, and sound. The mathematics used is algebra and trigonometry. The sequences PHY 130-131, PHY 170-171 satisfy minimum requirements for medical and dental schools. Prerequisites: MTH 106. (University Program Group II-B)

PHY 131 College Physics II 4(4-0)
A continuation of PHY 130 that covers the topics of electricity, magnetism, optics and modern physics. Prerequisite: PHY 130.

PHY 145 University Physics I 4(4-0)
Normally the first physics course for majors and minors. Mechanics of single and many-particle systems, conservation laws, statistical concepts, and gravitational interaction. Pre/Co-Requisite: MTH 132. (University Program Group II-B)

PHY 170 College Physics Laboratory I 1(0-2)
Experimental techniques of physics introduced by studying quantitative situations through error analysis, graphical analysis, small computer calculations, and linear measurements. Satisfies University Program Group II-B laboratory requirement. Pre/Co-Requisite: PHY 130. (University Program Group II-B)

PHY 171 College Physics Laboratory II 1(0-2)

PHY 175 University Physics Laboratory I 1(0-2)
Laboratory experience for PHY 145. Introduction to experimental techniques and the treatment of experimental data. Satisfies University Program Group II-B laboratory requirement. Pre/Co-Requisite: PHY 145. (University Program Group II-B)

PSC - Political Science

PSC 100 Introduction to Political Science 3(3-0)
Historical and theoretical concepts of political science, required for all political science majors and minors. Does not substitute for PSC 105. This course is approved for offering in a distance learning format. (University Program Group III-B)

PSC 101 Political Behavior 3(3-0)
Focus is on the elements of individual political behavior. Includes socialization; political involvement, commitment and participation; voting behavior; and political opinion and personality. (University Program Group III-A)

PSC 105 Introduction to American Government and Politics 3(3-0)
Focuses both on the formal institutions of government and how politics actually works in the United States. Recommended prior to taking any other political science courses in American Political Institutions. This course is approved for offering in a distance learning format. (University Program Group III-B)

PSC 125 African-American Politics 3(3-0)
Examines issues of political economy, political participation, political efficacy and alienation, Black Nationalism and Pan-Africanism. (University Program Group IV-C)

PSC 150 World Politics 3(3-0)
Introductory conceptual analysis of international politics: North-South relations; and major areas of tension in Latin America, Africa, Middle East, and Asia. This course is approved for offering in a distance learning format. (University Program Group III-B)

PSC 151 The U.S. and the World 3(3-0)
To prepare the student to confront, in a systematic fashion, the issues to be faced as a citizen of the United States and as a member of the global society. (University Program Group III-B)

PSC 210 Introduction to Public Administration 3(3-0)
Provides a broad understanding of basic concepts and principles of public administration, including role, structure, and functions of public agencies and how they operate. Prerequisite: PSC 100 or PSC 105. This course is approved for offering in a distance learning format.

PSC 242 Introduction to Comparative Politics 3(3-0)
An examination of relevant theories, concepts, and methods of comparative political analysis and application of these in the study of selected political systems. (University Program Group III-B)

PSC 261 State and Local Government 3(3-0)
Structure and functions of state, county, and city governments, with emphasis on policy issues. Michigan governments are used for illustrations and examples. (University Program Group III-B)

PSC 275 Great Political Thinkers 3(3-0)
Discussion of vital issues in the history of Western political thought, such as freedom, justice, equality, and power. Authors include Plato, Aristotle, Machiavelli, Marx. This course is approved for offering in a distance learning format. (University Program Group I-A)

PSC 280 Introduction to Empirical Methods of Political Research 3(3-0)
Empirical political research techniques including the scientific method, measurement, descriptive and inferential statistics, literature reviews, data collection, computer assisted data analysis, and research reporting. This course is approved for offering in a distance learning format. Prerequisites: PSC 100 or PSC 105; one other political science course.

PSC 313 Budgetary Processes in the United States 3(3-0)
Study of the determination and execution of fiscal policies in public agencies with special attention to preparation, authorization, and execution of government budgets.

PSC 320 The American Legislative Process 3(3-0)
Analysis of the legislative process, studying formal and informal devices used by legislative bodies in determining policy. Primary emphasis is on the United States Congress. Prerequisites: PSC 105.

PSC 321 The American Chief Executive 3(3-0)
Development of the executive office of the United States, with emphasis on the Presidency. This course has been approved for offering in a distance learning format.

PSC 322 Judicial Process and Politics 3(3-0)
Focuses on the American judicial process, including federal and state courts, roles of judges and other actors, civil and criminal justice processes, and judicial policymaking. Recommended: PSC 100 or PSC 105.

PSC 323 American Parties and Politics 3(3-0)
Analysis of American political parties as instruments of democratic government. Their structures, functions, and organizations, with emphasis on nomination, campaigns, and elections.

PSC 325 The Civil Rights Movement 3(3-0)
Examines the civil rights movement from 1954 to 1980s; based on PBS series: Eyes on the Prize. Identical to PHL 345, REL 345, SOC 345. Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, LAR 145, PSC 100, PSC 105, PSC 125, REL 140, SOC 100. (University Program Group IV-C)

PSC 326 Women and Politics 3(3-0)
This course will look primarily at empirical studies of women's role in politics in the U.S. but also in other contexts. Identical to WST 326. Credit may not be earned in more than one of these courses. (University Program Group IV-A)
PSC 327 Lobbying and Interest Group Behavior 3(3-0)
The reasons for and the methods of lobbying constitute the major subjects. Also includes the identification of different lobbyists, their goals, behavior, and organizations.

PSC 340 African Political Systems and Processes 3(3-0)
Comparative survey of selected African political systems with focus upon Sub-Saharan Africa. (University Program Group IV-B)

PSC 341 Comparative Politics: Eastern Europe 3(3-0)
Comparative analysis of selected Eastern European states, including Poland, Czech Republic, Hungary, former Yugoslavia, Romania, Bulgaria. Identical to EUR 303. Credit may not be earned in more than one of these classes. (University Program Group IV-B)

PSC 343 Southeast Asian Political Systems and Processes 3(3-0)
The impact of culture on politics in five countries of Southeast Asia, including Vietnam, Laos, Cambodia, Thailand, Burma, Malaysia, Indonesia, Singapore, Brunei and Philippines. (University Program Group IV-B)

PSC 344 East Asian Political Systems and Processes 3(3-0)
Emphasis on selected states in East Asia. East Asia consists of China, Japan, and Korea. (University Program Group IV-B)

PSC 345 Middle Eastern Political Systems 3(3-0)
Comparative analysis of the politics of selected Middle Eastern states, including Egypt, Iraq, Saudi Arabia, Algeria, Jordan, Morocco, Iran, Israel and Turkey. (University Program Group IV-B) This course is approved for offering in a distance learning format.

PSC 347 Comparative Politics: Western Europe 3(3-0)
Comparative analysis of selected European states, including Great Britain, France, Italy and Germany. (University Program Group IV-B)

PSC 348 Latin American Political Systems 3(3-0)
A comparative analysis of politics in contemporary Latin America with focus on the impact of authoritarianism, international intervention, economic under-development, and democratization. (University Program Group IV-B)

PSC 371 American Political Thought 3(3-0)
Selective survey of dominant trends in American political thought from the revolutionary era to the present. This course is approved for offering in a distance learning format. (University Program Group I-A)

PSC 375 Socialism, Fascism, and Liberalism 3(3-0)
Political and psychological analyses of socialist, fascist, and liberal ideologies. (University Program Group IV-A)

PSC 378 Modern Democratic Theory 3(3-0)
Exploration of modern arguments for and against liberal democracy and discussion of the future of liberal democracy in the U.S. and elsewhere. (University Program Group I-A)

PSC 390 Independent Study 1-6(Spec)
Directed reading or research on an approved topic. Prerequisite: Open to students not on academic probation and who shall have completed 12 semester hours in political science, with the permission of the instructor.

PSC 355 Internship in Government and Politics 1-12(Spec)
An integrative learning experience where students apply textbook knowledge to governmental and public affairs work experience. CR/NC only. Prerequisite: permission of instructor.

PSC 405 Methods for Teaching Political Science 3(3-0)
Lesson plans, objectives evaluations, organization and methods of teaching government and politics. Three weeks of mid-tier experiences. Prerequisites: completion of at least 15 hours of political science course work, at least junior status.

PSC 411 Public Sector Human Resources and Organization Theory 3(3-0)
Seminar on human resource management (personnel administration) and organizational theory in public agencies including hiring, developing, and rewarding employees; and structuring and designing organizations. Prerequisites: PSC 105 or PSC 210 and 56 semester hours completed. This course is approved for offering in a distance learning format.

PSC 421 Constitutional Law: Powers of Government 3(3-0)
Examines major U.S. Supreme Court decisions concerning judicial review, separation of powers, federalism, fiscal and commerce powers, and economic liberties.

PSC 422 Constitutional Law: Civil Rights and Liberties 3(3-0)
Examines major U.S. Supreme Court decisions regarding the First Amendment, criminal procedure, racial and gender equality, and the right to privacy.

PSC 514 American Public Policy Making 3(3-0)
This course serves to integrate political institutions and levels of government in terms of policy development and implementation. Prerequisites: PSC 105 or graduate standing. This course is approved for offering in a distance learning format.

PSC 515 Comparative Public Policy 3(3-0)
Techniques of cross-national and other comparative policy analysis applied to social and economic policies of industrialized nations, especially Western Europe.

PSC 516 Environmental Politics and Policy 3(3-0)
Analysis of relationships between politics and public policy in the environmental arena. Emphasis upon policy making process, political strategies, and alternative decision modes. Prerequisites: complete minimum of 56 credit hours of university course work.

PSC 520 American National Government and Politics 3(3-0)
This course will examine the major theoretical frameworks used in the study of American national government and politics and survey current research in the area. Prerequisites: a minimum of 9 hours of political science coursework, including PSC 105.

PSC 522 Regulatory Processes and Administrative Law 3(3-0)
Survey of the principles of administrative law and the politics of the U.S. regulatory processes. This course is approved for offering in a distance learning format.

PSC 551 Seminar in International Relations 3(3-0)
Significant aspects of international relations on the basis of timeliness and importance. This course is approved for offering in a distance learning format.

PSC 555 International Law I 3(3-0)
Processes of international law, role in international relations and organizations; effects on individual rights in peacetime through cases, treaties, customs, and legal rules. This course is approved for offering in a distance learning format.

PSC 561 American State Government and Administration 3(3-0)
Political, legislative, executive, and judicial processes of American state government, with emphasis on the way they affect public policies in the states.

PSC 563 Politics and Policy in Urban Communities 3(3-0)
Examination of large and small city governments. Their political process, behavior, and citizen participation. Emerging public policies and intergovernmental cooperation.

PSC 565 Managing Modern Local Government 3(3-0)

PSC 566 Intergovernmental Relations in the United States 3(3-0)
An analysis of the administrative and fiscal relationships between the national, state, and local governments, with emphasis on grants-in-aid and revenue sharing.

PSC 583 Survey Research 3(3-0)
Development and utilization of quantitative data, with emphasis on behavioral research, public opinion polling, and statistical analysis.

PSC 585 Public Sector Information Technology Management 3(3-0)
To teach public administrators applied management techniques for public sector information systems, and the computer's role in the management of information in a democracy. Prerequisites: PSC 210; 56 semester hours completed or graduate status.

PSC 598 Special Topics in Political Science 1-12(Spec)
Subject matter not included in courses currently listed in Bulletin.

PSC 610 Foundations of Public Administration 3(3-0)
Overview of major subfields of public administration including administrative theories and processes, democratic environments, administrative functions and activities and analytical tools and concepts.

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 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 711 Public Personnel Administration Practice 3(3-0)
Emphasizes skill development in selected areas of public personnel administration, including: personnel evaluation, collective bargaining, affirmative action, and human resource planning and development. This course is approved for offering in a distance learning format.
PSC 712 Implementation and Reform of Public Programs 3(3-0)
Methodology of implementing public programs. Examination of administrative reforms and their implementation. Recommended: Admission to MPA program.

PSC 713 Public Budgeting and Finance 3(3-0)
Advanced study of public budgets and processes. Emphasizes political nature of budget preparation, adoption, administration and evaluation at various levels of government.

PSC 714 Program Analysis and Evaluation 3(3-0)
Methodology of analyzing and evaluating public programs. Design and use of quantitative and qualitative techniques for predicting and measuring performance. Recommended: Admission to MPA program.

PSC 761 Seminar in American State Government 3(3-0)
Study and research in the problems and the process of state government. Content varies. Recommended: PSC 561.

PSC 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.

PSC 774 Strategic Planning for Public/Non-Profit Organizations 3(3-0)
Study of strategic planning process and documents in public and non-profit organizations. Develop and critique strategic plans, goals, and information processes. Recommended: PSC 713 or PSC 714.

PSC 775 Organization Theory in Public Administration 3(3-0)
A systems approach to studying the appropriate design structures for administering complex organizations in the public sector. Emphasis on diverse strategies in decision making, planning, and coordination.

PSC 780 Research in Public Administration in Political Science 3(3-0)
Conceptual frameworks within which policy is studied, and relationship between theory and empirical research.

PSC 785 Strategic Leadership 3(3-0)
The study of leadership within public and not-for-profit organizations or agencies. Examines major theories of leadership, analyzes case studies involving leaders in various settings, and explores how to lead and manage change in organizations.

PSC 790 Advanced Readings I 1-6(Spec)
Prerequisite: permission of advisor and department chairperson.

PSC 795 Internship in Public Administration 1-6(Spec)
An integrative learning experience where students apply textbook knowledge to public administration and public affairs work experience. CR/NC only. Prerequisite: permission of instructor.

PSC 796 Applied Research in Public Administration 3(3-0)
Work experience in administration in a public agency is utilized in the course for an applied research project to integrate the practical and theoretical contributions.

PSY - Psychology

PSY 100 Introduction to Psychology 3(3-0)
Survey of concepts, methods, and fields of psychology. This course is approved for offering in a distance learning format. (University Program Group III-A)

PSY 211 Introduction to Psychological Statistics 3(3-0)
Basic descriptive and inferential statistics are considered, including measures of central tendency and variability, the normal distribution, the t-test, ANOVA, correlation, and chi-square. Prerequisites: PSY 100 and completion of Mathematics Competency. This course is approved for offering in a distance learning format.

PSY 220 Developmental Psychology 3(3-0)
The development of human behavior from conception through old age will be examined in terms of psychological, social, and biological processes. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 225 Foundations of Cognitive Science 3(3-0)
Introduction to cognitive science, the problems it addresses, its evolving models of the mind, its interdisciplinary nature, and its broader ramifications. Identical to PHL 225. Credit may not be earned in more than one of these courses. (University Program Group IV-A)

PSY 250 Abnormal Psychology 3(3-0)
Nature, causes, and treatment of mental disorders. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 285 Research Methods 3(3-0)
An introduction to the various research methodologies in psychology. Prerequisites: PSY 100; PSY 211 or STA 262 or STA 382 with a grade of C or better. This course is approved for offering in a distance learning format.

PSY 310 Psychological Testing 3(3-0)
Theory and foundations of testing with some emphasis on the interpretation of test results. Examination of a variety of different tests. Prerequisite: PSY 100.

PSY 324 Childhood and Adolescence 3(3-0)
Psychological development from childhood through the college years. Main topics are personality, social, and cognitive development. Prerequisites: PSY 220 or HDF 100 or EDU 280. This course is approved for offering in a distance learning format.

PSY 325 Psychology of Aging 3(3-0)
Empirical approach to understanding changes and continuities in physiological, cognitive, perceptual, behavioral, and social functioning in later life. Prerequisites: PSY 220 or signed Gerontology Minor.

PSY 330 Social Psychology 3(3-0)
Empirical approach to understanding individual social behavior. Deals with the person and the social environment with a focus in attitudes, interpersonal behavior, and group processes. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 332 Evolutionary Psychology 3(3-0)
Examines human behavior from an evolutionary perspective. Topics include: evolutionary theory, sex and mating, child rearing, social relationships, and applications to health and work. Prerequisites: PSY 100 or ANT 171 required; BIO 151 recommended. (University Program Group IV-A)

PSY 334 Psychology of Women 3(3-0)
Explores psychological issues pertaining specifically to women in the following areas: affective and cognitive functioning, personality theories, adult role behaviors, sexuality and physical and mental health. Identical to WST 334. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. (University Program Group III-A)

PSY 336 Industrial/Organizational Psychology 3(3-0)
The psychology of work and organizations. Introduction to the use and application of psychology in the workplace. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 337 Psychology of Advertising 3(3-0)
Psychological principles and concepts applied to advertising and selling, promotion, buyer attitudes, consumer behavior, psychological measurement, and prediction in advertising. Prerequisite: PSY 100.

PSY 340 Studies in Personality 3(3-0)
Survey of major theories and principles used to describe/explain the individual. Primary focus will be on evaluating and testing theories via research findings. Prerequisite: PSY 100. This course is approved for offering in a distance learning format.

PSY 350 Clinical Interviewing and Counseling 3(3-0)
Theory and practice of psychological interviewing and counseling. Recommended: PSY 220, PSY 250. Prerequisites: PSY 100.

PSY 382 Perception 3(3-0)
Perception as the result of psychological and physiological processes. Some of the topics covered are vision, audition, pain perception, illusions, pattern recognition and perceptual development. Prerequisites: PSY 100; a University Program Group II course; competency in written English and mathematics. (University Program Group IV-A)

PSY 383 Learning and Memory 3(3-0)
Introduction to the major theoretical-empirical views that characterize the area of learning and memory. This course is approved for offering in a distance learning format. Prerequisite: PSY 100.

PSY 385 Applications of Research Methods 3(3-0)
Second course in psychological research methodology, both experimental and non-experimental. Students design, execute, interpret, and report psychological research. This course is approved for offering in a distance learning format. Prerequisites: PSY 285 with a grade of C or better; ENG 201.

PSY 387 Behavioral Neuroscience 3(3-0)
Overview of the neurological processes underlying organismic behavior. Surveys neurobiological explanations of sensation, movement, motivation, emotion, sleep, learning, neurological disorders, recovery mechanisms. This course may be offered in an online or hybrid format. Prerequisites: One of the following: PSY 100, BIO 101, BIO 105, BIO 110, BIO 151, HSC 211 (University Program Group IV-A)

PSY 400 Special Issues: Title to be listed 1-12(Spec)
Subjects of contemporary psychology not covered by regular curriculum. Prerequisite: See class schedule.

PSY 459 Stress 3(3-0)
Defines stress and how to measure it, evaluates evidence about causes/correlates of stress, and introduces strategies to deal with stress. This course is approved for offering in a distance learning format. Prerequisites: PSY 100.
**Course Descriptions**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisites</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>REL 101</td>
<td>World Religions: An Introduction to the Study of Religion 3(3-0)</td>
<td>Basic forms of religious activity and experience studied as an essential component of human life; includes a survey of major religious traditions. This course is approved for offering in a distance learning format. (University Program Group I-A)</td>
<td></td>
</tr>
<tr>
<td>REL 130</td>
<td>Religion in America 3(3-0)</td>
<td>An introduction to the varieties of religious experience in America; emphasis on the ways religious traditions have interacted with American culture and politics. (University Program Group I-A)</td>
<td></td>
</tr>
<tr>
<td>REL 140</td>
<td>Religion, Race and Discrimination in America 3(3-0)</td>
<td>Introduction to the religious expressions of Americans who have experienced racial discrimination, with emphasis on Native American, African-American, and Hispanic-American communities. (University Program Group IV-C)</td>
<td></td>
</tr>
<tr>
<td>REL 207</td>
<td>Women in Religion 3(3-0)</td>
<td>The place and image of women in major religious traditions. Emphasis on current literature about religious reform, creation of alternative institutions, new concepts of spirituality. Identical to WST 207. Credit may not be earned in more than one of these courses. (University Program Group IV-A)</td>
<td></td>
</tr>
<tr>
<td>REL 220</td>
<td>Religious Traditions of China 3(3-0)</td>
<td>Study of the basic character of Chinese religion, including Chinese Buddhism. Examines both popular religion and major traditions (Confucian, Taoist). (University Program Group IV-B)</td>
<td></td>
</tr>
</tbody>
</table>

**REL 211 Religious Traditions of Japan 3(3-0)**
Introduction to the major characteristics of Japanese religion, including Shinto and Chinese Confucian and Buddhist elements; emphasis on religion in a Japanese cultural setting. (University Program Group IV-B)

**REL 222 Religious Traditions of India 3(3-0)**
The major features of the Hindu tradition, including the Buddhist and Jaina traditions in India. Stresses the significance of practice and doctrine in Indian religion. (University Program Group IV-B)

**REL 235 Religion and Social Issues 3(3-0)**
Introduction to religious ethical thought in its personal, social and institutional contexts, considered in relation to current societal, medical, and sexual issues. (University Program Group IV-A)

**REL 240 African-American Religion 3(3-0)**
Origins, development, and contemporary character of African-American religion, including Christianity, Islam, and new religious movements. (University Program Group IV-C)

**REL 250 The Old Testament and Its Age 3(3-0)**
The literature, history, and religion of ancient Israel in its Near Eastern context as disclosed through study of the Hebrew Bible in English translation. (University Program Group I-A)

**REL 260 The New Testament and Its Age 3(3-0)**
Intensive study of selected portions of New Testament literature, with an introduction to the Hellenistic-Roman age through study of selected background documents. (University Program Group I-A)

**REL 313 Christianity 3(3-0)**
Development of the Christian religious tradition from Jesus of Nazareth to its major contemporary branches: Orthodoxy, Roman Catholicism, and Protestantism. (University Program Group I-A)

**REL 314 Islam 3(3-0)**
Phenomenological approach, stressing sources, institutions, dogmas, modes of expression within the context of Islamic civilization, and the role in the contemporary world, especially in the Middle East. (University Program Group IV-B)

**REL 315 Judaism 3(3-0)**
Judaism as a multifaceted approach to identity and lifestyle, both personal and societal; religious expressions such as Torah, myth, ritual, festivals, holy days. (University Program Group I-A)

**REL 320 The Buddhist Tradition 3(3-0)**
The general nature of Buddhism, with attention to particular developments within it (e.g., Theravada, Mahayana, Tibetan Buddhism). Examines Buddhism's role in various Eastern cultures. This course is approved for offering in a distance learning format. (University Program Group IV-B)

**REL 334 Death and Dying: Religious Dimensions 3(3-0)**
Religious and cultural understandings of death; selected religious and moral problems related to death, e.g., suicide, abortion, euthanasia; religious rituals and death. Prerequisites: 12 hours of college credit. This course is approved for offering in a distance learning format. (University Program Group IV-A)

**REL 342 From Spirituals to Gospel 3(3-0)**
The development of African-American religion from 19th century to the present through an examination of the nature and function of religious song. No knowledge of music theory required. (University Program Group IV-C)

**REL 345 The Civil Rights Movement 3(3-0)**
Examines the civil rights movement from 1954 to 1980s; based on PBS series: Eyes on the Prize; identical to SOC 345, PHL 345, PSC 325. Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, LAR 145, PSC 100, PSC 125, REL 140, SOC 100. (University Program Group IV-C)

**REL 347 African American Reflections on Racism 3(3-0)**
Impact of and resistance to racism treated in theoretical works (theology, ethics, social sciences) and illustrated in the lives and creative works of African Americans. (University Program Group IV-C)

**REL 501 Seminar in the Study of Religion 3(3-0)**
The study of religion as an academic discipline, including a selection of leading scholarly approaches to the investigation of religious phenomena. Prerequisites: 9 credit hours in Religion.

**REL 642 African-American Sacred Song 3(3-0)**
Study of nature and function of African-American sacred singing from spirituals to contemporary gospel. Singing will be examined in historical context with varied theoretical approaches. Prerequisites: a Bachelor's degree from an accredited college. No prior knowledge of music theory required.

**RLA - Recreation and Leisure Activities**
Note: a limitation of 6 hours of PED and/or RLA courses may be applied toward the requirements for graduation.
RPL - Recreation, Parks, and Leisure Services Administration

RPL 118 Introduction to Recreation 2(2-0)
The nature, scope, and significance of recreation in today’s world. A survey of professional opportunities.

RPL 200 Special Topics in Recreation 1-6(Spec)
Concentrated study of a current recreation topic.

RPL 261 Introduction to Private and Commercial Recreation 3(3-0)
An introduction to the broad areas of, and career opportunities in, commercial recreation and facility management.

RPL 307 Management Skills in Leisure Services 3(3-0)
The development of conceptual and human relations skills necessary to the successful management of a leisure service agency. Prerequisites: RPL 118; One of the following: RPL 204 or 216 or 261.

RPL 318 Field Course in Recreation Specialization 1-15(Spec)
Supervised practical, field work experience within a leisure services organization.

RPL 321 International Practicum in Leisure Services 1-30(Spec)
In-depth, practical field experience for international students with a leisure or recreation agency.

RPL 346 Recreation for Senior Citizens 3(3-0)
Proposing, organizing, administering, and conducting recreation activities for older adults.

RPL 400 Special Issues in Leisure Services 1-6(Spec)
In-depth study of a special issue in leisure services. May be repeated up to six credits for different topics. Prerequisite: RPL 118.

RPL 405 Administration of Community Leisure Services 3(3-0)
The organization and administration of community leisure services. Prerequisites: RPL 118; one of the following: RPL 204, 216, 261.

RPL 420 Planning and Facility Design for Leisure 3(3-0)
Basic concepts related to master planning for leisure services; planning and design of recreation areas and sites; planning, design, and construction of recreation facilities.

RPL 508 Budgeting for Leisure Service Agencies 3(3-0)
Basic budgetary principles and procedures for leisure service agencies. Prerequisite: RPL 204 or 216 or 261 or graduate status.

RPL 511 Liability and Risk Management in Leisure Services 3(3-0)
Situational analysis of the legal systems impacting the delivery of recreation and leisure services. Emphasis on applied legal understanding and loss control strategies. This course is approved for offering in a distance learning format. Prerequisites: 6 credits in RPL or signed Event Management Minor or Graduate Status.

RPL 545 Marketing of Leisure Services 3(3-0)
Provides a basis for applying marketing principles and techniques to the provision of leisure service experiences. This course is approved for offering in a distance learning format. Prerequisites: 6 credits in RPL or signed Event Management minor or graduate status.

RPL 600 Advanced Issues in Recreation 1-6(Spec)
Advanced concentration study of a current recreation or park administration problem or issue. Prerequisite: Admission to MA or MSA in Recreation & Park Administration program.

RUS - Russian

RUS 101 Elementary Russian I 4(4-0)
Designed for students who have had no Russian. Basic language skills. Introduction to the culture of the Russian-speaking countries. Students who have completed more than one year of Russian in secondary schools will not receive credit. (University Program Group IV-B)

SOC - Sociology

SOC 100 Introductory Sociology 3(3-0)
Systematic introduction to the field of sociology, its theories, concepts, and methods. Explores social relationships within the context of social structure. This course is approved for offering in a distance learning format. (University Program Group III-B)

SOC 200 Introduction to Social Research and Analysis 3(3-0)
Basic research issues. Univariate, bivariate, and multivariate analysis techniques in sociology, social and criminal justice, and social work. Extensive computer applications. Prerequisites: SOC 100; completion of math competency.

SOC 201 Social Psychology 3(3-0)
Examines the links between social structure and self. Substantive topics may include: agency, emotions, socialization, attitudes, gender, inequality, deviance, conflict, and social change. (University Program Group III-A)

SOC 221 Social Problems 3(3-0)
Nature and extent of major social problems. Underlying general social processes and specific factors, as well as proposed solutions. Prerequisite: One 3-hour course from University Program Group III-B. (University Program Group IV-A)

SOC 223 Urban Structures and Change 3(3-0)
Culture and social system of the city. Demographic structures, patterns of conflict and cooperation, and problems peculiar to urban social organization. Prerequisite: any course from sociology, political science. (University Program Group IV-A)

SOC 311 Sociology of Education 3(3-0)
Contributions of sociology to an understanding of education as a social process. Prerequisite: SOC 100 or SOC 201 or SOC 221.

SOC 314 Public Opinion and the Mass Media 3(3-0)
The methods and findings of social research on public opinion, and the effects of the mass media on values and attitudes. Prerequisite: 6 hours of coursework in PSC, PSY or SOC.

SOC 320 Sociology of Aging and Retirement 3(3-0)
Aging as a social phenomenon; with focus on aging in industrial societies. Prerequisite: SOC 100 or SOC 201 or SOC 221.

SOC 322 Racism and Inequality 3(3-0)
Relations among dominant and subordinate groups focusing on racism as structural inequality. This course is approved for offering in a distance learning format. Recommended: SOC 100, SOC 201, or SOC 221. (University Program Group IV-C)

SOC 324 Criminology 3(3-0)
Nature, distribution, social construction, and theories of crime. Introduction to criminal justice processes. Prerequisite: SOC 100 or SOC 201 or SOC 221.

SOC 326 Inequalities and Justice Processes: Race, Class and Gender 3(3-0)
Empirical and theoretical critique of class, race, and gender inequalities in justice processes that impede effective solutions to social problems. Prerequisite: SOC 100 or SOC 201 or SOC 221.

SOC 345 The Civil Rights Movement 3(3-0)
Examines the civil rights movement from 1954 to 1980s; based on PBS series Eyes on the Prize. Identical to PHL 345, PSC 325, REL 345; Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, LAR 145, PSC 100, PSC 125, REL 140, SOC 100. (University Program Group IV-C)

SOC 402 Analysis of Social Change 3(3-0)
Factors explaining large-scale change in the Western and non-Western worlds. Change in smaller units such as the family and community. Prerequisite: SOC 100 or 201 or 221.

SOC 403 Political Sociology 3(3-0)
Social bases of American politics. Sociological theories and research on political behavior and distribution of power in the United States. Prerequisites: SOC 200, 301, 350; or PSC 280 and at least one PSC course at the 300-level or above.

SOC 411 The Family 3(3-0)
Family as a contested social institution embedded in changing social and cultural contexts. Explores kinship systems, family diversity, social organization, social conflict, family policy, and change. Prerequisites: SOC 100 or 201 or 221.

SOC 413 Work and Careers in America 3(3-0)
Introduction to the sociology of work, occupations and professions. Prerequisites: SOC 300 or both SOC 200 and 350; SOC 301.

SOC 506 Comparative Cultural Systems 3(3-0)
Examines the civil rights movement from 1954 to 1980s; based on PBS series Eyes on the Prize. Identical to PHL 345, PSC 325, REL 345; Credit may not be earned in more than one of these courses. Prerequisites: Any one of the following: HST 110, HST 111, HST 112, LAR 145, PSC 100, PSC 125, REL 140, SOC 100. (University Program Group IV-C)

SOC 512 Industrial Sociology 3(3-0)
Characteristics of industrial societies. Relationship of the organization of industrial work to that of nonwork culture, institutions, and roles. Prerequisites: SOC 300 or both SOC 200 and 350; SOC 301; or regular admission to the Sociology Graduate Program
SOC 514 Sociology of Health and Illness 3(3-0)
Social forces that affect the health of populations and individuals, as well as the operations of a major social institution, that of medical care. Prerequisites: Completion of a University Group III B Course or regular admission to the Sociology Graduate Program.

SPE - Special Education

SPE 126 Introduction to Special Education 3(3-0)
Education of students who deviate significantly from the norm intellectually, physically, emotionally, socially, or educationally.

SPE 500 Parent and Professional Relationships in Special Education 3(3-0)
Establishing and maintaining collaborative relationships with parents and professionals. Study of effects of an exceptional child on the family and methodology of meeting their needs. This course is approved for offering in a distance learning format. Prerequisite: Junior standing or graduate status.

SPE 504 Teaching Students in Inclusive Settings 3(3-0)
Theory and practice of the instruction of students who have disabilities in general education settings. This course is approved for offering in a distance learning format. Prerequisite: Junior standing or graduate status.

SPE 510 Advanced Technology in Education 3(2-3)
Students will study and practice the integration of technology in classroom instruction and management, with emphasis upon software evaluation and lesson design. Identical to EDU 590. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisite: EDU 290 or graduate status.

SPE 519 Students with Cognitive Impairment 3(3-0)
Causes, diagnostic procedures, and research concerning individuals with cognitive impairment. Grade of C+ or better required to count toward degree. This course may be offered in an online or hybrid format. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and 323 with grades of C+ or better; PSY 310; admission to Teacher Education. Graduate students may be admitted with permission of instructor.

SPE 521 Teaching Students with Cognitive Impairment 3(3-0)
Special techniques and materials used in instruction of students who have cognitive disorders. Grade of C+ or better required to count toward degree. This course may be offered in an online or hybrid format. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and 323 with grades of C+ or better; PSY 310; admission to Teacher Education. Graduate students may be admitted with permission of instructor.

SPE 529 The Gifted Student 3(3-0)
Characteristics of individuals with superior abilities. Reviews special curricula and teaching procedures for improving the learning and adjustment of these students. This course has been approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

SPE 531 Autism Spectrum Disorder: Educational Implications 3(3-0)
Presentation of special techniques and materials used in best practice instruction of students with autism spectrum disorders. This course may be offered in an online or hybrid format. Prerequisites: SPE 530 and senior or graduate status.

SPE 542 Special Education Workshop 1-6(Spec)
Study of trends, alternative approaches, and innovative curricula in programming for the exceptional student. This course is a variable credit topical workshop. This course is approved for offering in a distance learning format. Prerequisite: Junior standing or graduate status.

SPE 550 Teaching Culturally Diverse Students 3(3-0)
Survey of sociocultural influences on the performance of students from varying backgrounds, and educational provisions made for them in public schools including an anti-bias curriculum. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

SPE 577 Introduction to Specific Learning Disability 3(3-0)
Systematic introduction to the identification, diagnosis and remediation of specific learning disabilities. This course is approved for offering in a distance learning format. Prerequisites: Junior standing or graduate status.

SPE 578 Students with Emotional Impairment 3(3-0)
Diagnostic procedures, therapy, and research concerning children and youth with emotional impairment. Grade of C+ or better required to count toward degree. This course is approved for offering in a distance learning format. Prerequisites: SPE 126 with a grade of C or better; SPE 322 and 323 with grades of C+ or better; PSY 310; admission to Teacher Education

SPE 579 Teaching Students with Emotional Impairment 3(3-0)
Special techniques and materials used in instruction of students who have emotional and behavioral disorders. Grade of C+ or better required to count toward degree. This course may be offered in an online or hybrid format. Prerequisites: SPE 126 with a grade of C or better; SPE 322, SPE 323 with grades of C+ or better; PSY 310; admission to Teacher Education. Graduate students may be admitted with permission of instructor.

SPE 600 Current Issues in Special Education 3(3-0)
Concentrated study of current special education problems with particular attention to program implementation and development resulting from recent legislation and research. This course may be offered in an online or hybrid format. Prerequisite: admission to a master’s program in Special Education.

SPE 645 Special Education Workshop 1-6(Spec)
Study of trends, alternative approaches, and innovative curriculum in planning for individuals with disabilities. Specifically for in-service training. This course may be offered in an online or hybrid format. Prerequisite: permission of instructor.

SPE 675 Teaching the Student with Learning Disabilities 3(3-0)
Methods and materials used in teaching students with specific learning disabilities. This course may be offered in an online or hybrid format. Prerequisite: SPE 577.

SPE 679 Behavioral and Curricular Interventions for Individuals with Mild Disabilities 3(3-0)
The relationship between behaviors and curriculum in the education of individuals with mild disabilities, focusing on the techniques and practices of various interventions. This course may be offered in an online or hybrid format. Prerequisites: SPE 619, SPE 521, SPE 522. Emotional Impairment focus: SPE 578, SPE 579, SPE 581. Specific Learning Disabilities focus: PSY 667, SPE 675, SPE 685. Permission of instructor and application to register for this course must be filed during the semester prior to registration for approval.

SPE 695 Research for Counseling and Special Education 3(3-0)
Presentation and application of designs and procedures pertinent to conducting research in human services. Includes writing a research proposal and manuscript, implementing a mini-research project. Identical to TED 695. Credit may not be earned in more than one of these courses. This course is approved for offering in a distance learning format. Prerequisites: Regular Admission to the M.A. in Counseling or Special Education; completion of 15 hours or more toward the M.A. in Counseling or Special Education.

SPE 741 Seminar: Administration of Special Education 2(2-0)
Provides interaction among special educators to discuss current issues and problems in implementing programs in accordance with special education code and guidelines. This course may be offered in an online or hybrid format. Prerequisites: SPE 640 and background in research methods.

SPE 750 Consultant Skills for Special Educators and Counselors 3(3-0)
The skills, competencies, responsibilities, priorities, and evaluative processes appropriate in a special education teacher/counselor/consultant role are analyzed. This course may be offered in an online or hybrid format. Prerequisites: Cognitive Impairment focus: SPE 519, SPE 521, SPE 522. Emotional Impairment focus: SPE 578, SPE 579, SPE 581. Specific Learning Disabilities focus: PSY 667, SPE 675, SPE 685. Permission of instructor and application to register for this course must be filed during the semester prior to registration for approval.

SPE 785 Assessment in Special Education 3(3-0)
Selection, evaluation, administration, and interpretation of tests used in special education. This course may be offered in an online or hybrid format. Prerequisites: SPE 600, SPE 679, SPE 785; admission to a master’s degree program.

SPE 790 Seminar: Investigations and Solutions in Special Education 3(3-0)
Completion of Plan B paper or project under the supervision of a faculty advisor. This course may be offered in an online or hybrid format. Prerequisites: SPE 600, SPE 679, SPE 785, SPE/CED 695; admission to a master’s program; permission of instructor.

SPN - Spanish

SPN 101 Elementary Spanish I 4(4-0)
Designed for students who have had no Spanish. Basic language skills. Introduction to the culture of the Spanish-speaking countries. Students who have had previous preparation in Spanish are required to take a placement exam. Students who have had more than two years of high school Spanish may enroll only with permission of instructor. This course is approved for offering in a distance learning format. (University Program Group IV-B)

SPN 102 Elementary Spanish II 4(4-0)
Basic language skills. Continuation of SPN 101. Recommended: SPN 101. (University Program Group IV-B)
SPN 201 Intermediate Spanish I 4(4-0)
Further development of all language and reading skills, a review of grammar, and exploration of Hispanic culture. Recommended: SPN 102. (University Program Group IV-B)

SPN 202 Intermediate Spanish II 4(4-0)
Designed to develop fluency in reading Spanish; cultural emphasis. Recommended: SPN 201. (University Program Group IV-B)

SPN 210 Study Abroad 1-12(Spec)
To develop proficiency in Spanish. Special topics may include language and/or culture. Intended for overseas study. Prerequisite: SPN 102.

SPN 630 Culture and Literature of Spain 3-9(Spec)
An examination of the historical, social, and economic context of the Peninsular Spanish experience through analysis of different cultural representations including film, media, arts, music, literature. A student may take this course up to three times, for 3 credits each time, when content previously studied is not duplicated. This course is approved for offering in a distance learning format. Prerequisites: 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.

STA - Statistics

STA 282 Introduction to Statistics 3(3-0)
Descriptive statistics, probability, sampling distributions, statistical inference, regression. Course does not count on major, minor in mathematics. Credit may not be earned in both STA 282 and STA 382. Recommended: MTH 105 or competency. This course is approved for offering in a distance learning format.

STA 382 Elementary Statistical Analysis 3(3-0)
An introduction to statistical analysis. Topics will include descriptive statistics, probability, sampling distributions, statistical inference, and regression. Greater emphasis than in STA 282 will be placed on probability theory and probability distribution. Credit may not be earned in both STA 282 and STA 382. Prerequisite: MTH 130 or 132 or 133.

STA 575 Statistical Programming for Data Management and Analysis 3(3-0)
Introduction to statistical programming for managing and analyzing data, including programming logic, data manipulation, missing data handling, basic techniques for analyzing data and creating reports. This course is approved for offering in a distance learning format. Prerequisites: STA 282 or STA 382; or graduate standing.

STA 580 Applied Statistical Methods I 3(3-0)
Applications of statistical methods including the usage of computer packages. Topics include forecasting, simple and multiple regression, and analysis of variance. This course is approved for offering in a distance learning format. Prerequisites: STA 282 or STA 382; or graduate standing.

SWK - Social Work

SWK 100 Introduction to Social Work 3(3-0)
Principles and values of social work, community resources and social service agencies, helping methods, and the role of the professional social worker.

SWK 250 Social Welfare Policies and Services I 3(3-0)
History of social welfare and social action. Analysis of American social welfare systems. Links between social policy and needs and impacts on vulnerable groups. Prerequisite: SWK 100. Pre/Co-requisite: LIB 197.

SWK 470 Social Work Practicum I 4(Spec)
Supervised field experience in an agency. Includes 200 hours in field and 15 seminar hours. Must be taken within 2 years of SWK 321 and SWK 375. Prerequisites: Admitted to the Social Work Program; SOC 350; SWK 321, 375. Co-requisite: SWK 331.

TAI - Theatre and Interpretation

TAI 170 Fundamentals of Interpretative Reading 3(3-0)
General education approach to the art as a dynamic means of analyzing and experiencing literature while communicating it to others. (University Program Group I-B)

TAI 175 Appreciation of the Theatre 3(3-0)
Survey of theatrical principles and practices including units on performance, terminology and organization, architecture, literature, technical theatre, and musical theatre. (University Program Group I-B)
TAI 570 Oral Interpretation of Prose Fiction 3(3-0)
Specialized study of the short story and novel, in both individual and group performances. Prerequisites: one course in oral interpretation; one course in fictional literature.

TAI 571 Oral Interpretation of Poetry 3(3-0)
Specialized study of poetry. Prerequisites: one course in oral interpretation and one course in poetic literature.

TAI 572 Special Topics in Oral Interpretation 1-9(Spec)
Current topics for each semester listed in the Phase I or II Class Schedule. 3 hours each; maximum credit 9 hours. Prerequisite: one course in oral interpretation and/or a major in English.

TAI 573 Seminar: Interpretative Reading 3(3-0)
History of the art of interpretative reading, its current theories and possible trends. Prerequisite: one course in interpretative reading.

TAI 574 History of Drama and Theatre I 3(3-0)
Development of drama and theatre in Western Culture from ancient origins to 1700. Prerequisites: 8 hours of TAI coursework.

TAI 575 History of Drama and Theatre II 3(3-0)
Continuation of TAI 574. History of Drama and Theatre I. Development of drama and theatre in Western Culture from 1700 to 1945. Prerequisites: 6 hours of TAI coursework.

TAI 577 Special Topics in Technical Theatre 1-9(Spec)
Current topics for each semester listed in the Phase I or II Class Schedule. 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 the Phase I or II Class Schedule. 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; AMD 140.

TAI 584 Field Course in Theatre 1-4(Spec)
A travel course to metropolitan theatrical productions and institutions. Required are a pre-travel reading program and final reaction/evaluation paper.

TAI 585 Creative Dramatics 3(2-2)
Techniques of guiding children through original dramatizations. Primarily for the classroom teacher.

TAI 586 Playwriting 3(3-0)
Theory and practice in writing original plays; discussion and critical evaluation of student plays. Prerequisites: ENG 201; ENG 294 or one course in history of drama and theatre.

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.

TEC - Technology

TEC 222 Introduction to Computer-Aided Technology for Vehicle Design 3(2-2)
Introduction to computer-aided technology specific to designing vehicles in a global market. Emphasis on part design as applied to surface and solid part modeling. Prerequisite: IET 154

TEC 297 Special Topics 1-6(Spec)
Variable credit, variable content courses with credit and specific topics identified in the Class Schedule. Prerequisites: permission of instructor.

TEC 320 Vehicle Systems and Design Terminology 3(3-0)
A comprehensive review of automobile systems and components for the student who is interested in vehicle design. Focus is on terminology and system component interdependence. Prerequisites: minimum of two years vehicle design work experience or minimum of 6 semester hours of drafting and descriptive geometry plus 6 semester hours of computer-aided design credit.

TEC 321 Technical Creativity 3(3-0)
A study of individual and group creative processes related to the design of new products and the application of new technologies. Prerequisite: TEC 320.

TEC 322 Intermediate Computer-Aided Technology for Vehicle Design 3(2-2)
Intermediate computer-aided technology specific to advanced part design as applied to surface and solid part modeling in designing vehicles in a global market. Prerequisite: TEC 222

TEC 323 Materials and Applications in Vehicle Design 3(3-0)
The study of various vehicle design applications and mechanical properties of steel, aluminum, composites, and plastics used in vehicle manufacturing. Prerequisites: IET 154, IET 359, TEC 320.

TEC 324 Finite Element Modeling and Analysis 3(2-2)
CAD solutions and strategies utilizing solid and surface modeling meshing for advanced automotive design applications, setting of loads and restraints. Prerequisites: IET 379, TEC 322

TEC 325 Design for Manufacturing and Assembly 3(3-0)
A study of relationships between vehicle design, manufacturing, and assembly. Design constraints imposed by manufacturing processes and design’s impact on product quality and cost. Prerequisite: TEC 323.

TEC 326 Vehicle Systems and Design Requirements 3(3-0)
Automotive systems with focus on interdependence of components and assembly systems with concern for manufacturing quality, maintenance and ergonomic good design/bad design. Prerequisites: IET 429, TEC 324.

TEC 327 Design Creativity and Value Methodology 3(3-0)
Creative processes utilizing team approaches during initial design as well as product improvement. Emphasis is on product value and customer satisfaction. Prerequisite: TEC 326.

TEC 328 Materials and Applications in Vehicle Design 3(3-0)
Physical properties of ferrous and non-ferrous metals as well as polymers and composites. Various molding, forming, and fabrication techniques are included. Prerequisites: TEC 326, IET 379.

TEC 350 Vehicle Packaging 3(3-0)
Vehicle designs for occupant packaging, seating arrangements, vision requirements, luggage storage, ground to bumper requirements, component dimensions, and legal/government design criteria, standards, and regulations. Prerequisite: TEC 320.

TEC 376 Metal Forming 3(3-0)
Design techniques and applications related to cutting, forming, and maintaining design tolerances; related industrial history, and the functions of die engineering departments will be covered. Prerequisite: TEC 323.

TEC 377 Vehicle Related Metal Forming and Shaping 3(3-0)
Design and development functions related to tooling, fixtures, gages, and dies. Emphasis on vehicle manufacture and includes basic process planning, design tolerance, and process selection. Prerequisites: TEC 328.

TEC 378 Vehicle Manufacturing, Assembly and Process Planning 3(3-0)
Integration between vehicle design, manufacturing and assembly process planning. Design impact on manufacturing process, product quality and cost is included. Prerequisites: TEC 326.

TEC 397 Special Topics 1-6(Spec)
Variable credit, variable content courses with credit and specific topics identified in the Class Schedule. Prerequisites: permission of instructor.

TEC 401 Value Methodology in Vehicle Design 3(3-0)
Methods for improving product value and enhancing customer satisfaction in industrial projects utilizing a team approach. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 441 Vehicle Interior Cockpit Design 3(3-0)
Vehicle cockpit design emphasizing occupant placement and location relationships with interior components together with the design integration processes. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 442 Vehicle Interior Trim Design 3(3-0)
A study of design processes and techniques associated with designing vehicle interior components including door trim, headliners, floor coverings, seats, and other interior systems. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 443 Ergonomics and Vehicle Design 3(3-0)
The study of ergonomic principles and their use in the design of vehicles with particular emphasis on operation, manufacturing, and maintenance characteristics. Prerequisites: TEC 320, TEC 321, TEC 323.

TEC 444 Vehicle Electrical Design 3(3-0)
Electrical wire harness design and electronic component packaging covering electrical system and subsystem requirements, functions, and component assembly. Prerequisites: TEC 320, TEC 321, TEC 323.
Tec 445 Vehicle Architecture Systems 3(3-0)
Packaging of occupants, seating and vision requirements, storage needs, bumper design requirements consistent with federal and international standards and regulations. Prerequisites: TEC 328.

Tec 446 Vehicle Body Systems Design 3(3-0)
Body design with an emphasis on structural strength, overall performance, together with occupant comfort and safety. Introduces chassis and suspension systems. Prerequisites: TEC 328.

Tec 447 Vehicle Interior Systems Design 3(3-0)
Interior trim and instrument panel design concepts related to component selection. Emphasis is on component location, relationships and the overall design integration process. Prerequisites: TEC 328.

Tec 448 Vehicle Chassis and Suspension Systems 3(3-0)
Control systems operation including steering, braking, and suspension as they relate to the design of vehicle chassis configurations and packaging. Prerequisites: TEC 328.

Tec 449 Vehicle Power Train Propulsion Systems 3(3-0)
Operational characteristics of reciprocating, rotary, electric, and hybrid systems. Various fuel types are introduced. Includes drive train assemblies and component assemblies. Prerequisites: TEC 328.

Tec 450 Vehicle Electrical and Lighting Systems 3(3-0)
Electrical, lighting, and subsystem requirements to include wiring harness design, component packaging, exterior and interior lighting and signaling requirements, and component assemblies. Prerequisites: TEC 328.

Tec 451 Vehicle HVAC Systems 3(3-0)
Automotive HVAC systems and their subsystem requirements. Current OEM automotive systems, design criteria, components, occupant comfort, controls interface, duct design, manufacturing, environmental and regulatory requirements. Prerequisites: TEC 328.

Tec 452 Vehicle Body Structure Design 3(3-0)
Basic automobile body design from a structural perspective relative to strength, vehicle performance, passenger comfort, and safety. Prerequisites: TEC 320, TEC 321, TEC 323.

Tec 454 Vehicle Instrument Panel Design 3(3-0)
Instrument panel design emphasizing occupant placement and location relationships with instrument panel components, together with the design integration process. Prerequisites: TEC 320, TEC 321, TEC 323.

Tec 456 Vehicle Lighting Systems Design 3(3-0)
Design and engineering principles applied to exterior, interior, and signaling lighting systems. Prerequisites: TEC 320, TEC 321, TEC 323.

Tec 457 Vehicle Bumper System Design 3(3-0)
Design and packaging of automotive bumper systems, including energy management, federal and international regulations, molding of parts, and assembly of bumper systems. Prerequisites: TEC 320, TEC 321, TEC 323.

Tec 459 Vehicle Design Analysis and Integration 3(3-0)
A capstone course which requires a vehicle design project showing the interface with affected departments, time constraints, and manufacturing/assembly implementation. Prerequisites: ENG 303, TEC 324 and Permission of Director. Graduating seniors only.

Tec 497 Special Topics 1-5(Spec)
Variable credit, variable content courses with credit and specific topics identified in the Class Schedule. Prerequisite: permission of instructor.

Unv - Prior Learning
Unv 297 Prior Learning 1-60(Spec)
Unv 497 Prior Learning 1-60(Spec)
Unv 697 Prior Learning 1-10(Spec)

Wst - Women’s Studies
Wst 207 Women in Religion 3(3-0)
The place and image of women in major religious traditions. Emphasis on current literature about religious reform, creation of alternative institutions, new concepts of spirituality. Identical to REL 207. Credit may not be earned in more than one of these courses. (University Program Group IV-A)

Wst 221 Growing Up in America 3(3-0)
Child rearing, education, social experiences, search for identity, and finding a career from colonial times to the present. Emphasis on late nineteenth and twentieth centuries. Identical to HST 221. Credit may not be earned in more than one of these courses. (University Program Group IV-A)

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

Wst 326 Women and Politics 3(3-0)
This course will look primarily at empirical studies of women’s role in politics in the U.S. but also in other contexts. Identical to PSC 326. Credit may not be earned in more than one of these courses. (University Program Group IV-A)

Wst 328 Women in America 3(3-0)
Study of the traditional position of women in American society as documented in historical, literary, and biographical sources. Identical to HST 328. Credit may not be earned in more than one of these courses. (University Program Group IV-A)

Wst 334 Psychology of Women 3(3-0)
Explores psychological issues pertaining specifically to women in the following areas: affective and cognitive functioning, personality theories, adult role behaviors, sexuality and physical and mental health. This course is approved for offering in a distance learning format. Identical to PSY 334. Credit may not be earned in more than one of these courses. (University Program Group III-A)

Wst 336 Women and Gender 3(3-0)
Women and gender in society and culture in the United States and internationally. Emphasis on the major research perspectives. Prerequisites: WST 230 or permission of instructor. (University Program Group IV-A)

Wst 338 Women’s Movements 3(3-0)
An examination of women’s movements from the 1960s to the present day, including the civil rights movement, the women’s movement, and other social movements. Prerequisites: WST 230 or permission of instructor. (University Program Group IV-A)
Code of Student Rights, Responsibilities, and Disciplinary Procedures

1. Preamble
The students, faculty, and staff of Central Michigan University constitute an academic community which is committed to the preservation, communication, and discovery of knowledge, and to the active pursuit of truth. Consistent with this purpose, the University recognizes its obligation to afford each student the opportunity to develop his or her educational potential while retaining free exercise of rights and freedoms as a citizen. Such opportunity should be limited only by the necessity of insuring equality of opportunity to all students, and by the corollary requirement of orderly operation of the educational processes. Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the following general principles of conduct. These principles serve as the basis for regulations concerning student conduct.

1.1 The community requires a system of order supportive of the educational process which is the purpose of the University. Primary responsibility for preserving the system of order rests upon the individuals making up the community. Each individual must accept responsibility for his or her own actions and values and for recognizing that such actions and values affect the whole community. Implicit in the community's recognition of the rights of the individual is an obligation on the part of the individual to accept responsibilities toward the community.

1.2 Even though there is a diversity of opinion regarding many ethical and moral standards, each person should endeavor to maintain self conduct in a manner consistent with respect for others and thoughtful consideration for the needs of society. In social relationships generally, and 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, and the policies adopted by the Board of Trustees.

2.1.1 Students have the right to free inquiry, expression and association.

2.1.2 Students have the right to editorial freedom in student publications and other student media, e.g. CM Life, Framework, WMHW, MHTV.

2.1.3 Students have the right to representation on the appropriate, designated bodies.

2.1.4 Students accused of misconduct or of violating University policy have the right to a determination of their violation or non-violation in accordance with University procedures.

2.1.5 Students have the right to protection against improper disclosure of their student records.

2.1.6 Students have the right of access to their personal educational records.

2.1.7 Students have the right to access all policies, rules and decisions concerning their continued enrollment, and to the required course materials and facilities necessary to pursue their studies.

2.1.8 Students have the right to educational programs that meet the objectives of the master syllabus, to teaching consistent with those objectives, and to a learning environment that encourages the students' engagement with their education.

2.1.9 Students have the right to be informed by the faculty near the beginning of each course about course requirements, evaluation procedures, and evaluation criteria to be used, and the right to expect that those criteria be employed. Faculty have the authority to change a course syllabus after the beginning of the semester and are expected to inform students of these changes in a timely manner.

2.1.10 Students have the right to take reasoned exception to the data or views offered in any course of study; they are, however, responsible for learning the content of any course of study for which they are enrolled.

2.1.11 Students have the right to be evaluated solely on relevant academic criteria and to have protection against arbitrary or capricious academic evaluation as described in the "Grade Grievance Policy" in the University Bulletin.

2.1.12 Students have the right to request and receive timely assessment of their academic work by the instructor, or in the case of graduate students by their thesis/dissertation/Plan B committee chairperson and committee members.

2.1.13 Students have the right to request and receive a reasonable and timely review of their grades by the instructor.

2.1.14 Students have the right of complaint about academic matters if they believe their rights have been violated. When not covered by another policy, a complaint is properly filed by presenting the issue first to the faculty member or thesis, doctoral research project or dissertation committee chairperson. If not resolved, the student may take the issue to the department chairperson. If not resolved at this level, the student may take the complaint to the office of the dean of the academic college or the Dean of the College of Graduate Studies.

2.2 Relationships with the University
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 and the State of Michigan.

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 which do not disrupt the operation of the University.
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 will 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.

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 law enforcement agencies.

Confidentiality of Information

All information about students’ views, beliefs, and political associations which members of the University acquire in the course of their work as teachers, administrators, advisors, 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.

Student Associations

Students are free to form and join associations which advance the common interest of their members. Activities of such organizations must be conducted in accordance with University regulations and public law.

Responsibilities of Students

General Regulations Concerning Student Conduct

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 Provost 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 Dean of Students is the designated officer responsible to the President for the administration of student conduct policies, with the exception of research misconduct or violation of academic integrity by a graduate student, which are delegated to the Dean of the College of Graduate Studies. All misconduct of students, except that governed by the Dean of the College of Graduate Studies, is reported to the Dean of Students or to the persons designated by the Dean to receive such reports.

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, or on or affecting University owned or controlled property, or when the student is in attendance at a University sponsored event, or when the interests of the University as a community are clearly involved. Only where the health and safety of members of this community are clearly involved shall the special authority of the University be asserted in other cases.

Students subject to the provisions of this Code are defined as all persons who have enrolled at the University, either full-time or part-time, pursuing undergraduate, graduate, or non-degree studies. Persons who have been enrolled at the University, and who have not withdrawn, are students even when they are not enrolled for a particular term. Students also include persons who have been admitted to the University and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership, band, or other camp, athletic training and practices).

Specific Regulations Concerning Student Conduct

Academic Dishonesty. Written or other work which a student submits in a course, shall be the product of his/her own efforts. Plagiarism, cheating, and all other forms of academic dishonesty are prohibited. Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Copies of the Policy on Academic Integrity may be accessed at www.ot.cmich.edu.

False Information. A student shall not furnish, or attempt to furnish, false or misleading information to University officials or on official University records. Furthermore, he/she 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.

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.

Disruptive Behavior During Class: A student shall not obstruct, disrupt or interfere, or attempt to disrupt or interfere with another student’s right to study, learn, participate, or a teacher’s right to teach during a class. This includes but is not limited to such behaviors as talking at inappropriate times, drawing unwarranted attention to him or herself, engaging in loud or distracting behaviors, or refusing to leave a classroom when ordered to do so.

Disruption of University Activities. A student shall not obstruct or disrupt, or attempt to obstruct or disrupt, teaching, research, administration, disciplinary procedures, or other University activities. This includes acts to destroy or prevent or limit access to information or records used by other students in connection with their University responsibilities.

Access to Facilities. A student shall not enter, or attempt to enter, closed University facilities or facilities clearly under the control of an 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 designee.

Threat/Endangerment/Assault/Sexual Assault. A student shall take no action which 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 assaults, battery, or sexual assault. Sexual assault includes, but is not limited to, raping or making sexual contact upon another person or sexually penetrating any person without that person’s consent. Conduct will be considered without consent if no clear consent is given, or when the inflicted person is unconscious or otherwise without the physical or mental capacity to consent. Inflicting sexual contact on someone under the influence of alcohol or drugs may be considered “without consent.”

Self-injurious Behavior/Attempted suicide. A student shall take no action, which threatens or endangers the safety, health, or life, or shall a student make any verbal threat of such action. This includes such behaviors as suicide attempts, cutting, or otherwise without the physical or mental capacity to consent. Inflicting sexual contact on someone under the influence of alcohol or drugs may be considered “without consent.”

Property Damage. A student shall not make a claim which damages or tends to damage property not the student’s own.

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.

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.

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.

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 fireworks), dangerous chemicals, weapons, knives or items that forcibly eject projectiles (including BB, pellet and air soft guns), and may be injurious to others, except as part of an approved university activity and under the supervision of a university official. Firearms (including BB, pellet and air soft guns) may not be stored in university residences. Firearms used for hunting must be properly registered with the CMU Police Department and stored in compliance with University regulations.

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 or herself to these agents upon request.

3.2.16 Payment of Fines/Restitution. A student shall pay fines or restitution levied by a proper hearing body or University authority by the deadline established.

3.2.17 Misuse of Buildings/Facilities/Services. A student must observe rules and regulations concerning the use of campus buildings and other University owned or operated facilities, vehicles, equipment and services.

3.2.18 Computer Abuse. A student shall not abuse university computer time or equipment. Abuse includes but is not limited to: unauthorized entry or transfer of a file, unauthorized downloading of copyrighted info, unauthorized use of another individual’s identification and password; use of computing facilities to interfere with the work of a student, faculty members or university officials; or use of computing facilities to interfere with normal operation of the university. A student shall adhere to the rules and practices promulgated by the University Office of Information Technology (www.oit.cmich.edu).

3.2.19 Hazing/Harassment/Stalking. A student shall not haze, harass or stalk any person or group of persons. Telephone harassment, e-mail or computer harassment, stalking, racial and sexual harassment are included under this policy.

3.2.20 Civil Disorder. A student shall not participate in a riot or civil disorder, which is defined as five or more persons, acting in concert, who intentionally or recklessly cause or create a serious risk of causing public terror or alarm.

3.2.21 Aiding Civil Disorder. A student shall not, intending to cause or aid or abet the institution or maintenance of a riot or civil disorder, act or engage in conduct which urges other persons to commit acts of unlawful force or violence or the unlawful burning or destroying of property or the unlawful interference with a police officer, peace officer, fireman or member of the Michigan National Guard or any unit of the armed services officially assigned to civil disorder duty in the lawful performance of his/her duty.

3.2.22 Participation in Riot. A student shall not assemble or act in concert with four or more persons for the purpose of engaging in conduct which creates a serious risk of a riot or civil disorder or be present at an assembly that either has or develops such a purpose and remain there after an order has been given to disperse.

3.2.23 Violation of Injunction. A student shall not violate the terms of any injunction regulating conduct in Isabella County or the terms of the Mt. Pleasant Nuisance Party Ordinance during and as part of a riot or civil disorder.

3.2.24 Discrimination. Violation of the CMU Nondiscrimination Policy or the Equal Opportunity and Affirmative Action protocol shall be treated as an offense under these regulations.

3.2.25 Violations by Registered Student Organizations. Violation by Registered Student Organizations of these regulations, and other rules pertaining to Registered Student Organizations as outlined in the Student Organization Operational Guide may be treated as an offense under these regulations.

3.2.26 Violation of Residence Hall Rules. Violation of "Residence Hall Rules" may 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 he or she directly commits the act constituting the violation or procedures in connection with it, or aids or abets in its commission, may be treated under the regulations as if he or she had directly committed such violation.

3.2.29 Violation of Federal/State/Local Law. Violation of federal, state or local law in a manner which affects the University shall be treated as an offense under these regulations.

3.2.30 Violation of University Regulations. Violation of other university regulations, policies or established procedures may be treated as an offense under these regulations.

4. Official University Sanctions

4.1 Sanctions

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 University or Community Service. Required 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.

4.1.3 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 and may impose additional sanctions.

4.1.4 Fines. A fine not to exceed $1,000 may be levied. Failure to pay a fine in the time limit prescribed results in further disciplinary action.

4.1.5 Removal from University Housing. Cancellation of contract and requirement to vacate university housing within a specified period of time.

4.1.6 Campus Restrictions. Limitations on the times and/or places where a student may be present on campus.

4.1.7 Educational Programs. Participation in educational programs, i.e., workshops, seminars, or other educational activities may be required. The person or body imposing this sanction may impose another allowed sanction as an alternative if the specified program is not completed within the time stipulated and may impose additional sanctions.

4.1.8 Revocation of the Privilege of being a Registered Student Organization. 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, not limited to the following:

a) Withdrawing the privilege of campus registration of a motor vehicle,
b) Withdrawing the privilege of membership in a campus organization,
c) Withdrawing the privilege of holding office in a campus organization,
d) Withdrawing 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) Withdrawing the privilege of using computing resources.

A condition of probation may be automatic suspension or dismissal upon a finding of fact (under procedures set forth in Article 5 herein) that a violation of a condition of probation or any other violation did occur.

4.1.10 Suspension/Dismissal from an Academic Program. Exclusion from an academic program as set forth in the notice for a definite or indefinite period of time.

4.1.11 Suspension. Exclusion from classes and other privileges or activities as set forth in the notice 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.

4.1.12 Dismissal. Permanent termination of student status.

4.2 Additional Sanctions

Sanctions in addition to those listed in Article 4.1 may be established by the University.
4.3 Temporary Suspension
The University reserves the right to suspend a student, summarily and without notice, if in the judgment of the President of the University or the President's representative a student's presence would constitute a continuing danger to the person himself/herself, other persons, or property, or the operation of the University would be seriously impaired. In the case of temporary suspension, the student will be given written notice of the charges against him or her and a hearing before a Hearing Officer will be held within three (3) business days. The hearing will be conducted according to procedures outlined in section 5.2.3 of this document.

4.4 Automatic Sanctions for Grave Offenses
Certain grave offenses require that the sanctions be stipulated in advance and imposed automatically. The following shall be breaches of the student conduct regulations for which the minimum sanction of suspension is mandatory.

4.4.1 Bomb threat or knowingly false bomb warning.
4.4.2 Willful destruction of property worth more than $1,000.
4.4.3 Willful disruption of scheduled University activities.
4.4.4 Violence against persons which results in bodily injury requiring substantial medical treatment.
4.4.5 Violence against persons which constitutes sexual assault.
4.4.6 Administering or causing to be administered to any person unknowingly or against the person's will any "Controlled Substance" as defined in the Controlled Substances Act of 1971, as amended.
4.4.7 Possession of 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/Sexual 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.

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, are students even when they are not enrolled for a particular term. Students also include persons who have been admitted to the University and who, before their first attendance, participate in activities intended only for prospective students (e.g., orientation, leadership, band, or other camp, athletic training and practices).

5.1.2 One or more Conduct Proceedings Officers shall be appointed by the President or the President's designated representative. The Conduct Proceedings Officer will make, or cause to be made, an investigation of the charge.

5.1.3 If, from the investigation, the Conduct Proceedings Officer determines the matter may be reason for discipline under the student conduct regulations, the Conduct Proceedings Officer will notify the student that a charge has been made and will offer the student an opportunity to discuss the matter. If notified by either United States mail or by University e-mail, the notice will be mailed to the last address for the student on file with the University Office of the Registrar. The notice will be deemed received two (2) days following the date the notice is posted at facilities of the United States Post Office or electronically sent via e-mail. In the absence of mailing, personal delivery to the student cited, or delivery to the last address on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last address is used, the date notice is so delivered shall be deemed the date the notice is received. The student will have two (2) days from the date of receipt in which to respond to this notice. If the student has not responded at the end of this two day period, the Conduct Proceedings Officer will set up a hearing, and cause to be delivered to the student a copy of this document.

5.1.4 The student may bring an advisor of the student's choice to the discussion with the Conduct Proceedings Officer. If the student's advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the discussion. The advisor's role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

5.1.5 If the student chooses to discuss the matter, the Conduct Proceedings Officer will at the discussion inform the student of the charge(s) and the regulation(s) which are alleged to have been violated and will explain to the student the process outlined in this document.

5.1.6 If the 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.

5.1.7 Student Admits Violation

5.1.7.1 If the student admits to the violation, the Conduct Proceedings Officer may:
   a) Issue a sanction
   b) Order that the sanction be set by a University Hearing Officer, or
   c) Enter into a written, mutually acceptable, behavioral contract with the student and/or
   d) Refer the student for counseling.

5.1.7.2 The student charged or the person or group who first brought the charge, or the university, may appeal the sanction (except the terms of a behavioral contract), by a letter delivered to the Office of the Conduct Proceedings Officer or University Hearing Officer within five (5) business days after the Conduct Proceedings Officer has set the sanction. Since admission of the violation by the student is a prerequisite to the Conduct Proceedings Officer acting under this section, such an appeal will only be as to the appropriateness of the sanction and not the fact of whether the violation occurred. Once a student admits a violation for which there is an automatic sanction, the sanction is automatically imposed and only the terms of a suspension may be appealed. The appeal is to the Appeals Board.

5.1.8 Student Does Not Admit Violation
After discussion with the student, the Conduct Proceedings Officer may determine that the matter requires no further action. The Conduct Proceedings Officer will refer the matter for hearing if:

5.1.8.1 The student denies the charge and the Conduct Proceedings Officer determines the matter may be reason for discipline.

5.1.8.2 The student chooses not to discuss the matter at the discussion offered by the Conduct Proceedings Officer. The student will be notified of the date and time of the hearing.
5.1.9 Alternative Resolution

5.1.9.1 Mutual Settlement. In lieu of referral to a hearing, the Conduct Proceedings Officer may offer or accept mutual settlements of any charged violations under this code. Settlements shall be in writing stating the conditions of the agreement and any sanctions imposed. Agreements will be signed by the student being charged and the Proceedings Officer.

Cases not settled in a timely manner shall proceed to a hearing. Mutual settlements may not be appealed.

5.1.9.2 Counseling. In lieu of, or in addition to, a sanction or referral to a hearing the Conduct Proceedings Officer may refer the student for psychological counseling.

5.1.9.3 Behavioral Contract. In lieu of, or in addition to, a sanction or referral to a hearing, the Conduct Proceedings Officer may arrange a behavioral contract with the student. A behavioral contract is a mutually acceptable agreement between the University and a student that specifies certain behavior with which the student must comply, and specifies automatic sanctions which may be imposed if the contract is broken. If the contract is broken, as determined by a finding of fact under procedures set forth in Article 5 herein, the student may be suspended from the University as determined by the Conduct Proceedings Officer. In cases where suspension is automatic under the terms of a behavioral contract, a hearing to determine if the contract has been broken will be on fact only.

5.1.9.4 Referral to Behavioral Evaluation Team. In lieu of referral to a hearing, the Conduct Proceedings Officer and the student may agree to referral to a process provided by the Behavior Evaluation Team. This option is available in situations where the alleged conduct of the student appears to be related to a mental disorder or emotional problem.

5.2 Hearings

There are two hearing forums: The University Hearing Officer and the University Hearing Body. The Conduct Proceedings Officer will assign a case to one of these forums, except that in cases where there is potential for a sanction of suspension or dismissal, the student may choose which hearing forum will hear the case. The student will have two (2) business days from the date of the meeting with the Conduct Proceedings Officer to make a final choice in writing to the Conduct Proceedings Officer. If no such timely choice is made, the Conduct Proceedings Officer will designate whether the case will be heard by a Hearing Officer or Hearing Body. The student will be notified of the time and date of the hearing.

5.2.1 University Hearing Officer

5.2.1.1 One or more University Hearing Officers will be appointed by the President or the President's designee and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

5.2.1.2 The University Hearing Officer will be assigned by the President or the President's designee to hear the case.

5.2.1.3 The University Hearing Officer, based on the information presented at the hearing, determines whether the student charged violated the student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the University Hearing Officer will decide if a violation has occurred and, if so, the terms of a mandatory suspension.

5.2.2 University Hearing Body

5.2.2.1 The University Hearing Body consists of one University Hearing Officer and two students.

5.2.2.2 The students will be selected from a pool of students who are selected by the President or the President's designee in consultation with Student Government Association and must participate in the appropriate training sessions regarding the Code of Student Rights, Responsibilities and Disciplinary Proceedings.

5.2.2.3 The University Hearing Body, based upon the information presented at the hearing, determines whether the student charged violated student conduct regulations, and sets the sanction, when applicable. Failure to complete the terms of the sanction may result in suspension from the university as determined by the Conduct Proceedings Officer. Certain violations have automatic sanctions imposed according to Section 4.4. In such cases, the University Hearing Body will decide if a violation has occurred and, if so, the terms of a mandatory suspension.

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 tape recorder, will be kept by the Conduct Proceedings Officer at least until the appeal time is exhausted. If either the University or the student requests another type of record of the hearing be made, this may be done at the cost of the requesting party provided the type of recording does not interfere with the hearing.

5.2.3.4 A University Hearing Officer presides at all hearings.

5.2.3.5 Procedures at hearings will be communicated to the student charged at least twenty-four (24) hours before the hearing.

5.2.3.6 The Hearing Officer or Hearing Body will issue a written decision within three (3) business days stating if a violation has been found, what facts support this finding, and the sanction to be imposed if a violation has been found.

5.2.3.7 A copy of a decision by the University Hearing Body or University Hearing Officer will be mailed to the student within two (2) business days from the date the decision is made. The Conduct Proceedings Officer will coordinate procedures for communicating the decision.

5.3 Complainant's Rights

Central Michigan University recognizes that complainants have rights which need to be protected as well as those of the person who is cited.

5.3.1 The complainant has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

5.3.2 The complainant has the right to remain present during any disciplinary or appeal hearings.

5.3.3 The complainant has the right to submit an "impact statement" and to suggest an appropriate sanction if the person cited is found in violation of the Code of Student Rights, Responsibilities and Disciplinary Procedures.

5.3.4 The complainant has the right to be informed in a timely manner of the outcome of the hearing regarding the findings and the sanction.

5.3.5 The complainant has the right to appeal either the findings or the sanction.

5.3.6 In cases involving sexual assault, the complainant has the right not to have his or her irrelevant past sexual history discussed during the hearing.

5.4 Appeals

The following matters may be appealed to the Appeals Board:

5.4.1 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.
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 unless the terms or conditions of the sanction may be appealed. See Section 5.1.7.2 for more information regarding this type of appeal.

5.4.2 The Appeals Board consists of the Student Government Association President or designee, the Chairperson of the Academic Senate or designee, and the Dean of Students 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 an exception is made by the President or the President's designee.

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 which 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.

5.4.11 The purpose of the Appeals Board is to decide if the findings and/or the sanction of the Hearing Body were so incorrect that the decision should be changed. It is not the purpose of the Appeals Board to substitute its judgment for that of the Hearing Officer or Body. It is not the purpose of the Appeals Board to decide if it would have reached the same decision had it been the Hearing Officer or Body. It is not the function of the Appeals Board to reheat the charges against the student; it is an appeal of the findings and/or the sanction of the Conduct Proceedings Officer, Hearing Officer or Body only as requested by the person or persons making the appeal. The Appeals Board may:

5.4.11.1 Find that there are not sufficient facts presented to warrant the findings of fact made at the original hearing and may set aside the finding or determine the facts differently.

5.4.11.2 Order that a new hearing be held.

5.4.11.3 Change the sanction.

5.4.11.4 Provide such further and additional relief or changes as dictated by fairness to the student and to the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

5.4.12 The Appeals Board must hear the appeal within fifteen (15) business days from the date the appeal is made in writing and delivered to the Conduct Proceedings Officer.

5.4.13 A decision of the Appeals Board is final except that a decision to suspend for more than one week or to dismiss a student is subject to discretionary review by the Provost 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 Provost to review such a decision made by the Appeals Board. The application must be received in the Office of the Provost 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 Provost. 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 Provost by the person making application for review.

If the Provost elects to review a decision of the Appeals Board, either in part or entirely, the Provost may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review.

The University reserves the right for the President or the President's designee to impose a different sanction after a determination of violation, than the sanction imposed by the Conduct Proceedings Officer, Hearing Officer, Hearing Body, Appeals Board, or others under these procedures.

5.5 Charges Involving Student Organizations

All notices referred to in this document, when involving a Registered Student Organization, shall be sent to the president of the organization, at his or her last address on file with the Office of the Registrar, unless another representative of the organization is designated by the organization to receive such notices. When a Registered Student Organization is charged with a violation, the president of the organization shall represent the organization in the process described in Section 5, unless the Registered Student Organization designates some other representative. The representative of the student organization must be a registered student at Central Michigan University, and must be a regular member of that organization.

5.6 Changes in Procedures

6. Student Hearing Procedures for Graduate Students Charged with Violating the Policy on Academic Integrity

(If the charge is against a graduate student for violation of the Policy on Academic Integrity, then the matter will be handled under this section and not under section 5.)
6.1 Intake Conduct Proceedings Officer

6.1.1 A charge may be made to the Dean of the College of Graduate Studies by any member of the university community stating that a student has violated Section 3.2.1 of Specific Regulations Concerning Student Conduct.

6.1.2 One or more Conduct Proceedings Officers shall be appointed by the Dean of the College of Graduate Studies and must participate in the appropriate training sessions regarding the Code of Conduct. The Conduct Proceedings Officer will make, or cause to be made, an investigation of the charge.

6.1.3 If, from the investigation, the Conduct Proceedings Officer determines the matter may be reason for discipline under the policy on academic integrity, the Conduct Proceedings Officer will notify the student that a charge has been made and will offer the student an opportunity to discuss the matter.

If notified by mail, the notice will be mailed to the last address for the student on file with the University Office of the Registrar. The notice will be deemed received two (2) days following the date the notice is posted at facilities of the United States Post Office. In the absence of mailing, personal delivery to the student cited, or delivery to the last address on file in the Office of the Registrar constitutes proper notice. If personal delivery to the student or delivery to the last address is used, the date notice is so delivered shall be deemed the date the notice if received.

The student will have two (2) days from the date of receipt in which to respond to this notice. If the student has not responded at the end of this two day period, the Conduct Proceedings Officer will set up a hearing, and cause to be delivered to the student a copy of this document.

6.1.4 The student may bring an advisor of the student’s choice to the discussion with the Conduct Proceedings Officer.

6.1.5 If the student chooses to discuss the matter, the Conduct Proceedings Officer will at the discussion inform the student of the charge(s) and the regulation(s) which are alleged to have been violated and will explain to the student the process outlined in this document.

6.1.6 Student Admits Violation

6.1.6.1 If the student admits to the violation, the Conduct Proceedings Officer may issue a sanction.

6.1.6.2 The student charged or the person or group who first brought the charge may appeal the sanction, by a letter delivered to the Dean of the College of Graduate Studies within five (5) business days after the Dean has set the sanction.

Since admission of the violation by the student is a prerequisite to the Dean acting under this section, such an appeal will only be as to the appropriateness of the sanction and not the fact of whether the violation occurred.

6.1.7 Student Does Not Admit Violation

After discussion with the student, the Conduct Proceedings Officer may determine that the matter requires no further action.

The Conduct Proceedings Officer will refer the matter for hearing if:

6.1.7.1 The student denies the charge and the Conduct Proceedings Officer determines the matter may be reason for discipline

6.1.7.2 The student chooses not to discuss the matter at the discussion offered by the Conduct Proceedings Officer. The student will be notified of the date and time of the hearing.

6.1.8 Alternative Resolution

6.1.8.1 Mutual Settlement. In lieu of referral to a hearing, the Conduct Proceedings Officer may offer or accept mutual settlements of any charged violations under this code. Settlements shall be in writing stating the conditions of the agreement and any sanctions imposed. Agreements will be signed by the student being charged and the Proceedings Officer. Cases not settled in a timely manner shall proceed to a hearing. Mutual settlements may not be appealed.

6.2 Hearings

There are two hearing forums: The Graduate Studies Hearing Officer and the Graduate Studies Hearing Body. In cases where there is potential for a sanction of suspension or dismissal, the student may choose which hearing forum will hear the case.

The student will have two (2) business days from the date of the meeting with the Conduct Proceedings Officer to make a final choice in writing to the Conduct Proceedings Officer. If no such timely choice is made, the Conduct Proceedings Officer will designate whether the case will be heard by a Graduate Studies Hearing Officer or Graduate Studies Hearing Body. The student will be notified of the time and date of the hearing.

6.2.1 Graduate Studies Hearing Officer

6.2.1.1 One or more Graduate Studies Hearing Officers will be appointed by the Dean of the College of Graduate Studies to hear the case.

6.2.1.2 The Graduate Studies Hearing Officer, based on the evidence presented at the hearing, determines whether the student charged violated the policy on academic integrity and sets the sanction, when applicable.

6.2.2 Graduate Studies Hearing Body

6.2.2.1 The Graduate Studies Hearing Body consists of one Graduate Studies Hearing Officer, one graduate faculty member and one graduate student.

6.2.2.2 The graduate faculty member and the graduate student will be selected by the Dean of the College of Graduate Studies.

6.2.2.3 The Graduate Studies Hearing Body, based on the evidence presented at the hearing, determines whether the student charged violated student conduct regulations, and sets the sanction, when applicable.

6.2.3 Hearing Procedures

6.2.3.1 In all disciplinary hearings, the burden of proof rests with the Conduct Proceedings Officer, who must prove by a preponderance of evidence that a violation has occurred.

6.2.3.2 The student charged may have an advisor of the student’s choice present at the hearing. If the student’s advisor is an attorney, the student must notify the Conduct Proceedings Officer of this at least three (3) business days in advance of the hearing. The advisor’s role is limited to providing advice to the student. The advisor is not permitted to ask or answer questions or make oral arguments. Any case presented must be made by the student.

A record of the hearing, made by tape recorder, will be kept by the Conduct Proceedings Officer, at least until the appeal time is exhausted. If either the University or the student requests another type of record of the hearing be made, this may be done at the cost of the requesting party provided the type of recording does not interfere with the hearing.

6.2.3.3 A Graduate Studies Hearing Officer presides at all hearings.

6.2.3.4 Procedures at hearings will be communicated to the student charged at least twenty-four (24) hours before the hearing.

6.2.3.5 The Graduate Studies Hearing Officer or Graduate Studies Hearing Body will issue a written decision stating if a violation has been found, what facts support this finding, and the sanction to be imposed if a violation has been found.

6.2.3.6 A copy of a decision by the Graduate Studies Hearing Body or Graduate Studies Hearing Officer will be mailed to the student within two (2) business days from the date the decision is made. The Conduct Proceedings Officer will coordinate procedures for communicating the decision.

6.3 Instructor’s Rights

Central Michigan University recognizes that instructors have rights which need to be protected as well as those of the person who is cited.

6.3.1 The instructor has the right to have a person of his or her choice accompany him or her throughout the disciplinary hearing.

6.3.2 The instructor has the right to remain present during the entire proceeding.

6.3.3 The instructor has the right to make an “impact statement” and to suggest an appropriate sanction if the person cited is found in violation.
The instructor has the right to be informed in a timely manner of the outcome of the hearing regarding the findings and the sanction.

Appeals

The following matters may be appealed to the Graduate Studies Appeals Board:

The decision of a Graduate Studies Hearing Body or a Graduate Studies Hearing Officer as provided in Section 6.2.

The appeal may be as to the facts found or the sanction set or both. The appeals board may not reduce the sanction below the minimum imposed by Section 4.4.

The sanction set by the Conduct Proceedings Officer after admission of violation by the student. See Section 6.1.6 for more information regarding this type of appeal.

The Graduate Studies Appeals Board consists of a graduate student appointed by the Chair of the Graduate Council, the Chairperson of the Academic Senate or designee, and the Dean of the College of Graduate Studies or designee.

An appeal to the Graduate Studies Appeals Board may be made by the student involved, by the person or group who first brought the charge, or by the University.

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 an exception is made by the President or the President's designee.

An appeal is made by submitting a written statement of appeal to the Conduct Proceedings Officer within the time limit. The written statement of appeal must state: the name of the person appealing, the basis of the appeal, the person or group making the decision from which the appeal is made, whether a decision as to fact or sanction or both is appealed, and the remedy which the person appealing is requesting from the Graduate Studies Appeals Board.

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.

The Conduct Proceedings Officer is responsible for notifying members of the Graduate Studies Appeals Board of the appeal and for setting a time and place for holding a meeting of the Graduate Studies Appeals Board. The Conduct Proceedings Officer will provide notice of time and place of the meeting of the Graduate Studies Appeals Board to the student(s) charged, the charging party, and other University persons deemed appropriate by the Conduct Proceedings Officer.

The Conduct Proceedings Officer will assemble the documentary evidence introduced at the hearing, the record made of the hearing, and the file made in connection with the matter and will make these materials available to the Graduate Studies Appeals Board.

The Graduate Studies Appeals Board may establish its own procedure for conducting any appeal appropriate to the circumstances designed to achieve fairness to the student charged as well as the interests protected by the Central Michigan University Code of Student Rights, Responsibilities and Disciplinary Procedures.

The Graduate Studies Appeals Board makes its determination based solely on the record of the student's hearing, facts that are presented to the Graduate Studies Appeals Board, and arguments before the Graduate Studies Appeals Board.

The purpose of the Graduate Studies Appeals Board is to decide if the findings and/or the sanction of the Graduate Studies Hearing Body were so incorrect that the decision should be changed. It is not the purpose of the Graduate Studies Appeals Board to substitute its judgement for that of the Graduate Studies Hearing Officer or Graduate Studies Hearing Body.

It is not the purpose of the Graduate Studies Appeals Board to decide if it would have reached the same decision had it been the Graduate Studies Hearing Officer or Graduate Studies Hearing Body. It is not the function of the Graduate Studies Appeals Board to rehear the charges against the student; it is an appeal of the findings and/or

the sanction of the Graduate Studies Hearing Officer or Graduate Studies Hearing Body. The Graduate Studies Appeals Board may:

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.

Order that a new hearing be held.

Change the sanction.

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.

The Graduate Studies Appeals Board must hear the appeal within fifteen (15) business days from the date the appeal is made in writing and delivered to the Conduct Proceedings Officer.

A decision of the Graduate Studies Appeals Board is final except that a decision to suspend for more than one week or to dismiss a student is subject to discretionary review by the Provost. 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 Provost to review a decision made by the Appeals Board. The application must be received in the Office of the Provost 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 Provost. The application for review must contain the following information:

a) Name of the student(s) charged in the proceeding in which the Graduate Studies Appeals Board has rendered a decision.

b) Name, address, and telephone number of the person making application for review.

c) A copy of the Graduate Studies Appeals Board decision involved.

d) A statement as to what portion(s) of the Graduate Studies Appeals Board decision the applicant wishes reviewed, and the reason(s) why the person making application for review considers the decision to be capricious, or the procedures followed to be fundamentally unfair.

e) A statement of the relief requested from the Provost by the person making application for review.

If the Provost elects to review a decision of the Graduate Studies Appeals Board, either in part or entirely, the Provost may establish whatever procedures are deemed appropriate and consistent with fairness to govern the review.

The University also reserves the right for the President or the President's designee to impose a different sanction after a determination of violation, than the sanction imposed by the Conduct Proceedings Officer, Graduate Studies Hearing Officer, Graduate Studies Hearing Body, Graduate Studies Appeals Board, or others under these procedures.

Changes in Procedures

The procedures set forth herein shall apply throughout the calendar year. A Graduate Studies Hearing Officer may be appointed by the Dean of the College of Graduate Studies to hear a case at times when a Graduate Studies Hearing Body cannot be readily assembled such as when students are not in attendance at regular sessions, during exam week, summer sessions.

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.

Clarifying Processes

Clarifying processes which are consistent with the Hearing Procedures in this Section may be proposed by the College of Graduate Studies.
Policy on Academic Integrity

This Policy applies to any and all student experiences in which academic credit is involved (e.g., courses, internships, practica, theses).

1. **Academic Integrity**
   Because academic integrity is a cornerstone of the University’s commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited.

A breakdown of behaviors that constitute academic dishonesty is presented below. The definitions and clarifications are meant to provide additional information and examples of these behaviors. They are not intended to be all inclusive. Questions regarding this policy or requests for additional clarification can be directed to the Office of Student Life or the College of Graduate Studies.

2. **Academic dishonesty includes:**

   A. **Cheating on Examinations Definition**
      Cheating is using or attempting to use materials, information, notes, study aids, or other assistance in any type of examination or evaluation which have not been authorized by the instructor.

      **Clarification**
      1. Students completing any type of examination or evaluation are prohibited from looking at another student’s materials and from using external aids of any sort (e.g., books, notes, calculators, and conversation with others) unless the instructor has indicated specifically in advance that this will be allowed.
      2. Students may not take examinations or evaluations in the place of other persons. Students may not allow other persons to take examinations or evaluations in their places.
      3. Students may not acquire unauthorized information about an examination or evaluation and may not use any such information improperly acquired by others.

   B. **Plagiarism Definition**
      Plagiarism is intentionally or carelessly presenting the work of another as one’s own. It includes submitting an assignment purporting to be the student’s original work which has wholly or in part been created by another person. It also includes the presentation of the work, ideas, representations, or words of another person without customary and proper acknowledgement of sources. Students must consult with their instructors for clarification in any situation in which the need for documentation is an issue, and will have plagiarized in any situation in which their work is not properly documented.

      **Clarification**
      1. Every direct quotation must be identified by quotation marks or appropriate indentation and must be properly acknowledged by parenthetical citation in the text or in a footnote or endnote.
      2. When material from another source is paraphrased or summarized in whole or in part in one’s own words, that source must be acknowledged in a footnote or endnote, or by parenthetical citation in the text.
      3. Information gained in reading or research that is not common professional knowledge must be acknowledged in a parenthetical citation in the text or in a footnote or endnote.
      4. This prohibition includes, but is not limited to, the use of papers, reports, projects, and other such materials prepared by someone else.

   C. **Fabrication, Forgery and Obstruction Definition**
      Fabrication is the use of invented, counterfeited, altered or forged information in assignments of any type including those activities done in conjunction with academic courses that require students to be involved in out of classroom experiences.
      Forgery is the imitating or counterfeiting of images, documents, signatures, and the like.
      Obstruction is any behavior that limits the academic opportunities of other students by improperly impeding their work or their access to educational resources.

      **Clarification**
      1. Fabricated or forged information may not be used in any laboratory experiment, report of research, or academic exercise. Invention for artistic purposes is legitimate under circumstances explicitly authorized by an instructor.
      2. Students may not furnish to instructors fabricated or forged explanations of absences or of other aspects of their performance and behavior.
      3. Students may not furnish, or attempt to furnish, fabricated, forged or misleading information to university officials on university records, or on records of agencies in which students are fulfilling academic assignments.
      4. Students may not steal, change, or destroy another student’s work. Students may not impede the work of others by the theft, defacement, or mutilation of resources so as to deprive others of their use.

   D. **Multiple Submission Definition**
      Multiple submission is the submission of the same or substantially the same work for credit in two or more courses.
      Multiple submissions shall include the use of any prior academic effort previously submitted for academic credit at this or a different institution.

      Multiple submissions shall not include those situations where the prior written approval by the instructor in the current course is given to the student to use a prior academic work or endeavor.

      **Clarification**
      1. Students may not normally submit any academic assignment, work, or endeavor in more than one course for academic credit of any sort. This will apply to submissions of the same or substantially the same work in the same semester or in different semesters.
      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 dis-
close the use of the prior work to the instructor and receive the instructor’s permission to use it PRIOR to the submission of the current endeavor.

4. Students may submit the same or substantially the same work in two or more courses with the prior written permission of all faculty involved. Instructors will specify the expected academic effort applicable to their courses and the overall endeavor shall reflect the same or additional academic effort as if separate assignments were submitted in each course. Failure by the student to obtain the written permission of each instructor shall be considered a multiple submission.

E. **Complicity Definition**

Complicity is assisting or attempting to assist another person in any act of academic dishonesty.

**Clarification**

1. Students may not allow other students to copy from their papers during any type of examination.
2. Students may not assist other students in acts of academic dishonesty by providing material of any kind that one may have reason to believe will be misrepresented to an instructor or other university official.
3. Students may not provide substantive information about test questions or the material to be tested before a scheduled examination unless they have been specifically authorized to do so by the course instructor. This does not apply to examinations that have been administered and returned to students in previous semesters.

F. **Misconduct in Research and Creative Endeavors Definition**

Misconduct in research is serious deviation from the accepted professional practices within a discipline or from the policies of the university in carrying out, reporting, or exhibiting the results of research or in publishing, exhibiting, or performing creative endeavors. It includes the fabrication or falsification of data, plagiarism, and scientific or creative misrepresentation. It does not include honest error or honest disagreement about the interpretation of data.

**Clarification**

1. Students may not invent or counterfeit information.
2. Students may not report results dishonestly, whether by altering data, by improperly revising data, by selective reporting or analysis of data, or by being grossly negligent in the collecting or analysis of data.
3. Students may not represent another person’s ideas, writing or data as their own.
4. Students may not appropriate or release the ideas or data of others when such data have been shared in the expectation of confidentiality.
5. Students may not publish, exhibit, or perform work in circumstances that will mislead others. They may not misrepresent the nature of the material or its originality, and they may not add or delete the names of authors without permission.
6. Students must adhere to all federal, state, municipal, and university regulations for the protection of human and other animal subjects.
7. Students may not conceal or otherwise fail to report any misconduct involving research, professional conduct, or artistic performance of which they have knowledge.
8. Students must abide by the university’s Policy on Research Integrity where applicable, which can be found under Policies at the following web address: www.orsp.cmich.edu. Applicability of this policy for students is found under I. GENERAL PROVISIONS, A. Applicability, number 3.

G. **Computer Misuse Definition**

Misuse of computers is disruptive, unethical, or illegal use of the university’s computer resources, including any actions which violate the university’s Rules for Computing and Networking Resources. Misuse of computers also includes disruptive, unethical, or illegal use of the computers of another institution or agency in which students are performing part of their academic program.

**Clarification**

1. Students may not use the university computer system in support of any act of plagiarism.
2. Students may not monitor or tamper with another person’s electronic communications.
3. Students may not use university computer resources to engage in illegal activity, including but not limited to the following: illegally accessing other computer systems, exchanging stolen information, and violating copyright agreements which involve software or any other protected material.

H. **Misuse of Intellectual Property Definition**

Misuse of intellectual property is the illegal use of copyright materials, trademarks, trade secrets or intellectual properties.

**Clarification**

Students may not violate the university policy concerning the fair use of copies. This can be found under Policies at the following web address: www.orsp.cmich.edu.

3. **Ethical and Professional Behavior**

Students are expected to adhere to the ethical and professional standards associated with their programs and academic courses. Such standards are generally communicated to students by instructors and are available through publications produced by professional organizations. Unethical or unprofessional behavior will be treated in the same manner as academic dishonesty.

4. **Discretion of Instructors**

Since the circumstances in which allegations of academic misconduct arise are many and varied, no single process will be appropriate to every situation. The procedures offered below are meant to cover the majority of situations. However, reasonable deviations from these procedures may be appropriate, so long as they are consistent with the following guiding principles:

- Students must be informed about the nature of and basis for any allegations of academic misconduct and the consequences that may be imposed.
- Students have a right to contest any allegations of academic misconduct, and to provide their side of the story to the instructor.
- Once the instructor has considered the evidence and considered anything that the student may say on his or her own behalf, the instructor has the right to exercise her or his professional judgment in determining whether the student has engaged in academic misconduct, and to determine the consequences of such misconduct on the student’s grade for the assignment and/or the course.
- A student accused of academic misconduct has a right to appeal the instructor’s decision once s/he has discussed the matter with the instructor.
- All parties should act in a reasonably prompt manner, given the circumstances.

Nothing in this policy shall prohibit an instructor from informally discussing a student’s work with the student to determine whether academic misconduct has occurred, or to educate the student about standards of academic integrity, without or prior to accusing the student of engaging in academic misconduct. It is recognized that some cases of academic misconduct may be borderline, accidental, or minor. Instructors are free to address such cases as occasions for further education rather than allegations of misconduct. For example, it would be consistent with this policy for an instructor to forgo the procedures outlined below and simply educate a student who has engaged in what appears to the instructor...
5. **Academic Consequences of Violations of the Policy on Academic Integrity**

A student is not permitted to withdraw from a course in which an instructor has imposed academic consequences (such as a reduction in grade) for academic misconduct. The instructor shall exercise his or her professional judgment in determining the appropriate academic consequences of the violation. Academic consequences may include a warning or reprimand, a requirement to resubmit work (with or without an additional reduction in grade for the assignment), a lowering of the grade for the assignment (including withholding of any credit for the assignment), or a lowering of the grade for the entire course (including failing the course).

In addition, instructors are encouraged to report serious incidents of academic misconduct to the Office of Student Life or the College of Graduate Studies for formal proceedings seeking disciplinary sanctions under the Code of Student Rights, Responsibilities and Disciplinary Procedures.

6. **Procedures for Handling Alleged Violations of this Policy**

A. **Initial Notification**

If an instructor believes that a student has committed a violation of the Policy on Academic Integrity, the instructor will attempt to contact the student within a reasonable period of time (normally ten (10) university business days) to notify the student of the suspected violation of the Policy on Academic Integrity. This contact may be in written form (including e-mail), by phone, or in person. In any case, the instructor should convey to the student the following information:

- A description of the nature of the alleged violation (e.g., plagiarism on a term paper; looking at another student’s work on an exam, etc.);
- The basis for believing that the student has violated the Policy (e.g., a Turnitin originality report, a description of a report made by someone who observed the academic misconduct, etc.);
- The academic consequences that the instructor may impose if s/he concludes that there is sufficient evidence that academic misconduct has occurred;
- An offer to discuss the matter further and to respond to the allegations. Depending on the circumstances, this further discussion may occur at a separate time, or it may be continuous with the initial notification. The discussion may take place in person, via email, or by phone. If the student declines to discuss the matter with the instructor, then s/he forfeits the right to appeal the instructor’s decision.

The instructor is encouraged to keep a record of this contact.

B. **Discussion between Instructor and Student**

The instructor will offer the student an opportunity to discuss the allegation of academic misconduct, and to present any evidence or other information on his or her behalf. This discussion may be continuous with the initial contact, or it may occur at a later time. It may take place by phone, email, or in person. The instructor will determine the most appropriate format for this discussion, taking into account the details of the situation and the student’s availability and preferences about how the discussion is to be conducted.

If this discussion occurs during a face-to-face meeting, either the instructor or the student may request that a representative of the Ombuds office or a mutually agreeable third party attend to serve as a neutral facilitator or observer. However, neither the instructor nor the student may be represented or accompanied by an attorney or any other advisor.

Regardless of the format of this discussion, the student will be provided the opportunity to respond to the allegation and to explain any suspected or alleged misconduct by presenting evidence, giving additional information relevant to the matter, explaining extenuating or mitigating circumstances, or acknowledging a violation.

C. **Determination of Academic Consequences of Violation**

After either (1) the instructor and student have discussed the alleged violation of the Academic Integrity Policy, or (2) the student has admitted that s/he violated the Academic Integrity Policy, or (3) the student has declined to discuss the violation, then the instructor will exercise his or her professional judgment in determining whether a violation has occurred, and, if so, what academic consequences are appropriate and what grade is appropriate for the assignment and course. Once this decision has been made, the instructor should communicate his/her decision to the student in writing. This may be done through regular mail, campus mail, email, or hand delivery to the student. The instructor should retain a copy of this communication. Instructors are encouraged to report serious violations of the Policy on Academic Integrity to the Office of Student Life or the College of Graduate Studies, and to include a copy of this communication in the report.

If the student wishes to discuss the allegations but it is not possible to have this discussion before grades are due, or if the instructor is unable to contact the student before grades are due, the instructor shall determine whether to (1) forgo submitting a grade for the student or (2) submit a grade which has been lowered to reflect the consequences of academic misconduct. If the instructor decides not to submit a grade until the matter is resolved, the system will assign a grade of “N” which the instructor will remove once the discussion with the student has occurred. If the instructor submits a grade before a discussion with the student occurs, the instructor should notify the student of this decision and offer to discuss the matter. If, as a result of the discussion, the instructor determines that the evidence of the violation was faulty or insufficient to warrant a determination of academic misconduct, or if s/he determines that mitigating factors presented by the student warrant a less serious academic consequence than was reflected in the grade submitted, then s/he will file a change of grade request. In such a case, the instructor should communicate this decision to the student.

D. **Appeal of an Instructor’s Decision**

A student may appeal the instructor’s decision that a violation of the Policy has occurred, and/or the academic consequences imposed by the instructor. However, if a student has refused to discuss the matter with the instructor, s/he forfeits the right to such an appeal. The appeal must be submitted in writing to the instructor and to the dean (or his/her designated representative, e.g., an associate dean) of the college in which the violation occurred no later than ten (10) university business days after the instructor notifies the student of his/her 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 considered unless an extension has been 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 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 polices). The appeals committee may:

- Uphold the instructor's decision.
- Find that the facts of the situation could not provide a reasonable instructor with sufficient basis for finding that academic misconduct occurred, and recommend that the dean of the college set aside the finding or determine the facts differently.
- Find that the instructor's selection of academic consequences for the violation was arbitrary, capricious, or grossly unjust, and recommend that the dean of the college set aside the academic consequences or impose a different academic consequence.

After receiving this recommendation the dean will either sustain or deny the appeal. The dean's decision will be in writing.

The dean's decision will be final. If it is necessary pending the resolution of an appeal, the student will be assigned a deferred grade.

E. Formal Proceedings in the Office of Student Life or the College of Graduate Studies

If the instructor believes that a student has violated the Policy on Academic Integrity and that the violation is sufficiently serious, the instructor may refer the case to the Office of Student Life or the College of Graduate Studies for the consideration of additional sanctions. The following procedures will be followed:

1. The instructor will inform the student that formal proceedings in the Office of Student Life or the College of Graduate Studies are being requested.
2. The instructor will forward all documentation supporting the allegation of violation to the Office of Student Life or the College of Graduate Studies with a cover letter describing the situation. Examples of documentation include the course syllabus, quiz or exam, assignment, source of plagiarism.
3. The "Code of Student Rights, Responsibilities and Disciplinary Procedures" will govern the sanctions which can be imposed, and the appeal process.
4. The Office of Student Life or the College of Graduate Studies will determine a sanction and will notify the instructor of its determination.
5. This sanction will be recorded on the student's permanent disciplinary record, subject to release only under the terms of the Family Educational Rights and Privacy Act.

F. Proceedings With a Department or Program

1. Departmental or Program Action
   a. In cases where an instructor judges a student to have violated the Policy on Academic Integrity, that person is encouraged to report the incident to the chair of the department or unit in which the student's program is housed.
   b. Departments and programs will follow their internal procedures for deciding whether the student's status in the academic program should be reviewed because of the violation of the Policy on Academic Integrity and, if so, what review process will take place.

2. Appeal of Departmental or Program Action
   A record of the department, program and/or college decision and appeal (if any) will be part of the file on the violation of Policy on Academic Integrity maintained by the Office of Student Life or the College of Graduate Studies.

Passed by Academic Senate 5/5/2009
Degree Offerings

Bachelor of Applied Arts
Bachelor of Arts
Bachelor of Fine Arts
Bachelor of Individualized Studies
Bachelor of Music
Bachelor of Music Education
Bachelor of Science
Bachelor of Science in Athletic Training
Bachelor of Science in Business Administration
Bachelor of Science in Education
Bachelor of Science in Electrical Engineering
Bachelor of Science in Engineering Technology
Bachelor of Science in Mechanical Engineering
Bachelor of Social Work

Master of Arts
Master of Arts in Teaching
Master of Business Administration
Master of Music
Master of Public Administration
Master of Science
Master of Science in Administration

Specialist in Education
Specialist in Psychological Services

Doctor of Audiology
Doctor of Education
Doctor of Health Administration
Doctor of Philosophy
Doctor of Physical Therapy

In addition, graduate certificates which signify satisfactory completion of certain prescribed course work not leading to an advanced degree are offered by some departments.
Community Development Option
B.S. Degree 64
Community Services 64
Health Sciences 64
Public Administration 64
Recreation 64
Competency Requirements 48
Concurrent Enrollment 12
Contact Information 3
Toll-free Information Line 15
Cost of Attendance 20
Counseling 68
Course Delivery Formats 40
Course Descriptions 99
AAD 100
ACC 100
AMD 100
ANT 101
ART 101
AST 102
BCA 102
BIO 102
BIS 103
BLR 104
BUS 104
CDO 104
CED 105
CHM 106
CHN 106
COM 107
CPS 107
DHA 108
ECO 109
EDL 110
EDU 112
EHS 114
ENG 114
ENT 115
ENV 115
ESC 116
EUR 116
FIN 116
FNS 116
FRN 117
GEL 117
GEO 117
GER 118
GRN 118
HDF 119
HEV 119
HON 119
HPS 119
HSA 119
HSC 120
HST 121
HUM 122
IET 122
IND 124
IPS 124
ITC 124
JPN 124
JRN 124
LAR 124
LAT 125
LDR 125
MBA 125
MET 125
MGT 125
MKT 126
MLE 127
MSA 127
MTH 128
MUS 128
OJB 128
PED 129
PES 129
PHL 129
PHS 130
PHY 130
PSC 130
PSY 132
REL 133
RLA 133
RPL 134

RUS 134
SOC 134
SPE 135
SPN 135
STA 136
SWK 136
TAI 136
TEC 137
WST 138
Courses 28
Changes 42
Class Attendance 36
Credit and Attendance Hours 100
Cross-Listed 100
Independent Study 28
Key to Course Descriptions 100
Key to Designators 99
Non-Degree 100
On Campus 28
Other Designation 100
Planned Experiences 31
Prerequisites 100
Repeat Course Policy 35
Tutorial Option 28
Unspecified Content/Variable Credit 41
Variable Credit 100
Withdrawal 34
World Wide Web 31
Credit
Additional Options for Undergraduates Only 29
Advanced Placement 29
Campus Courses 28
Credit Hour Computation 42
Planned Experiences 31
Credit and Attendance Hours 100
Credit-bearing In-service Opportunities 11
Credit for Life Experience 20
Credit Hours
MACRAO Agreement 27
Credit/No Credit 33
Cross-Listed Courses 100
Curricular Programs 42
Curriculum Changes 42

D

Dean's List 37
Deferred Grades 34
Degree
Additional Graduate Degrees 41
Certificate Programs 41
Completion 32
Curriculum and Course Changes 42
Undergraduate Degree Programs 42
Degree Requirements 11
Doctoral 38
Graduate Certificate Requirements 38
Master's Degree 38
Undergraduate 37

Degrees
Bachelor of Applied Arts 50
Bachelor of Science
Community Development Option 63
Plan A 51
Plan B 53
Bachelor of Science in Education 65
Doctor of Education 95
Doctor of Health Administration 97
Master of Arts
Counseling 68
Education 70
Educational Leadership 72
Educational Technology 73
Humanities 74
Reading and Literacy (K-12) 76
School Principalship 77
Sport Administration 78
Master of Business Administration 79
Master of Public Administration 81
Master of Science
Nutrition and Dietetics 83
Master of Science in Administration 84
Specialist in Education 94
Delinquent Account Policy 18
Dematriculation 36
Designators, List of 99
Disabilities, Students with
Student Disability Services 7
Doctoral Degree Candidacy 15
Doctor of Education 95
Doctor of Health Administration 97

E
Economics
Minor 58
Education 65, 70, 76, 77
Educational Leadership 72
Educational Technology 73
Enduring Philosophy, The 6
English Language Services 12
Enterprise Systems, Graduate Certificate in 80

F
Facilities and Equipment 10
Faculty 25
Family Educational Rights and Privacy Act 32
Family Life and Human Sexuality Minor 59
Federal Pell Grant 22
Fees 16
Application 16
Delinquent Account Policy 18
Graduation/Certificate 17
Insufficient Funds/Declined Credit/Non-Payment 18
Late Registration 16
Library 17
On Campus 17
Prior Learning Assessment Credit 17
Refund Policy 17
Third-Party Payer 17
Withdrawal 17
FERPA 32
Financial Aid 20
Application 20
Cost of Attendance 20
Enrollment Criteria 20
Grants 22
Federal Pell Grant 22
Loans 22
Payment of Aid and Refunds 20
Satisfactory Academic Progress 20
Veteran Certification 24

G
General Administration
Certificate 91
General Education
Competency Requirements 48
Requirements
Transfer Students 44
Undergraduate 43
University Program 43
Transfer Block Option 44
General Electives Option (MPA) 82
General Residency Policy 11
Geography Major: Global Studies Concentration 56
Gerontology Minor 59
Global Studies Concentration 56
Good Standing 15
Grades
Change of Grade Request 34
Credit/No Credit Policy 33
Deferred 34
Grade Grievance Policy 35
Grade Point Average 33
Recomputation of 35
Grading Policies 34
Grading Systems 33
Graduate 33
Credit/No Credit 33
Incomplete 34
Repeat Course Policy 35
Undergraduate 33
Withdrawal 34

Graduate
Additional Degrees 41
Graduate Certificates
Acquisitions Administration 91
Enterprise Systems 80
General Administration 91
Health Services Administration 91
Information Resource Management 92
International Administration 92
International Health 98
Leadership 93
Long-Term Care Administration 93
Public Administration 93
Vehicle Design & Manufacturing 93
Graduation
Application 40
Application for Certificate Completion 40
Ceremonies 40
Doctoral Degree Requirements 38
Graduate Certificate Requirements 38
Master's Degree Requirements 38
Outstanding Scholarship Recognition 37
Semester Recognition 37
Thesis, Dissertation or Doctoral Research Project 39
Transcripts 40
Undergraduate Degree Requirements 37
Undergraduate Graduation with Honors 37
Graduation/Certificate Fee 17
Graduation Requirements 37
Course Delivery Formats 40
Guidance and Development Concentration (MA) 71

H
Health Administration 97
Health Services Administration
Certificate 91
HEV 119
Housing Information 11
Humanities 74

I
Inactive Student Status 13
Incomplete Grades 34
Independent Study 26
Registration 16
Indian Tuition Waiver 24
Industrial Safety Minor 60
Industrial Technology Minor 60
Information Resource Management
Certificate 92
Information Technology
Major 56
Minor 60
Instructional Concentration (MA) 71
Insufficient Funds/Declined Credit/Non-Payment 18
Integrated Leadership Studies 57
Integrated Science Major 66
International Administration
Certificate 92
International Baccalaureate 31
International Baccalaureate Credit 27
International Health 98
International Students
Admission 14
English Proficiency 14
Graduate Admission 14
Undergraduate Admission 14

L
Late Registration Fee 16
Leadership
Graduate Certificate 93
Minor (Undergraduate) 61
Library
Fees 17
Services 25
Loans 22
Logistics Management, Graduate Certificate in 80
Long-Term Care Administration
Certificate 93
M

MACRAO Agreement 27, 44
Majors
  Administration 55
  Community Development Option 64
  Geography: Global Studies Concentration 56
  Information Technology 56
  Integrated Leadership Studies 57
  Integrated Science 66
  Psychology Major - General 57
Master of Arts
  Counseling 68
  Education 70
  Educational Leadership 72
  Educational Technology 73
  Humanities 74
  Reading and Literacy (K-12) 76
  School Principalship 77
  Sport Administration 78
Master of Business Administration 79
Master of Public Administration 81
Master of Science
  Nutrition and Dietetics 83
Master of Science in Administration 84
  Accelerated Program, Admission to 85
  Acquisitions Administration 86
  General Administration 86
  Health Services Administration 87
  Human Resources Administration 87
  Information Resource Management 88
  International Administration 89
  Leadership 89
  Long-Term Care Administration 89
  Public Administration 90
  Vehicle Design & Manufacturing Administration 90
Military Training and Experience 26
Mini-cohorts 11
Minors
  Allied Health 58
  Apparel Merchandising and Design 58
  Communication 58
  Economics 58
  Family Life and Human Sexuality 59
  Gerontology 59
  Industrial Safety 60
  Industrial Technology 60
  Information Technology 60
  Leadership 61
  Nutrition 62
  Psychology 62
  Public Administration 62
  Public Affairs 62
  Reading in the Elementary Grades Minor 67
  Mission Statement 5
  MSA Degree 84
  Acquisitions Administration 86
  MSA Graduate Certificates 91
  Multiple Undergraduate Degrees/Concentrations 41

N

Non-Degree Courses 100
No-Show Student Status 13
No Worker Left Behind 24
Nutrition
  Minor (Undergraduate) 62
  Nutrition and Dietetics 83

O

Off-Campus Programs
  Address 3
  Toll-free Information Line 15
  Ombuds Office 7
  Online Courses 31
  Orientation 16
  Outcomes Assessment 7
  Outstanding Scholarship Recognition 37

P

Pell Grant 22
Planned Experiences 31
Policies and Procedures
  Delinquent Account 18
  General Residency Policy 11
  Graduation Ceremonies 40
  Insufficient Funds/Declined Credit/Nonpayment 18
  Multiple Undergraduate Degrees/Concentrations 41
  Prior Learning Assessment Credit 28
  Refund Policy 17
  Religious Holidays 36
  Satisfactory Academic Progress (Financial Aid) 20
  Students Who Move 11
Pre-requisites 100
Prior Learning 138
Prior Learning Assessment
  Fees 17
  Proctors 31
  ProfEd - Professional Education Services 10
Professional Counseling Option 69
Program Initiation and Administration 10
Program Offerings/Program Operations 11
Program Plan 25, 41
Programs 9
Psychology Major - General 57
Psychology Minor 62
Public Administration Certificate 93
  Minor (Undergraduate) 62
  MPA Degree 79
  Public Affairs Minor 62
  Public Management Concentration 82

R

Reading and Literacy 76
Reading in the Elementary Grades Minor 67
Recomputation of GPA 35
Refunds
  Army Tuition Assistance 18
  CMU Online 18
  Insufficient Funds/Declined Credit/Nonpayment 18
  Refund Policy 17
Registration 16
  Fees 16
  Application 16
  Graduation/Certificate 17
  Late Registration Fee 16
  Library 17
  Withdrawal 17
  for Classes 16
  for Independent Study 16
Religious Holidays 36
Rematriculation 12
Repeat Course Policy 35
Residency
  General Residency Policy 11
  Students Who Move 11
Rights and Responsibilities of Students 15

S

SAP 80
Satisfactory Academic Progress (Financial Aid) 20
Satisfactory Progress 36
Schedule, Academic 25
Scholarships 23
  School Counseling Option 69
  School Principalship 77
  Science, Integrated (Major) 66
  Seminars 28
  Servicemember’s Opportunity College 8
Specialist Degree
  Education (General Educational Administration) 94
  Specialist in Education 94
  Sport Administration 78
Standards of Satisfactory Academic Progress 36
State and Local Government Concentration (MPA) 82
Student Disability Services 7
Student Learning Outcomes Assessment 7
<table>
<thead>
<tr>
<th>T</th>
<th>U</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thesis 39</td>
<td>Undergraduate Adult Learning Seminar 42</td>
</tr>
<tr>
<td>Third-Party Payer 17</td>
<td>Undergraduate Degrees</td>
</tr>
<tr>
<td>Toll-free Information Line 15</td>
<td>Advanced Standing 29</td>
</tr>
<tr>
<td>Transcripts 40</td>
<td>University Program 43</td>
</tr>
<tr>
<td>Transfer Credit 26</td>
<td>Transfer Block Option 44</td>
</tr>
<tr>
<td>Concurrent Coursework 12</td>
<td></td>
</tr>
<tr>
<td>Exceptions 26</td>
<td></td>
</tr>
<tr>
<td>from Accredited Schools and Foreign Institutions 26</td>
<td></td>
</tr>
<tr>
<td>from Non-Accredited Schools 26</td>
<td></td>
</tr>
<tr>
<td>Graduate 27</td>
<td></td>
</tr>
<tr>
<td>International Baccalaureate Credit 27</td>
<td></td>
</tr>
<tr>
<td>MACRAO Agreement 27, 44</td>
<td></td>
</tr>
<tr>
<td>Military Training and Experience 26</td>
<td></td>
</tr>
<tr>
<td>Undergraduate 26</td>
<td></td>
</tr>
<tr>
<td>University Program Transfer Block Option 44</td>
<td></td>
</tr>
<tr>
<td>Transfer Students</td>
<td></td>
</tr>
<tr>
<td>General Education Requirements 44</td>
<td></td>
</tr>
<tr>
<td>Trustees, Board of 2</td>
<td></td>
</tr>
<tr>
<td>Tuition</td>
<td></td>
</tr>
<tr>
<td>Army Tuition Assistance - Refunds 18</td>
<td></td>
</tr>
<tr>
<td>Delinquent Account Policy 18</td>
<td></td>
</tr>
<tr>
<td>Off-Campus 17</td>
<td></td>
</tr>
<tr>
<td>On-Campus 17</td>
<td></td>
</tr>
<tr>
<td>Rates for On-Campus Credit Courses 17</td>
<td></td>
</tr>
<tr>
<td>Refunds</td>
<td></td>
</tr>
<tr>
<td>Army Tuition Assistance 18</td>
<td></td>
</tr>
<tr>
<td>CMU Online 18</td>
<td></td>
</tr>
<tr>
<td>Refund Policy 17</td>
<td></td>
</tr>
<tr>
<td>Third-Party Payer 17</td>
<td></td>
</tr>
<tr>
<td>Tutorial Option 28</td>
<td></td>
</tr>
<tr>
<td>Tutoring for Math and Statistics 25</td>
<td></td>
</tr>
<tr>
<td>Variable Credit Courses 41, 100</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Adult Learning Seminar 42</td>
<td></td>
</tr>
<tr>
<td>Undergraduate Degrees</td>
<td></td>
</tr>
<tr>
<td>Advanced Standing 29</td>
<td></td>
</tr>
<tr>
<td>University Program 43</td>
<td></td>
</tr>
<tr>
<td>Transfer Block Option 44</td>
<td></td>
</tr>
<tr>
<td>Writing Center 25</td>
<td></td>
</tr>
<tr>
<td>Withdrawal 34</td>
<td></td>
</tr>
<tr>
<td>Fee 17</td>
<td></td>
</tr>
</tbody>
</table>