



2018–19 Academic Catalog

Olivet College provides an educational environment, programs and activities, and a workplace free of unlawful discrimination on the basis of race, color, religion, gender, national origin, age, height, weight, marital status, sexual orientation, veteran status or disability.

Information provided in this catalog is subject to change. Failure to read this catalog does not exempt students from following the policies, regulations and requirements described herein.

This catalog accurately describes the academic policies and programs of Olivet College in effect at the time of publication. It is not, however, to be understood as an irrevocable contract between the student and the college. The educational process requires continual review, and the college reserves the right to make appropriate changes in its courses, programs, grading system, standards of progress and retention, honors, awards and fees. In general, students are to be governed by the catalog that is current at the time they begin their studies at Olivet College. However, a student has the option of declaring to be under the jurisdiction of a subsequent catalog. If this option is declared, it must be claimed in total; students are not allowed to select some regulations from one catalog and other regulations from another catalog.

Olivet College Statement of Mission

The mission of Olivet College is to make available to a diverse campus community an education which will enrich lives intellectually, morally and spiritually. Having gained these qualities through the educational experiences at Olivet, our hope is that our graduates will embody the divine art and science of doing good to others as stated by the founding fathers of Olivet College in 1844.

**For more information, contact:
Office of Academic Affairs
(269) 749-7618 or toll free 1-800-456-7189
or visit www.olivetcollege.edu**

Olivet College Academic Vision Statement

Education for Individual and Social Responsibility

Our Vision – Olivet College is dedicated today, as it was in 1844, to the principle that the future of humanity rests in the hands, hearts, and minds of those who will accept responsibility for themselves and others in an increasingly diverse society. This principle of individual and social responsibility is realized in the context of a distinctive liberal arts experience which nurtures in our students the emergence and development of skills, perspectives, and ethics necessary to better themselves and society. We seek to involve our students in an active academic community which cherishes diversity of thought and expression. In so doing, we will help our students discover ways they can most effectively contribute to the common good.

Our Aspirations – We aspire to provide a campus-wide academic culture such that our students will come to understand the need to serve others as well as themselves, to celebrate both the wealth of human diversity and the bond of human similarity, to care for the earth and all its resources, and to strike a balance among their intellectual, physical, emotional, and spiritual capacities. It is our hope that each graduate will embrace our essential principle in his or her life's work.

Our Commitment – Driven by our academic vision, Olivet College maintains a learning environment that encourages scholastic excellence among students, faculty, and the wider campus community. Students at Olivet College are committed first to their learning. Faculty at Olivet College are committed first to their teaching. And, the institution is committed first to providing the necessary resources and support to achieve these goals both within and beyond the classroom.

Our Heritage – The foundation of our guiding principle was established by the founders of Olivet College when they wrote,

“We wish simply to do good to our students, by placing in their hands the means of intellectual, moral and spiritual improvement, and to teach them the divine art and science of doing good to others.”

Adopted by the Olivet College Faculty December 6, 1993; adopted by the Olivet College Board of Trustees January 29, 1994.

The Olivet College Compact

To give further definition to Olivet College's institutional vision of *Education for Individual and Social Responsibility*, the following set of principles about what it means to be a responsible member of this college community were developed. They serve as a guide and inspiration to Olivet's students, faculty, staff, administrators and trustees alike. Olivet College is founded on and devoted to student learning, growth and development. The college values diversity within a community built on trust, participation and a sense of pride. As a member of this community, I affirm the following commitments:

I am responsible for my own learning and personal development.

We recognize the critical importance of taking ownership for our learning. We seek to learn from the full range of our experience, to be open to new experiences and new ideas and to continuously pursue excellence and fulfillment in our intellectual, social and spiritual pursuits.

I am responsible for contributing to the learning of others.

Every learner benefits when each shares ideas, insights and experiences with others. We value differences of opinion and perspective as well as open, respectful dialogue about these differences as central to the ongoing learning process.

I am responsible for service to Olivet College and the larger community.

People working together for the common good is a key to growth for both the individual and the community. We commit ourselves to participating in community service and volunteer activities, both on and off campus.

I am responsible for contributing to the quality of the physical environment.

Enhancing environmental quality is critical to the College, the community and ultimately to the survival of our planet. We will act to maintain and improve our facilities and grounds, to enhance the safety, the security and the appearance of our surroundings and to protect the ecology of our larger community.

I am responsible for treating all people with respect.

We aim to create a positive and inclusive campus culture celebrating both the individual and cultural differences which make each of us unique and the similarities which bond us together. We recognize the need to seek to understand others as the first step to developing mutual understanding, caring and respect.

I am responsible for behaving and communicating with honesty and integrity.

We build trust when we communicate openly, when we seek justice and fairness for all people, regardless of role or position, and when we honor our values and commitments in our private as well as our public behavior.

I am responsible for the development and growth of Olivet College.

We reach outward and seek to inform, involve and recruit new students, employees and friends who share the vision and principles of Olivet College. In joining this community, I commit myself to these principles and accept the obligation entrusted to me to foster a culture of responsibility at Olivet College.

Strategic Vision for Olivet College 2020 and Beyond

As we look toward the Olivet College of 2020 and beyond, we envision a future where the college:

- Embodies in its curriculum and campus life our values-based mission of education for individual and social responsibility.
- Facilitates the vibrancy of campus and community life, where students are empowered and engaged learners; where we support a culture of diversity and global inclusion; where each person feels included, supported and respected; where we build community and have fun together; and most importantly, where faculty, staff and students want to be, live and learn.
- Provides a unique educational opportunity, where students from a wide assortment of backgrounds and abilities succeed as engaged learners, and where "providing opportunity" is defined by enhanced academic achievement, high graduation rates, or vocational placement of our graduates, and the social contributions of our alumni.
- Facilitates through an international perspective the development of productive and responsible global citizens who think critically, communicate effectively, work well with a diverse array of others, and embody individual and social responsibility.
- Ensures an educational experience that is strong in professional preparation within a contemporary liberal arts foundation and develops critical, independent thinkers who possess a strong ethical compass.
- Prepares students for a rapidly changing, technologically-enabled global economy and society.
- Is financially healthy and stable, and effectively directs financial resources at achieving priorities.
- Has a regional and national reputation as a college that effectively prepares students to be not only economically successful, but to take responsibility to make positive change in their local and global communities.

Developed by the Olivet College campus community in 2011 and ratified in 2012 by the Olivet College Board of Trustees.

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General Information

Founded in 1844, Olivet College is a private, four-year, coeducational liberal arts institution. The college takes pride in recognizing its students as individuals.

The representatives of Olivet College — alumni, students, faculty, staff and administrators — are proud of its rich tradition. Olivet has a long and storied heritage. From its opening, its innovative and visionary emphasis on service, social responsibility, teaching, learning and advancing knowledge for all people has set it apart from other institutions of higher education. Olivet was committed to cultural pluralism long before most other colleges and universities.

The first Olivetians had a unique vision of higher education:

1. **Coeducational** — Olivet was the second (first by charter) coeducational college in the nation (Oberlin was first).
2. **Multiracial** — As noted in its first college catalog, Olivet opened its doors to all races. In fact, these visionary ideals, central to today's concept of liberal arts, seemed so strange and risky to the state legislature that the college was forced to wait 13 years after classes began to be chartered by the state.
3. **Innovative** — Olivet required manual labor along with academic work.
4. **Service-Oriented** — When it was established, the founders of Olivet also developed the surrounding community with the expectation that part of the responsibility of the college was to provide service to the local and broader communities.
5. **Socially Responsible** — As progressive and humane individuals, the founders' commitment to abolishing slavery resulted in a college opposing oppression, particularly that caused by race.

Today, Olivet's educational experience is embodied in *The Olivet Plan*. All activities at the college are designed to help students deepen their sense of responsibility to themselves and others, and engages students from the moment they walk on campus.

The Olivet College campus is located in south central Michigan, 30 miles south of Lansing, and 125 miles west of Detroit. It sits on a rolling hilltop shaded by huge maple and oak trees in the city of Olivet, a community of about 1,700 citizens. An ideal college community, Olivet provides both the comforts of small town living and the convenience of metropolitan life.

Accreditation

Olivet College is accredited by the Higher Learning Commission, with a reaffirmation of accreditation awarded in 2017 for the maximum ten-year period. A copy of the most recent Institutional Annual Report and Institutional Evaluation Report are available in the Office of the President. Questions about accreditation may also be directed to: The Higher Learning Commission, 230 S. La Salle, Suite 7-500, Chicago, IL 60604.

Heritage, History and Purpose

Eleven years after founding Oberlin College, "Father" John J. Shipherd led a band of 39 missionaries to create a college and village in the wilderness of south central Michigan in 1844. Remembering that the biblical Mount of Olives was a center of piety, morality and learning, the missionaries named both the college and village Olivet.

Today, Olivet College is one of two institutions affiliated with both the United Church of Christ *and* the congregations of the National Association of Congregational Christian Churches. Each denomination emphasizes personal freedom and democratic practices, which are at the core of liberal arts education. Sharing the ecumenical commitment of both denominations, Olivet College is a place of dynamic teaching of the liberating divine law represented by the Torah, which is included in the college seal. The seal also carries the phrase *Pro Christo et Humanitate*, a symbol of Olivet's commitment to foster compassionate relationships in an educational community serving humanity. Olivet College's purpose persists as stated in the first catalog:

We wish to have it distinctly understood that the whole object of this institution is, has been, and we hope ever will be, the education of young men and women, especially such as are not rich in this world's goods. Having no partisan or sectarian interests to subserve, we wish simply to do them good by placing in their hands the means of intellectual, moral, and spiritual improvement and to teach them the Divine art and science of doing good to others.

Early Olivetians embodied the innovative approach represented in Olivet's ideals, goals and primary purpose. Excelling in a wide array of disciplines and activities, Olivet alumni and faculty were among the most distinguished leaders of their time. Olivet alumni were included among the ranks of the first Rhodes Scholars. Other influential alumni provided leadership in founding the North Central Association of Colleges and Schools. Further assisting in the development of exceptional education systems, two Olivet professors on leave spanned 25 years as state of Michigan superintendents of public instruction. Between 1934–44, the college gained a national reputation for excellence by hosting many of the country's prominent writers and artists to teach or participate in workshops and short courses. Olivet also was renowned for the introduction of a tutorial education plan similar to Oxford University.

Olivet, along with two other colleges, formed the Michigan Intercollegiate Athletic Association in 1888, the oldest intercollegiate athletic association in the nation. Olivet College sponsors many intercollegiate sports.

Early in its existence, Olivet became a leader in literary societies, common on campuses in the 1800s. In fact, Olivet retains six such organizations in place of national fraternities and sororities. The Phi Alpha Pi Fraternity began as the Olivet Lyceum in 1847 and in 1882 dedicated the building still in use. Founded at Olivet in 1847, the Soronian Society exists as the oldest collegiate sorority in the continental United States. The Soronian house was dedicated in 1909. The Adelpic Alpha Pi Society began in 1862, initially calling itself "Clever Fellows," and in 1889 dedicated the building still in use. Sigma Beta Sorority was founded in 1907 and completed its present building in 1963. The Alpha Lambda Epsilon Society was formed as a sorority in 1922, acquired its present building in 1965, and in 1975 became the first coeducational society on campus. Kappa Sigma Alpha was founded in 1922, acquired a building in 1931, closed for many years, and reopened its house in 1955. Kappa Sigma Alpha is currently in the process of building a new house.

In 1993, the faculty collaboratively developed the college's current academic vision, *Education for Individual and Social Responsibility*. Endorsed unanimously by the board of trustees, the vision was designed to fully infuse the concept of responsibility throughout the entire structure of our educational programs and campus life. The following year, the faculty articulated a set of learning outcomes derived from the academic vision. The faculty then developed *The Olivet Plan*, a comprehensive set of curricular and co-curricular initiatives implemented in the fall of 1995.

Charting the Course for Olivet College 2020 and Beyond

Throughout its history, the college community has remained dedicated to the primary objectives Olivet's founders set out to achieve. Offering multiple areas of study, Olivet continues to meet and exceed the needs of students who attend the college. Under the leadership of current President Steven M. Corey, Ph.D., the college is working toward its strategic vision, "Charting the Course for Olivet College 2020 and Beyond." The multi-year strategic plan was developed in 2011 and ratified in early 2012 by the Board of Trustees. This collaborative process gathered input and guidance from all of the college's constituents, including students, faculty, staff, alumni, administrators and trustees, with over 80 percent of the employees and hundreds of students providing input. The plan was reviewed by members of the campus community in spring 2016. The strategic vision articulated as part of this plan can be found at the front of this Academic Catalog.

College Traditions

Olivet cherishes its traditions, not only as reminders of its historic past, but also as a means of enabling all students to join in the excitement of creating their own and the college's future through ongoing events. Some of these traditions throughout the academic year include...

Fall Semester

- **President's Opening Convocation** — the first convocation of the year in which the history and traditions of the college and the plans for the future are described.
- **Stand-Up** — a ceremony held at the beginning of each year at which students, faculty, staff and community members are introduced to one another.
- **Fall Service Day** — held in late September, students, faculty and staff participate in service projects to benefit the school and surrounding communities.
- **Homecoming** — each fall, parents, friends and alumni are welcomed back to campus to celebrate Homecoming. Students participate by organizing and participating in the Homecoming court competition, Midnight Breakfast, alumni gatherings, Greek Open Houses, music, athletic events and much more.

Spring Semester

- **Pledging** — held each year from late January through early February when Greek societies recruit students to join their organizations. A traditional period of organizational learning, bonding and building of organizational spirit culminates with the presentation of the pledge class.
- **Founders' Day** — a special day in February set aside to commemorate the founding of Olivet College in 1844.
- **Spring Service Day** — held in late March, students, faculty and staff participate in service projects to benefit the school and surrounding communities.
- **Student Life Awards** — every spring, the college recognizes students and employees for their commitment to extra-curricular activities.
- **Honors Convocation** — every spring, the college recognizes the academic achievements of our students.
- **Baccalaureate** — a special church service for the graduating class and family members, held each year in the Olivet Congregational Church.
- **Commencement** — a ceremony held each year in May to recognize graduating students.

Olivet College Alumni

Alumni Association

All Olivet students who complete at least one year of study are enrolled in the Olivet College Alumni Association. The aims and objectives of the Alumni Association include activities that perpetuate the good name of the college. Other activities promote continuing relationships between the college and its former students, encourage continuing education among alumni, enlist alumni in constructive endeavors on behalf of the college, and foster a sense of responsibility to Olivet College and higher education.

Alumni Council

The Alumni Council consists of approximately 20 members elected to four-year terms from the Alumni Association membership. Officers include a president, president-elect and secretary. The objectives of the council are to act in an advisory capacity to the Office of Alumni Relations and to study and formulate plans and policies for the association as a whole.

Alumni Relations

The Office of Alumni Relations serves as the primary liaison between the college and its alumni. This includes the development of internal and external strategies, programs and activities to promote support for Olivet College. Such activities include Homecoming, alumni mentoring, student recruitment, tours, golf outings, event receptions and class reunions.

Standards and Expectations for Education at Olivet College

The following describe the general expectations for undergraduate, specialized degree completion programs, and graduate educational programs at Olivet College and can be broadly applied to any degree program. These guidelines form a conceptual framework that outline expectations for undergraduate, specialized undergraduate degree completion programs, and graduate education at Olivet College. Specific program expectations are determined by the faculty in a student's field of study. Together, these combined expectations outline the skills, knowledge and abilities graduates will have demonstrated upon successful completion of their specific programs of study.

Traditional Residential Undergraduate Programs

Olivet College's traditional residential undergraduate programs serve students who arrive at the college immediately out of high school or who transfer to the college with the intent of completing an undergraduate degree after coursework at a community college. Most students in the traditional residential undergraduate programs enroll as full-time students during their course of study.

Coursework — In addition to studies in the major, all students complete a series of required courses providing common learning and shared experiences. The sequence of required courses in the Liberal Arts Core Curriculum include coursework in the natural and physical sciences, civilization studies, and in the arts and humanities. Students also actively participate in a weekly seminar in their major of study, as well as complete courses fulfilling the college's senior experience and service learning requirements.

College-Wide Educational Goals and Learning Outcomes — Olivet College has clear educational goals for its students that guide and shape the academic programs at the college. Comprehensive educational goals and learning outcomes are grounded in the core philosophy of the institution, outlining the broad knowledge, concepts and skills that every residential undergraduate student should possess upon degree completion. The College-Wide Educational Goals and Learning Outcomes are aligned with the Liberal Arts Core Curriculum and with the college's vision and strategic plan.

Program Learning Outcomes — Program learning outcomes are required for all residential undergraduate major degree programs. To provide students with clear guidance regarding learning goals for each program, program learning outcomes are included in the Academic Catalog for each degree program along with the program description and course requirements. Program learning outcomes are aligned by the faculty to external benchmarks or standards to ensure they are appropriate to the degree or certificate awarded. The program learning outcomes are current and reflect appropriate standards for residential undergraduate levels of performance today. Program learning outcomes are reviewed for quality and appropriateness by the Academic Policy Committee when academic programs are initially proposed or revised.

Outcome Performance Expectations — Residential undergraduate students earning a degree from the institution are expected to demonstrate foundational skills and knowledge in the areas of effective communication and collaboration, critical thinking, liberal arts knowledge, global awareness, ethics and responsibility, and application of knowledge. Students are also required to demonstrate introductory or intermediate level performance for program-specific learning outcomes developed by the various programs of study at the college. The collective set of college-wide educational goals and learning outcomes and program specific learning outcomes combine to reflect the skills and abilities a graduate will know and be able to do at the successful completion of a degree in the selected field of study.

Adult Professional Undergraduate Programs (Degree Completion Programs)

Olivet College's adult professional undergraduate programs serve working adults who wish to complete their undergraduate degree in specialized areas. Students enroll in courses offered through an online or blended online delivery approach and primarily enroll in one or two courses each term.

Coursework — Courses at the adult professional undergraduate level for working adults require possession of an associate's degree and successful work experience in the selected field of study. Requirements for adult professional undergraduate degree programs are fully articulated in the Academic Catalog. Total credit hour requirements for programs along with a complete listing of course prerequisites are included. Delivery of adult professional undergraduate degree program courses are offered through an online or blended online delivery approach. Online courses adhere to the same syllabus requirements and learning goals as courses offered on campus.

College-Wide Educational Goals and Learning Outcomes — Olivet College has clear educational goals for its students that guide and shape the academic programs at the college. Comprehensive educational goals and learning outcomes are grounded in

the core philosophy of the institution, outlining the broad knowledge, concepts and skills that every residential and adult professional undergraduate degree program student should possess upon degree completion. The College-Wide Educational Goals and Learning Outcomes are aligned with the college's vision and strategic plan and are embedded within the coursework of the programs.

Program Learning Outcomes — Program learning outcomes are required for all adult professional undergraduate programs. To provide students with clear guidance regarding learning goals for each program, program learning outcomes are included in the Academic Catalog for each program along with the program description and course requirements. Program learning outcomes are aligned by the faculty to external benchmarks or standards to ensure they are appropriate to the degree or certificate awarded. The program learning outcomes are current and reflect appropriate standards for undergraduate levels of performance today. Program learning outcomes are reviewed for quality and appropriateness by the Academic Policy Committee when academic programs are initially proposed or revised.

Outcome Performance Expectations — Adult professional undergraduate program students earning a degree from the institution are expected to demonstrate foundational skills and knowledge in the areas of effective communication and collaboration, critical thinking, liberal arts knowledge, global awareness, ethics and responsibility, and application of knowledge. Students are also required to demonstrate established performance expectations for the adult professional undergraduate degree program-specific learning outcomes. The collective set of college-wide educational goals and learning outcomes and adult professional undergraduate degree program specific learning outcomes combine to reflect the skills and abilities a graduate will know and be able to do at the successful completion of a degree in the selected field of study.

Graduate Programs

Olivet College's graduate programs serve working adults who have successfully completed an undergraduate degree and who wish to complete graduate education in a specialized advanced area. Students enroll in courses offered through an online or blended online delivery approach and primarily enroll in one or two courses each term.

Coursework — Courses at the graduate level require an advanced level of skills and knowledge in a selected field of study. Requirements for master's degree programs are fully articulated in the Academic Catalog. Total credit hour requirements for programs along with a complete listing of course prerequisites are included in the catalog. Delivery of graduate level courses is offered through an online or blended online delivery approach. Online courses adhere to the same syllabus requirements and learning goals as courses offered on campus.

College-Wide Educational Goals and Learning Outcomes — Olivet College has clear educational goals for its students that guide and shape the academic programs at the college. Graduate level educational goals and outcomes reflect advanced levels of skills and knowledge focused within a particular discipline. Graduate-level educational goals and learning outcomes are organized within five broad interrelated categories and are written to be adaptable to support the focus and goals of individual graduate level programs. The graduate level college-wide educational goals and learning outcomes reflect the skills and abilities a successful graduate student will know and be able to do at the completion of a master's degree in the selected field of study.

Program Learning Outcomes — Every graduate program is required to establish program specific learning outcomes. To provide students with clear guidance regarding learning goals for each program, program learning outcomes are included in the Academic Catalog for each degree program along with the program description and course requirements. The program learning outcomes are aligned by faculty to external benchmarks or standards to ensure they are appropriate to the degree or certificate awarded. The collective goals and learning outcomes are current and reflect appropriate standards for graduate levels of performance today. Program learning outcomes are reviewed for quality and appropriateness by the Academic Policy Committee when academic programs are initially proposed or revised.

Outcome Performance Expectations — Graduate students earning a degree from the institution are expected to demonstrate advanced skills and knowledge in the areas of effective communication and collaboration, critical analysis, global, social or cultural diversity, ethics and responsibility, and application of knowledge. Students are also required to demonstrate advanced levels of performance for program-specific learning outcomes. The collective set of college-wide educational goals and learning outcomes, and program specific learning outcomes combine to reflect the skills and abilities a graduate student will know and be able to do at the successful completion of a degree in the selected field of study.

Thesis, Master's Project or Comprehensive Examination Requirement — Graduate students may complete a thesis, master's project or comprehensive examination to fulfill degree requirements. Details regarding the expectations for completion of this requirement are included in the Academic Catalog for each degree program.

College Facilities

Realizing that environment plays a significant role in the cultivation of individual growth, Olivet College has expended considerable effort over the years to create an intellectually stimulating and comfortable atmosphere in which students can excel. With an eye to the future, Olivet has invested resources in housing, educational facilities and classroom materials.

As early as 1874, the college had accumulated a substantial collection of minerals and fossils. In 1879, the collection was numbered at 50,000 scientific specimens. When Mather Hall was built in 1885 to provide laboratory facilities, a museum was included. Portions of this collection are still an aid to scientific study. Currently, specimens are located in the Mott Academic Center, which was completed in 1967. A gift of a painting of the Mount of Olives became the foundation of an art gallery in 1878. The library, which displays the painting, was built in 1889. While retaining the grandeur of Burrage Hall, the library was tripled in size in 1992. The art program has been housed in a variety of buildings, moving into the new Riethmiller Blackman Art Building in the fall of 2010.

Special attention to education in music began in 1863, resulting in the creation of a Conservatory of Music in 1874. In 1888, the conservatory was housed in a building on the site of the present Congregational Church. At the turn of the 20th century, the Conservatory of Music stood alongside the college with a wide reputation for excellence. In 1899, a faculty member founded the Battle Creek Symphony Orchestra. The Upton Conservatory of Music was dedicated in 1974.

The construction of residence halls began soon after Olivet's doors opened. Parsons Hall housed men from 1871 to 1928, when it was replaced by Blair Hall in 1929. In 1955, Olivet added a wing to Blair Hall in order to better accommodate students. Dole Hall, completed in 1932, provides housing and administrative offices. Shipherd Hall, dedicated in 1966, provides housing for both men and women. In 1963, the Kirk Center was built to provide larger dining facilities, space for a bookstore and a student recreational center. The Kirk Center was completely remodeled in 2013 to accommodate the college's growing student population.

The facilities of Olivet laboratories, libraries, studios, practice rooms, playing fields, offices and performance halls are designed and operated for easy and convenient use by students. Brief descriptions of some of these facilities are provided below.

Barker-Cawood Lounge

Barker-Cawood Lounge is located in the Mott Academic Center. The lounge houses a café which provides an area for students to study together and relax between courses while enjoying a range of products including Starbucks specialty coffees, teas, and other fresh food items.

Beman Observatory and Planetarium

Located in the Mott Academic Center, the planetarium has a 35-foot dome with seating for 60. It is used for classes, as well as programs open to the community on stars, constellations, planets and other astronomical features. The Beman Observatory houses a 6-inch refracting telescope and is used for astronomical viewing in classes and scheduled showings open to the community.

Olivet College Bookstore

The Olivet College Bookstore, located on the lower level of the Kirk Center, offers all the required textbooks for Olivet courses. Students will also find school supplies, art materials, posters, greeting cards, souvenirs, incidentals and Olivet College sweatshirts, T-shirts, jackets and other apparel.

Burrage Library

Burrage Library is located on the corner of College and Main streets. The original 19th century neo-Romanesque library building, Burrage Hall, was renovated and expanded in 1992, tripling its size and doubling its book storage capacity. The library currently contains over 90,000 books, 500 periodical subscriptions, access to a wide range of online databases, as well as special collections and the Olivet College archives. The library provides students with library skills education, interlibrary loan services, individual attention, and a quiet place to study. Burrage Library is open throughout the academic year, with seating for 300 students.

Computer Labs

Computer labs are located in the Mott Academic Center, the upper level of MacKay Gymnasium and in Burrage Library. These labs are equipped with networked IBM-compatible computers and laser printers. All computers run Microsoft Office products and are connected to the Internet. Work stations can also be found in all residential halls.

The Cutler Event Center and Athletic Complex

The athletic and recreation facility is located at the south end of campus. The 44,500-square-foot multipurpose facility includes multiple varsity and visiting locker rooms, officials' locker rooms, an athletic training room, weight room, athletic department offices and general purpose rooms.

Cutler Fitness Center

Housed in the Cutler Event Center, the fitness center opened in 2008 and includes free weights, Nautilus equipment and aerobic exercise equipment. The fitness center is available to all faculty, staff and students. Hours of operation are available through the Athletic Office.

Gruen Engagement Center

The Gruen Engagement Center serves as a place where students and faculty can collaborate in a social setting, while also serving as a lodging and hospitality space for visitors such as professors-in-residence, campus speakers and special guests. The Engagement Center was the one-time home of Dr. Fred Gruen, chemistry professor at the college from 1951 to 1991, who was known and respected for his active engagement with students beyond the classroom.

Lester K. Kirk Center

The main floor of the Kirk Center houses the Chartwells food services office and dining hall. On the lower level are the Olivet College Bookstore, mailroom, media center, and the African American Cultural Center.

Kirkelldel Biological Preserve

Located two miles from campus on Pine Lake, Kirkelldel has five habitat types and broad biological diversity, serving as an outdoor classroom for a range of science classes and research projects.

Doris Laimbeer Fitness Center

Housed in the Upton Center, the Laimbeer Fitness Center opened in 1994 and was renovated in 2012. The center includes new fitness and cardio equipment and new free weights to accommodate patrons at all levels of fitness and with all lifting styles. The center is available to all students, faculty and staff. Hours of operation are available through the Athletic Department.

MacKay Gymnasium

The MacKay Gymnasium is an athletic building used for varsity and intramural athletics as well as recreation and physical education courses. The basketball court and MacKay stage are open for general student use when not otherwise scheduled for varsity, intramural, extramural, club, or classroom activities.

Pyne Pavilion

Completed in 2014, Pyne Pavilion is located at the Cutler Athletic Complex and provides prime seating for game viewing days, meeting space and a satellite bookstore.

Riethmiller Blackman Art Building

The Riethmiller Blackman Art Building is a 17,000-square-foot facility designed to house Olivet's Visual Arts Program. The facility includes an art gallery, fine art vault and art classrooms. It is also open to non-art majors, faculty, alumni and the community.

Roznowski Learning Commons

Completed in 2015, the Roznowski Learning Commons provides students with a contemporary environment in which to study, as well as study rooms equipped with the latest technology to enable collaborative projects and learning.

Kula Samba Theatre

This theatre is located in the Roznowski Learning Commons in the lower level of Burrage Library. The theatre is named after a 1973 Olivet College graduate who served as a nurse in Africa and who was executed in 1998 for fighting for the civil liberties of children. The theatre is open throughout the week and available for private functions.

Frederick S. Upton Center

The Upton Center is an athletic building used for varsity and intramural athletics, recreation and physical education courses. The indoor swimming pool is open for general student use when not otherwise scheduled for varsity, intramural, extramural or classroom activities. Please contact the Athletic Department for hours of operation.

Margaret Upton Conservatory of Music

The conservatory has numerous practice rooms, vocal and instrumental rehearsal halls, a 123-seat recital hall and a computer-equipped electronic music/MIDI recording and music composition studio.

College Resources and Services

African American Cultural Center

The African American Cultural Center (AACC) exists to assist Olivet College in its mission of creating an inclusive and welcoming environment for African American students. The center is located in the basement of the Kirk Center and is overseen by the Office of Student Life. It promotes programs that facilitate the intellectual, cultural and social growth of the entire college community. The center assists with the coordination of educational activities and programs that inspire diversity and inclusion of all Olivet College students, and which are related to recruitment, enrollment, retention, and graduation.

Alcohol Education

Olivet College is one of hundreds of institutions nationwide requiring each member of his or her first year class, student organizations, Greeks and athletes to complete AlcoholEdu, a non-opinionated, science-based online course taken by hundreds of thousands of students each year across the country. Whether or not they consume alcohol, AlcoholEdu empowers students to make well-informed decisions and provides some simple strategies to help keep students and their friends safe. A log-in ID is provided, and students' school e-mail addresses and personal passwords allow them to access the program. The deadline for completion of the AlcoholEdu Program is provided to students by the program director on an annual basis. All incoming freshmen must complete all parts of the AlcoholEdu Program to avoid a delay in accessing their final grades.

Campus Safety

Olivet College operates its own non-deputized Campus Safety Department, with personnel on duty 24 hours a day, 365 days a year. Campus Safety officers work closely with the college community to enhance the protection of persons and property of Olivet College while providing basic safety services to all students, employees, and guests of the college. Success depends upon a true partnership between Campus Safety personnel and the diverse population of students and employees that comprise the college. To contact Campus Safety from an on campus landline, dial 7911. From off campus or via cellular phone, dial (269) 749-7911.

Campus Safety provides the following services: crime prevention and safety programs, parking and traffic enforcement, criminal and non-criminal investigation, security of campus buildings, arranging student medical transportation, 24-hour on campus escorts, after-hour admittance to campus buildings for authorized students and employees, and event security.

Email Accounts

Students are provided email accounts—generally the first initial of the first name followed by the last name@olivetcollege.edu. For example, Jane Smith would be jsmith@olivetcollege.edu. Students are expected to monitor their Olivet College email accounts regularly.

Gruen and Speare Center for Academic Success

The Center for Academic Success provides students with academic advising, test taking techniques, tutoring, writing assistance, and accommodations for students with learning disabilities. Support and tutoring for students in adult professional and graduate programs can be arranged with staff at the Center.

Multicultural Education and Initiatives Office

The Multicultural Education and Initiatives Office coordinates educational activities and program initiatives related to the recruitment, enrollment, retention, and graduation of multicultural undergraduate students. The office is part of the Office of Student Life in Mott 208. It is dedicated to providing educational programs to help students learn to become more aware and accepting of cultural differences that exist on campus. Services and programs offered include:

- Identity development workshops;
- Resources regarding careers, internships, graduate and professional school, education abroad and job opportunities;
- Assistance with questions on financial aid, scholarship and money management;
- Advocacy service, when appropriate, for the needs of multicultural students as defined by the college;
- Diversity training;
- Conflict resolution and other interpersonal matters;
- Mentoring;
- Development of study skills, time management and test taking strategies;
- Obtaining tutorial assistance;
- Programs and activities that address campus climate issues, socio-cultural isolation and other non-academic topics;
- Leadership training; and,
- Program planning and development skills.

Wellness Services

Olivet College is committed to helping students meet their physical and mental health needs. Students are encouraged to seek treatment with the provider of their choice. If a student desires medical care they have the option to contact the local providers below:

Oaklawn Medical Group 269.749.2131, 202 N Main St, Olivet, MI 49076, located three blocks from campus.

Oaklawn Psychological and Psychiatric Services – Outpatient Bear Creek Office, 269.781.9119, 15209 W. Michigan Avenue, Marshall, MI 49068, located approximately 15 miles south of campus. If you need assistance making an appointment, please contact the Office of Student Life.

Students' health insurance will be billed when seen by a medical or mental health provider (most forms of insurance are accepted). Students are responsible for all expenses related to treatment, including co-pays, tests, etc. All costs accrued due to medical and/or safety reasons are the responsibility of the student. Students may choose to see their own primary care physician or counselor. Students are responsible for following their doctor's instructions. Olivet College and its employees are not responsible for administering, storing, managing, or providing any medication.

NOTE: All student-athletes must have proof of medical insurance and a physical examination prior to being allowed to practice or compete within the intercollegiate athletic program. Please contact the Athletic Department for more details.

Betsy Dole Women's Resource Center

The Betsy Dole Women's Resource Center is located in Mott 111. The center offers curricular and co-curricular events to the campus community, including speakers, films, forums, workshops and other special activities. Activities and services are designed to help participants improve communication skills, develop their full potential, and gain better understanding of the life experiences across gender and culturally diverse populations. The Betsy Dole Women's Resource Center is open to all community members.

College Activities

Olivet College offers a wide range of activities, events, organizations and clubs for its students on the Olivet College campus. The following are activities and events in which all students in good academic standing are welcome to participate. At Olivet College, intercollegiate athletics and other recreational activities are regarded as an integral part of a liberal arts education and students are encouraged to participate in a variety of opportunities if they choose.

Programs and Events

The Office of Student Life helps to bring a positive college experience to every student on campus. Its mission is to integrate co-curricular programs, events and ideas with curricular experiences to enhance student learning. A wide range of programs, as well as clubs and organizations, are offered to assist students in their overall growth as individuals. Programs are offered in conjunction with Martin Luther King Jr. Day, Black History Month, Women's History Month, National Coming Out Day, Hispanic Heritage Month, Greek Week, and others. Admission to most campus events is free to Olivet students; however, for some events there may be a minimal fee.

Clubs and Organizations

Olivet College supports a wide range of student organizations that make substantial contributions to social and academic life on campus. Each organization is responsible for submitting an operating constitution, registration and membership forms each semester, and is responsible for having a faculty or staff advisor. Registration does not imply college endorsement of the purposes of the organization. Participation in campus clubs and organizations is an excellent way for students to spend their time outside of the classroom. Olivet has a wide variety of student groups designed to provide students with opportunities to meet new people, develop close friendships, discuss common interests, debate issues and share future goals.

The Office of Student Life has current information regarding all active student clubs and organizations, as well as the policies and procedures that govern them. If an organization does not exist which meets your needs or interests, the staff will provide information and encouragement to start a new organization. They also will advise any group on planning programs, promoting activities, recruiting and retaining members, and developing budgets and bookkeeping procedures.

Community and Volunteer Service

Becoming involved in the Olivet College community is one way students can develop knowledge and enhance their learning while at Olivet. Through volunteer services and social action all students can identify and understand first-hand the civic and social challenges of our world, and act with others to make our society more livable, humane and just. Community service provides opportunities for leadership, making connections with others inside and outside of the college community and having fun. Programs are sponsored through academic and administrative departments, as well as the Office of Student Life, current clubs and organizations, Greek societies and various campus committees.

Dance and Cheer Activities

Cheerleading — the cheerleading program is a co-educational activity that provides students an opportunity to support the athletic team efforts in a positive, creative way. The cheerleaders are provided with uniforms and travel expenses.

Cheer and Stunt Team — the cheer and stunt team is co-educational and provides students the opportunity to compete in cheer competitions.

Competitive Dance Team — the competitive dance team is open to all students to audition. The team focuses on jazz and hip-hop dance styles and provides entertainment to various campus events.

Greek Life

The Greek system at Olivet College is comprised of eleven social societies: four female, six male and one co-educational. All eleven societies, some of which are more than 100 years old, are local organizations founded at Olivet College. The Office of Student Life provides leadership advice, skills training and educational opportunities for the members of the Olivet College Greek societies. The Office of Student Life also assists the Greek societies in meeting and maintaining accreditation standards, and ensures that policies and procedures are consistent with the Olivet College Vision and the Olivet College Compact. For more information about Greek societies, please see the Housing section of this catalog.

All of Olivet's Greek societies are governed by the Intersociety Council (ISC). This governing organization consists of a president and eleven vice presidents (each society having one ISC officer), as well as two voting representatives from each society (usually the president and vice president from each society house). The purpose of ISC is to foster unity within the Greek system at Olivet College. ISC provides a means for democratically considering and acting upon the unique problems, conditions and needs that arise from society life. In addition, ISC provides a forum for the exchange of ideas among all the societies.

Intercollegiate Athletic Program

A goal of Olivet College is to maintain a comprehensive men's and women's intercollegiate athletic program on a level that is consistent with the college's standing as a private liberal arts college of academic excellence. The Comets are a member of the Michigan Intercollegiate Athletic Association (MIAA), the oldest athletic conference in the nation. The men and women compete in the National Collegiate Athletic Association (NCAA) at the non-athletic scholarship Division III level. Other members of the MIAA are Adrian College, Albion College, Alma College, Calvin College, Hope College, Kalamazoo College, St. Mary's College (Ind.) and Trine University (Ind.). Contact the Athletic Department for more information.

Men's intercollegiate sports include: baseball, basketball, bowling, cross country, football, golf, lacrosse, soccer, swimming/diving, tennis, indoor and outdoor track and field, volleyball, and wrestling.

Women's intercollegiate sports include: basketball, bowling, cross country, golf, lacrosse, soccer, softball, swimming/diving, tennis, indoor and outdoor track and field, and volleyball.

Intramural Activities

The intramural program provides competitive recreation among students. Seasonal sports include: co-ed volleyball, men's and women's basketball, men's and women's flag football, soccer, dodge ball, and various other activities. Contact the Office of Student Life for more information.

Music Programs and Ensembles

Students are welcome to participate in a variety of music programs on campus, including but not limited to marching band, concert band, choir, and gospel choir. Auditions are sometimes required depending on the ensemble.

Student Media

Students interested in developing communication skills such as writing, broadcasting, photography, editing, design and layout will find opportunities for experience with *The Echo* (campus newspaper), WOCR-FM (campus radio station) and the *Garfield Lake Review* (campus literary magazine).

The Echo — the student-run newspaper, which is more than 100 years old, serves both the campus and community. Students can begin to gain experience in their freshman year in writing, design, layout, editing, photography, art, advertising and business management.

Garfield Lake Review — Olivet College's annual literary magazine invites students, faculty and staff to submit writings, photography and artwork for possible publication. Students interested in production can become involved in the editing, design and layout of the publication.

WOCR-FM — the campus radio station, run entirely by students, offers hands-on, on-the-air and behind-the-scenes experiences. A diverse format gives students a chance to work in a variety of programming styles.

Worship

Olivet College was founded in 1844 by Congregational missionaries who brought with them a Christian passion for social justice issues that placed them decades ahead of their time. Today, that same sense of individual accountability to a higher being and responsibility for our fellow human beings is the very core of our academic vision: *Education for Individual and Social Responsibility*. Olivet is one of two colleges in the nation to maintain an active relationship with both the United Church of Christ and the congregations of the National Association of Congregational Christian Churches.

Much of the worship activity on campus is centered around the Olivet Congregational Church, a community church located on campus next to the Burrage Library. The church, in the spirit of all Congregational churches, is non-creedal. Matters of Biblical interpretation and doctrine are left to the individual. Other religious organizations and groups can be found on campus. Please contact the Office of Student Life for more information.

Academic Policies and Procedures

Unless otherwise noted, the policies and procedures articulated in this section apply to students enrolled in all Olivet College academic programs both at the graduate and undergraduate level of study.

Academic Advising

Advising for on-campus undergraduate programs at Olivet College is coordinated and takes place within departmental seminars. Each student is assigned a faculty advisor and joins a group of students with a common area of study. Through the seminar, the student engages in and benefits from peer advising and develops relationships with professional mentors.

Advising Disclaimer: Every effort is made to provide students with the most accurate and up-to-date information for advising purposes on the my.olivetcollege.edu website. Olivet College reserves the right to change rules and regulations with regards to modifications of courses or programs of study, policies for academic program requirements or other academic policies without notification. It is the student's responsibility to obtain the most current information pertaining to degree requirements from the Academic Catalog that was in place at the time of first enrollment. Alternatively a student may elect to follow a subsequent academic catalog. All requirements must be derived from one catalog. The requirements listed in the Academic Catalog take priority over any information that may be distributed by specific programs or departments at Olivet College.

Adult professional undergraduate students and graduate students are advised academically by his or her program director.

Academic Class Rank

An undergraduate student's academic class rank is determined as follows:

Freshman	0-23 semester hours
Sophomore	completed at least 24 semester hours
Junior	completed at least 56 semester hours
Senior	completed at least 88 semester hours

Academic Honors

Undergraduate students who are meritorious are recognized by Olivet College in many ways including:

- **Honors Convocation** — Each spring, an Honors Convocation is held to recognize superior achievement by individuals in all fields. For information regarding departmental honors available for students, please visit the Office of Academic Affairs.
- **Alumni Council Award** — Given to the returning student who exemplifies the model student and potential alumni in scholarship, leadership and service to Olivet College and the community, and who participates in social and extra-curricular activities.
- **The Donald A. Morris Awards** — Honors the top five seniors with the highest cumulative grade point averages as well as the professors chosen by the award recipients who have been the most influential in his or her academic achievement.
- **President's Leadership Institute Fellow** — The President's Leadership Institute is an advanced leadership development program that identifies, promotes, and develops leadership in top Olivet College students. Students who successfully complete the year-long PLI program are inducted as Fellows of the President's Leadership Institute.
- **Dean's List** — After the end of each semester, a Dean's List is published of full-time students with a minimum of 10 semester hours of graded coursework who achieved a minimum 3.5 GPA during that semester. The Dean's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers for students on the list.

- **President's List** — After the end of each semester, a President's List is published of full-time students with a minimum of 10 semester hours of graded coursework who achieved a 4.0 GPA during that semester. The President's List is publicized on campus, students appearing on the list are congratulated by the college, and news releases are sent to hometown newspapers for students on the list.
- **Graduation Honors** — Students finishing all degree requirements by the May Commencement date will be eligible for honors recognition at the Commencement ceremony. Students who have completed 60 or more semester hours at Olivet College are eligible for graduation honors based upon their grade point average in coursework completed at Olivet College. Students who have completed less than 60 semester hours at Olivet College are also eligible for graduation honors; in these instances, the final grade point averages from all transfer institutions will be combined with the Olivet College grade point average in a weighted average to determine honors eligibility. The computed grade point average must be 3.50 or higher in all cases to qualify for graduation honors. Students must earn a minimum grade point average of 3.90 or higher to graduate *Summa Cum Laude*, 3.75–3.89 to graduate *Magna Cum Laude*, and 3.50–3.74 to graduate *Cum Laude*.

Academic Integrity Policy

Based on the Olivet College Compact, every student is required to participate “within a community built on trust, participation and a sense of pride” and each student must commit to “behaving and communicating with honesty and integrity.” Olivet College's Academic Integrity Policy encompasses these as well as the following Compact commitments: to be “responsible for my own learning and personal development,” “responsible for contributing to the learning of others,” and “responsible for treating all people with respect.” Olivet believes academic dishonesty violates these commitments and in so doing causes serious harm to the campus community.

In order to encourage honesty, fairness, respect and trust, Olivet College recognizes seven distinct types of academic dishonesty including cheating, plagiarism, fabrication, failure to contribute to a collaborative project yet taking credit for that work, sabotage, misrepresentation, and facilitating dishonesty. Each of these types of academic dishonesty is described more fully below.

Cheating is utilizing the knowledge and skill of others as one's own. Examples of cheating include, but are not limited to:

- Copying on exams;
- Unauthorized collaboration on an assignment then submitting individual copies of the assignment as your own individual work;
- Using unauthorized notes, books, technological resources, conversions, study aides or information on an assignment or exam;
- Allowing another to complete work and then submitting that work under your own name;
- Soliciting or submitting another's work as your own; or,
- Unauthorized alteration of graded work and resubmitting it for a higher grade.

Plagiarism is the presentation of someone else's words, ideas or data as your own work. When you submit work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete, accurate and specific references, and if verbatim statements are included, through quotation marks as well. By placing your name on work submitted for credit, you certify the originality of all work not otherwise identified by appropriate documentation and citations. Plagiarism covers print and non-print sources and unpublished as well as published sources. Examples of plagiarism include, but are not limited to:

- Direct, word-for-word replication of source material without attribution and/or quotation marks;
- Borrowing words, ideas or data from a source or set of sources and blending this original material with your own without acknowledging the source(s);
- Paraphrasing another's argument and/or thinking without attribution; or,
- Borrowing facts, statistics, or other illustrative materials that are not common knowledge without acknowledgment of the source(s).

Fabrication is “the intentional and unauthorized falsification or invention of any information or citation.” Examples of fabrication include, but are not limited to:

- Citing a source that was not consulted;
- Invention or falsification of sources;
- Dry-labbing (invention of data); or,
- Invention, falsification or alteration of official records.

Failure to contribute to a collaborative project yet taking credit for that work includes, but is not limited to:

- Not doing your fair share; or,
- Failure to provide promised materials or support.

Sabotage is characterized by actions that could result in harm to another’s grade, academic standing or professional standing or reputation. Examples of sabotage include, but are not limited to:

- Tampering with another’s experiment or project;
- Altering computer files, discs, notes, note cards; or,
- Damaging or hiding resources, such as books, periodicals or computer files, programs or systems.

Misrepresentation is lying about any of the above or other academic matters. Examples of misrepresentation include, but are not limited to:

- Unauthorized submission of a duplicate assignment for credit between two or more classes;
- Providing misleading or false reasons for failure to complete course work; or,
- Falsely claiming to have submitted work.

Facilitating dishonesty is knowingly making possible academic dishonesty by one or more other individuals. An example of facilitating dishonesty includes, but are not limited to:

- Allowing another to copy your work and submit it, in part or in its entirety, as his/her own.

Sanctions and Procedures

Olivet College faculty are responsible for assessing sanctions for acts of academic dishonesty that occur in courses they are teaching, and for notifying the Academic Performance Committee of those acts and the sanction levied. Olivet College faculty and staff are responsible for reporting to the Academic Performance Committee acts of academic dishonesty of which they become aware. Violations should only be submitted after the professor notifies the student about the academic dishonesty that was discovered. Academic integrity violations should be submitted within one week of this discovery and no later than the final grade deadline for a semester. Furthermore, students are strongly encouraged to report to the Academic Performance Committee acts of academic dishonesty of which they become aware.

The Academic Performance Committee is charged with inquiring into all reports of academic dishonesty. Based upon the committee’s findings, it will assess the following sanction(s), either singly or in combination:

1. an official written statement expressing disapproval of acts committed;
2. one year disciplinary probation, including withdrawal from athletics, ISC organizations and student leadership positions;
3. one year college suspension; or,
4. college expulsion.

The Academic Performance Committee will keep records of all violations of the Academic Integrity Policy, of its subsequent inquiries, and of any sanctions that may result. The Academic Performance Committee will inform the complainant of the findings of the committee and will inform the student’s academic advisor of any findings made and sanctions against the student. Students should be aware that the Academic Performance Committee may levy sanctions more severe than those imposed for a single act of dishonesty in an individual course as a result of serial or severe instances of academic dishonesty.

Accommodations

In compliance with the Americans with Disabilities Act, Olivet College provides accommodations to students who have disabilities so as to enable them to work equitably toward academic success. Students eligible to receive these accommodations must be registered with the Academic Accommodations Coordinator in the Center for Academic Success and have provided documentation of their needs.

Athletic Eligibility

All on-campus undergraduate students who are student-athletes are required to meet the following three requirements in order to participate in intercollegiate athletics.

1. **Full-time Enrollment** - All student-athletes must be enrolled full-time (a minimum of 12 semester hours) for practice and competition.
2. **Good Academic Standing/Satisfactory Academic Progress** - All student-athletes must maintain good academic standing by continuing to show satisfactory academic progress throughout their career. Academic progress for all students will be reviewed after both the fall and spring semester and also after summer school sessions are complete. Evaluations will be performed immediately following the end of each period and will be based on the student's academic transcript at the time of evaluation. This will allow a student the possibility of reinstatement of eligibility over summer months. The review will be completed by the Academic Performance Committee, a standing committee of Olivet College faculty members. Acceptable academic progress toward one's degree completion is measured by the following: minimum cumulative grade point average, academic pace, and maximum time frame. Please refer to the Satisfactory Academic Progress section for more information on these two standards.

Students who have received a Satisfactory Academic Progress (SAP) Warning and/or who are on SAP Probation are not eligible to practice or compete in athletics during the semester(s) that they have received a warning and/or are on probation. Athletic eligibility will resume when satisfactory academic progress has been restored.

3. **Semester Hour Requirements by Residence Year** - In addition to the requirements to maintain good academic standing stated above, student-athletes must also meet the following semester hour requirements:

First Year of Residence	Enrollment for a minimum of 12 semester hours each semester
Beginning of the Second Year of Residence	24 semester hours earned at Olivet College
Beginning of the Third Year of Residence	48 semester hours earned at Olivet College
Beginning of the Fourth Year of Residence	72 semester hours earned at Olivet College
Beginning of the Fifth Year of Residence	96 semester hours earned at Olivet College

Transfer work earned prior to full-time enrollment at Olivet cannot be used to meet these requirements. However, students may use transfer credit earned subsequent to full-time enrollment at Olivet College to meet the requirements of both athletic eligibility and academic pace if they have been given **prior approval** by Olivet College officials (i.e., the registrar, the student's academic advisor, and the appropriate department chair) in accordance with NCAA Bylaw 14.4.1.3.

Years of residence for students who are mid-year entrants run from January to January, with eligibility checked each January at the beginning of the second semester.

If the student-athlete does not meet the requirements at the beginning of his or her year in residence, he or she may meet the requirements in subsequent semesters.

Example: A student-athlete in basketball is required to have 24 semester hours in their second year of residence, but has only earned 23; this student is not eligible to participate during the fall semester. However, if the student enrolls in and passes 13 hours during the fall semester, the student is eligible the second semester because he/she has earned a total of 36 semester hours and is only required to have 24, assuming they meet the GPA requirement.

Additional Information Regarding Athletic Eligibility

- A full-time load requirement of 12 semester hours or more may be waived for seniors who are in their final semester of attendance and need less than a full-time load to graduate with a degree. Approval for this waiver must be granted in writing from the Office of Academic Affairs prior to its acceptance.
- A student has the opportunity to complete all of their eligibility during any 10 full-time semesters (enrollment for a minimum of 12 hours) of attendance. However, under no circumstances is a student eligible for more than four years of competition in any sport at the collegiate level.
- If a student drops out during the academic year for legitimate reasons (e.g., medical withdrawal) they will have the opportunity to appeal the standard athletic eligibility requirements if they have continued to maintain good academic standing (credits may be prorated). Students must make this appeal to the Faculty Athletic Representatives/Eligibility Certification Officers of the college.
- In order to become immediately eligible to compete at Olivet, a transfer student who has participated (practiced and/or competed) at another institution must have been both academically and athletically eligible under the previous institution's guidelines and meet all applicable MIAA and NCAA rules and regulations.
- A transfer student who has NOT participated in intercollegiate athletics at his or her previous institution(s) will, in most cases, be immediately eligible at Olivet College provided he or she meets the other requirements stated above.

Auditing Courses

Auditing a course requires the consent of the instructor. Courses initially designated with an audit status may not be changed to credit courses after the normal registration period. On the other hand, students may change from credit status to audit prior to mid-term. Courses taken for audit by full-time students are considered as part of the 12-17 semester hours required for full-time enrollment. A fee of \$120 per semester hour is charged for audit courses taken as a part-time student or as an overload. Audit semester hours are not evaluated in the SAP Policy.

Awarding of Academic Credit

Olivet College, like most institutions of higher education in the United States, uses a variant of the traditional "Carnegie Unit" as a measure of academic credit. This unit is referred to in the Academic Catalog as the "credit hour" or "semester hour." It serves as the primary measure by which progress toward an academic degree at Olivet College is gauged, with the successful completion of 120 semester hours of academic work required for the awarding of an undergraduate degree by the college. It is assumed that such a unit measures a significant part of the full student learning experience at the college, based upon formally structured and informal interactions among faculty and students and time directed towards study and course preparation outside of the classroom for a particular course. Olivet College also adheres to Federal guidelines enacted in 2011 which require that for each credit hour awarded, "there is an amount of student work ... that reasonably approximates not less than one hour of class and two hours of out-of-class student work per week over a semester."¹

Educational experiences at Olivet College take a variety of forms, including courses delivered in a standard classroom, courses delivered online, laboratory courses, and internship or practicum experiences. Credit hours are awarded for these experiences based upon the amount of supervised instructional time and related academically-engaged time involved. In general, one semester credit hour is normally granted for satisfactory completion of 750 minutes of classroom instruction per semester, with the expectation of two hours of outside study or course preparation weekly for each credit hour awarded. Therefore, a three semester hour course, delivered in the standard course format, would have the expectation of 2,250 minutes of direct faculty instruction over the semester, with the expectation of six hours of outside study or course preparation on the part of students each week.

In the interest of accurate academic measurement and cross-institution comparability, the following definitions and practices apply in controlling the relationship between contact and credit hours at Olivet College. These definitions constitute a formalization of current and historic policy in order to ensure consistency throughout the college. Courses may be composed of any combination of elements described, such as a lecture course which also has required laboratory periods or a lecture course having an additional requirement for supervised independent study or tutorial activity.

Semester credit hours are granted for various types of instruction as follows:

¹ U.S. Department of Education, *Program Integrity Questions and Answers – Credit Hour* (Last Modified 3/29/2013). <http://www.ed.gov/policy/landing.jhtml?src=lu>. Institutions are free to set higher standards and require more time for each credit hour awarded than is minimally required.

Standard Lecture or Discussion Courses — A semester credit hour is an academic unit earned for 750 minutes of direct faculty instruction. Typically, a three-semester credit hour course meets for two 80-minute sessions per week, along with a two-hour final assessment. An expectation of approximately six hours of outside study and preparation each week for each course on the part of students is assumed.

Courses Delivered in an Online or Hybrid Format — Courses delivered in an online format at the college adhere to the standards above regarding instructional time and student work involved. In lieu of classroom instructional hours, an equivalent amount of direct faculty instruction occurs in courses delivered in online or hybrid formats. This instruction can include learning tasks including directed writing, journaling, discussion boards, live chatrooms and forums, instructional games, and interactive tutorials. An equivalent amount of time devoted to out-of-class study and course preparation on the part of students to that of students enrolled in courses offered in the traditional classroom format is assumed.

Courses Delivered in Compressed Sessions (ILT and Summer Session) — Credit hours may be earned in sessions delivered in compressed format proportionately to those earned for the same activity during a regular semester of the college. Generally, the expectation of 750 minutes of classroom instruction per credit hour awarded applies to courses offered in compressed formats, as does the expectation of approximately 30 hours of out-of-class study and course preparation on the part of students for each credit awarded. In some cases, due to the nature of the courses offered in a compressed term, e.g., courses involving travel or an applied or experiential component, there can be much more direct instruction and student-instructor engagement than in standard courses. Alternatively, therefore, a credit hour in these instances can be defined as the academic unit earned through completion of at least 42.5 hours of learning activities over the course of the term, a measure that conforms to course-related learning expectations established by the standard Carnegie unit. Due to the compressed nature of these terms, restrictions apply to the types of courses that may be offered during these terms and to the number of credits that may be earned. Courses offered during the ILT and Summer session must be reviewed and approved by the Office of Academic Affairs to ensure that expectations regarding instructional time and student out-of-class study and course preparation are met.

IDS 499 Seminar Courses — Undergraduate students at Olivet College in on-campus degree programs are required to enroll in the course IDS 499 Seminar associated with their major each semester that they are a full-time student at the college. This one-credit course meets for 90 minutes weekly over the semester. During this time, faculty-led instruction and activities occur that are directly related to the discipline.

Educational Activity Supervised as a Group (laboratory, studio, or activity courses) — A semester credit hour is awarded for the equivalent of thirteen periods of 90 minutes of guided in-class activity.

Supervised Individual Educational Activity (independent study, individual studio work) — One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of 750 minutes of student academic activity. An independent study is a course jointly designed by a student of junior or senior standing and professor consisting of reading or research activity to be conducted by the student. Application forms for independent study are available from Student Services. Approval is granted by the Office of Academic Affairs if the student has earned a minimum GPA of 3.0 with no history of academic probation or by special petition to the Academic Performance Committee. Students may take one independent study (1–3 semester hours) per semester. Completed independent study requests must be submitted to the Assistant Dean for Academic Records for approval no later than the deadline to add a course.

Experiential Learning Experiences (practicum, internship, cooperative educational experience) — Practicums, internships, and cooperative educational experiences are academic programs offered to students, that integrate classroom theory with practical work experience. Some majors require at least three semester hours of cooperative education work experience to earn a Bachelor of Arts degree. Participating students are employed off-campus with companies/organizations related to their career, or in a career-related on-campus job while completing their undergraduate course work. Students may earn 1 to 15 semester hours, dependent upon hours worked, and successful completion of their experience.

Academic credit is awarded based upon the amount of supervised academic activity that the student is expected to complete as part of the experience. This time includes a combination of: (1) supervised time by approved experts outside the college at an internship site or sites; (2) student assignments; and (3) time supervised by a faculty member in the department in which the credit is to be awarded. The following table summarizes the general expectations for the amount of “academically engaged time” required of all internships:

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Academic Credit to be Awarded	Minimum Amount of Academically Engaged Time Required for Credits Earned
1	45 hours
2	90 hours
3	135 hours
4 or more	Required hours of academically engaged time would be proportionate to the above.

If a student's academic activity is essentially full-time, one semester credit hour may be awarded for each week of work.

Advanced Placement Credit — Olivet College grants advanced placement and semester hours on the basis of performance on the Advanced Placement (AP) tests of the College Entrance Examination Board (CEEB) for courses which normally would be introductory for first-year undergraduate students at the college. Generally, if students score a three, they will be granted competency; this means they do not have to take the course(s). If a student obtains competency in a course, he or she may NOT receive credit for the course if he or she chooses to enroll. Credit will be granted if students score a four or five, with the credit determination made by the Office of Academic Affairs. An official transcript from the CEEB must be received before credit for the tests can be awarded. Please note that each academic department retains the prerogative to determine in which course(s) the competency or credit should be assigned. In conjunction with the Office of Academic Affairs, departments regularly review their competency and credit standards to ensure that the course(s) for which competency or credit is assigned reflect as accurately as possible the content of the AP test. Up to eight semester hours may be awarded for a single AP test. No student may accrue more than 30 semester hours through AP tests.

Advanced Placement Test	Score Required	Credit Awarded	Course Equivalent
Art, History of	3, 4 or 5	3 s.h.	One Art History Course
Art, Studio—Drawing Portfolio	3, 4 or 5	<i>Portfolio work must be evaluated before awarding credit</i>	
Art, Studio—General Portfolio	3, 4 or 5	<i>Portfolio work must be evaluated before awarding credit</i>	
Biology	4	3 s.h.	BIO 111
Biology	5	6 s.h.	BIO 111 and BIO 112
Calculus AB	3, 4 or 5	4 s.h.	MTH 151
Calculus BC	3, 4 or 5	8 s.h.	MTH 151 and MTH 152
Chemistry	4	4 s.h.*	CEM 151
Chemistry	5	8 s.h.*	CEM 151 and 152
Computer Science A	3, 4 or 5	3 s.h.	General Elective
Computer Science Principles	3, 4 or 5	4 s.h.	General Elective
Economics—Macroeconomics	3, 4 or 5	3 s.h.	ECO 202
Economics—Microeconomics	3, 4 or 5	3 s.h.	ECO 201
English Language and Composition	4 or 5	3 s.h.	IDS 111
English Literature and Composition	4 or 5	3 s.h.	IDS 111
Environmental Science	4 or 5	3 s.h.	SCI 107
French Language and Culture	3, 4 or 5	3 s.h.	WRL 101, French
German Language and Culture	3, 4 or 5	6 s.h.	General Elective
Government and Politics, U.S.	3, 4 or 5	3 s.h.	POS 201
Government and Politics, Comparative	3, 4 or 5	3 s.h.	POS Elective
History, European	3, 4 or 5	3 s.h.	HST Elective
History, U.S.	3, 4 or 5	6 s.h.	HST 201 and 202
History, World	3, 4 or 5	3 s.h.	HST 210
Latin	3, 4 or 5	4 s.h.	General Elective
Music Theory	3, 4 or 5	6 s.h.	MUS 111, 112
Physics 1	3	3 s.h.	SCI 112
Physics 1	4 or 5	4 s.h.*	PHA 201 and PHA 203
Physics 1 & Physics 2	4 or 5	8 s.h.*	PHA 201, PHA 202, PHA 203 and PHA 204

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Advanced Placement Test Continued	Score Required	Credit Awarded	Course Equivalent
Physics C—Mechanics	4 or 5	5 s.h.	PHA 251
Physics C—Electricity and Magnetism	4 or 5	5 s.h.	PHA 252
Psychology	3, 4 or 5	3 s.h.	PSY 201
Spanish Language	3, 4 or 5	3 s.h.	WRL 101, Spanish
Spanish Literature	3, 4 or 5	3 s.h.	WRL 101, Spanish
Statistics	3, 4 or 5	4 s.h.	MTH 232

**Credit for corresponding laboratory course(s) awarded based on review of laboratory notebook.*

Credit for Life Experience — At its discretion, the college may award credit hours for learning acquired outside the institution which is an integral part of a program of study. Students who can document college-level knowledge gained through paid employment, special training or volunteer experience prior to enrolling at Olivet College may apply for Credit for Life Experience. A maximum of 15 semester hours of credit may be awarded. Students must apply for this credit before earning 30 semester hours of credit at Olivet College. Students transferring to Olivet must apply for this credit during their first semester of enrollment. Application and fee information is available in the Office of Academic Affairs. No more than 90 semester hours of credit toward the Olivet baccalaureate degree requirement of 120 semester hours may be accumulated by any combination of transfer credit, Advanced Placement credit, or Credit for Life Experience.

International Baccalaureate (IB) Diploma and Test Credit — Students who have earned an International Baccalaureate (IB) diploma will be awarded 30 semester hours of Olivet College credit at the undergraduate level, effectively making them sophomores upon their matriculation to Olivet. In addition, students who take IB examinations will have the possibility of earning Olivet College credit based on their scores on the IB exams, similar to the credit acceptance policy with Advanced Placement exams. It is up to each department, in consultation with the Office of Academic Affairs, to determine what scores on IB exams students will need to earn to receive credit at Olivet College. Students are still required to earn a total of 120 semester hours to graduate from Olivet College.

Acceptance of Credit Earned at Other Institutions — Credits may be transferred from another two- or four-year institution. Olivet is a signatory of the Michigan Transfer Agreement (MTA) and participates with the Michigan Association of Collegiate Registrars and Admissions Officers (MACRAO) Articulation Agreement and the MACRAO Universal Transfer Agreement. Olivet will accept up to 62 semester hours from a two-year college and up to 90 semester hours from a four-year institution or a combination of two and four-year institutions toward graduation. There is no minimum number of completed credits required to transfer.

Informal review of transfer credits is available through a transfer student recruitment specialist before admission. However, final and official evaluation of transfer courses and granting of transfer credits can take place only after the student has been admitted and official transcripts have been received. Course evaluations are conducted by the Transfer Coordinator, Assistant Dean for Academic Records and, if appropriate, the academic departments. To be accepted, courses must be 100 level classes or higher and completed with a grade of 2.0 or higher.

Students who have earned a degree of a liberal arts nature from a community college (associate degree in arts or arts and sciences) or who have satisfied the MACRAO/MTA Agreement but have not earned a degree will be considered as having completed the equivalent of the following requirements within Olivet's Liberal Arts Core Curriculum:

- Writing & Rhetoric I and II
- Self & Community
- Civilization Studies
- Creative Experience
- Global Diversity
- Mathematics
- Natural World

These students are generally granted junior standing. Technical, vocational or remedial (developmental) courses are not accepted as transfer credit other than as noted within adult professional programs. No more than seven semester hours of physical education activity credit will be accepted toward graduation from Olivet.

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All courses accepted in transfer are included on the Olivet College permanent record, along with the number of semester hours accepted. The grades earned in these courses do not appear on the permanent record. The student's cumulative grade point average is computed only from courses taken at Olivet; however, in some instances, the student's eligibility for graduation honors may be computed using courses taken at Olivet College as well as all courses from transfer institutions.

All students must complete the last 30 semester hours toward their undergraduate degree at Olivet College. Students who wish to complete their coursework at another institution must apply as a guest student (see Guest Semester for more information) through Student Services. Progress toward a particular major or minor will be determined on an individual basis by the department or departments involved.

Credit by Examination — At this time, Olivet College does not award credit by examination or credit for courses completed through a non-accredited institution or program, including online course-completion programs.

Alternative Credit Evaluated by the American Council on Education (ACE) — Students who have completed formal courses and/or examinations outside of traditional degree programs may be awarded academic credit at Olivet College based on credit recommendations offered by the American Council on Education (ACE). For credit acceptance consideration, Olivet College must receive a transcript from ACE with suggested course equivalency recommendations. Students will be awarded general elective credit for recommendations of courses that are comparable to those taught at Olivet College. Students can seek further approval, at the departmental-level, for consideration of specific course substitutions toward degree requirements at Olivet College.

Credit for Completion of a Law Enforcement Academy — Students who have earned at least 105 semester hours at Olivet College, who are in good standing, are eligible to apply for an approved law enforcement academy at any educational institution approved by the Michigan Commission on Law Enforcement Standards (MCOLES). MCOLES academies are a minimum of 16 weeks in length with a total of 715 contact hours. Students must register as a guest student at Olivet College when attending a law enforcement academy. Upon completion of the academy, the student will be required to send a final transcript to Olivet College documenting the successful completion of the MCOLES academy. A total of 15 semester hours will be recorded onto the student's Olivet College transcript toward degree completion.

Students attending the Mid-Michigan Police Academy through Lansing Community College will be required to provide a Certificate of Completion along with a student record of courses completed for the academy. This documentation will be placed in the student's academic file. A total of 15 semester hours will be recorded onto the student's Olivet College transcript toward degree completion.

Students who complete Law Enforcement Academy courses within an Associate's Degree program can receive credit for these courses through one of the two means above; however, the courses cannot be double-counted.

Credit for Completion of a Corrections Academy — Students who are in good standing are eligible to apply for a corrections academy approved by the Michigan Sheriff's Coordinating and Training Council (MSCTC). MSCTC academies are four weeks in length with a total of 160 contact hours. Upon successful completion of the approved corrections academy, four semester hours of credit will be awarded to the student. A training record documenting hours completed will be included in the student's academic file.

Students who complete Correction Academy courses within an Associate's Degree program can receive credit for these courses through one of the two means above; however, the courses cannot be double-counted.

Credit for courses administered by the Insurance Institute of America (IIA), American Institute for Chartered Property and Casualty Underwriters (CPCU), and courses administered by the American College — Credits may be transferred from the Insurance Institute of America (IIA), American Institute for Chartered Property and Casualty Underwriters, or the American College for formal courses and/or examinations completed that are equivalent to required courses for undergraduate and graduate programs. For credit acceptance consideration, Olivet College must receive a transcript from the respective institution. Students will be awarded credit for courses comparable to those taught at Olivet College. Course equivalencies are available through The Risk Management and Insurance Department and credit awarded is based upon the determination of the American Council on Education (ACE) in its evaluation of these courses.

Other Alternate Awarding of Academic Credit — Department chairs must formally present in writing educational justification for departures from these policy provisions to the office of academic affairs, which will be responsible for their interpretation and approval. Credit hours to be earned in approved overseas academic programs will be considered on an individual basis following established procedures. Other special arrangements will be considered on an individual basis by this office.

Class Attendance

Students are expected to be regular and punctual in their attendance of classes, laboratories and conferences. The college excuses absences from class only when caused by illness or injury, family emergency (which may include young, dependent children), unsafe driving conditions or participation in a college-sponsored activity. Makeup of work missed, even for excused absences, is the student's own responsibility. Students must attend class to be eligible for financial aid.

Commencement Eligibility

Commencement ceremonies are held annually in May for both undergraduate and graduate students. All students who plan to participate in these ceremonies must be in good academic standing and must not have a past due balance with the college.

Undergraduate Students – Undergraduates from the previous December, from May, and prospective graduates for the forthcoming August (with at least 112 semester hours completed by May) are eligible to participate in Commencement exercises.

Undergraduate students completing internship or practicum experiences by the forthcoming December who have completed all other graduation requirements by May can also participate in the May ceremony prior to earning his or her degree.

Graduate Students – Graduate students from the previous December, from May, and prospective graduates for the forthcoming August (with a maximum of three semester hours left to complete by May) are eligible to participate in Commencement exercises.

Competency Validation System

The Competency Validation System is a form of student assessment for on-campus undergraduate programs only that awards credit to students when they demonstrate specific skills or outcomes that are attached to that credit. In a course that operates under the Competency Validation System (to be declared as such no later than the first day of class on the syllabus), each credit is a discrete unit that is assigned an individual transcript grade. Under the Competency Validation System, students may take advantage of the Credit Revalidation policy. This policy enables a student, at any time during their enrollment at the college, to improve a grade assigned to an already validated credit. Successful revalidation is dependent upon demonstration of improved outcomes attached to that credit.

Credit Revalidation applies to courses where student assessment is based on the Competency Validation System. Credit Revalidation enables a student to improve the grade of an already validated credit upon demonstration of improved outcomes attached to that credit. For revalidation to occur, the student is not required to re-enroll in the course in which the grade was originally earned, unless a grade of "NC" was received. The opportunity for revalidation is open to the student as long as they are in attendance at Olivet College. The review personnel (i.e., individual instructor, committee within the department) and the time frame within the academic year in which the review process may occur, will be determined by the department in which the credit was originally earned.

Drop and Add Period

The drop and add period for undergraduate students begins two business days prior to the start of classes each semester and closes one week after the first day of classes. Students may drop or add a course during this time for fall or spring semesters, including ILT courses, without penalty. Dropped courses will not appear on a student's transcript.

Registration periods for graduate students are available on myOlivet. Students may add courses up to approximately one week prior to term begin dates. A graduate student wishing to drop a course must notify the registrar in writing. Students may drop a course in a graduate program without financial penalty if the course is dropped within the first 48 hours of the course start date. Courses dropped in this time period will not appear on a student's transcript.

Full-Time Status

An undergraduate student taking 12 or more semester hours of courses is considered full-time. A student taking 9 to 11 semester hours is considered to be enrolled at a three quarter-time status. A student taking 6 to 8 semester hours is enrolled on a half-time basis, and a student taking five semester hours or less is designated as having “special” status.

A graduate student taking six or more semester hours of courses is considered full-time. A graduate student taking three semester hours is considered to be enrolled half-time.

Grades

Each semester hour earned at Olivet is assigned a grade, which in turn has an equivalent number of honor points used to calculate a student’s grade point average (GPA). Grades and honor points awarded at Olivet College are listed below. Other designations that may be assigned and subsequently appear on a student’s permanent record are listed in the second column and are described below:

Grade	Honor Points	Special Designation
A	4.00	AU Audit
A-	3.67	CR Credit
B+	3.33	I Incomplete
B	3.00	NC No Credit
B-	2.67	P Pass
C+	2.33	R Repeat
C	2.00	W Withdrew
C-	1.67	WF Withdrew Failing
D+	1.33	
D	1.00	
D-	0.67	
F	0.00	

Description of Special Designations:

AU (Audit) — may be elected by a student and will appear on the student’s permanent record with a grade of “AU.” No semester hours or honor points are awarded. An audit has no effect on the student’s GPA.

CR (Credit) — the grade of “CR” is recorded for all acceptable courses for which students transfer credit from another institution to Olivet and/or for credit earned by examination. No honor points will be assigned, and these grades will not be included in the calculation of the Olivet GPA. Grades for courses taken at other institutions under the Guest Semester Program (if approved in advance by the Assistant Dean for Academic Records) will be included in the calculation of the Olivet GPA.

I (Incomplete) — An incomplete grade is temporarily calculated as an unsuccessful completion of a course until the final grade is submitted. This could jeopardize a student’s ability to meet SAP standards. Final grades for incompletes must be filed by the deadline designated by the Olivet College academic calendar.

NC (No Credit) — the grade of “NC” is an option in courses employing the Competency Validation System (see Competency Validation System). A grade of “NC” will be assigned to a credit in which a student did not demonstrate a minimum level of competency in specifically defined outcomes. A grade of “NC” will not be included in the calculation of the Olivet GPA. To receive validation for any credit graded “NC,” the student must re-enroll in the course and demonstrate competency in the outcomes in question.

P (Pass) — may be awarded as a matter of course for some classes or may be elected by a student with prior approval of the Academic Performance Committee. Requests should be submitted in writing to the Assistant Dean for Academic Records by the end of the drop and add period. Semester hours with a grade of “P” count toward graduation but are not included in the calculation of the grade point average.

R (Repeat) — students may retake a course to improve the original grade earned for the course. All courses attempted and grades received are recorded as part of a student’s permanent record and will appear on his or her official transcript. Only the highest grade earned for the course; however, will be calculated in a student’s overall grade point average. NOTE: The semester hours for repeated courses only count once toward a degree.

W (Withdraw/Withdraw Passing) — students can withdraw from any, if they are passing, up to the last day of the semester. A grade of “W” will be recorded on the student’s transcript. Withdrawal requests must be filed in Student Services by the last day of classes. Withdrawn courses will count toward the number of semester hours attempted for a student. This will impact the academic pace ratio which may create difficulties in meeting the semester hour requirements of the SAP Policy (see Satisfactory Academic Progress).

WF (Withdraw Failing) — students who choose to withdraw after the academic withdrawal deadline (noted on the undergraduate or graduate academic calendar) and are not passing the course at the time of withdrawal will be assigned a final grade of “WF,” which is equivalent to a failing grade affecting the student’s GPA. Withdrawal requests must be filed in Student Services by the last day of classes.

Grade Changes

Students should verify any questionable grades with their professors as soon as possible after receiving their grade reports. Should the professor responsible for a grade be absent from the college and unavailable to initiate a grade change request, the student should contact the department chairperson. A faculty member who discovers that an error has been made in calculating or reporting a grade may initiate a grade change request. Such a request may be made only by the faculty member who submitted the grade originally.

Undergraduate Students — Grade changes for undergraduate students must be initiated in the Office of Academic Affairs no later than September 30 for spring and summer grades and January 31 for fall grades.

Graduate Students — Grade changes for graduate students must be initiated in the Office of Academic Affairs no later than two weeks after final grades are posted for each term.

Any extension of the deadlines above must be approved in writing by the Academic Performance Committee. The Office of Academic Affairs will notify the faculty member in writing when a grade change has occurred.

Grade Appeals

Course grade appeals are overseen by the Office of Academic Affairs. Students may submit a written grade appeal to contest a final grade no later than the first month into the following semester (September 30 for spring and summer grades; January 31 for fall grades), according to the following process:

1. The student must consult with the faculty member within 30 calendar days of the first day of the subsequent semester or term to discuss possible remedies. If no remedy is agreed to, the student then may appeal to the department chair. In the event the grade appeal process cannot be undertaken within 30 calendar days of the first day of the subsequent semester or term, the Academic Performance Committee must approve an extension of the deadline.
2. The appeal to the chair must be in writing and submitted within the same 30 calendar days. If no mutually agreeable remedy is determined, the student may appeal to the chief academic officer. The appeal to the chief academic officer shall also be made in writing within the same 30 calendar days.
3. The chief academic officer has the option to appoint an *ad hoc* faculty advisory committee to review the matter. The committee shall consist of one individual appointed by the student, one individual appointed by the faculty member, and one faculty member appointed by the chief academic officer. The faculty member appointed by the chief academic officer shall serve as committee chair.
4. Within 10 working days of being appointed, the advisory committee shall meet to hear the student, the faculty member, and others it may wish to consult.
5. Within five working days of the hearing, the committee shall issue a written recommendation to the chief academic officer. The committee may make one of the following recommendations: to let the grade stand, or to change the grade. This recommendation must be accompanied by a recommended grade.
6. If the recommendation is to let the existing grade stand, no further action shall be taken.
7. If the recommendation is to change the grade, within five working days of receiving the recommendation from the advisory committee, the chief academic officer shall present the recommendation to the Academic Performance Committee for action.
8. The Academic Performance Committee may take one of two actions: to approve the recommendation of the advisory committee or to reject the recommendation of the advisory committee.
9. If the Academic Performance Committee approves the recommendation to change the grade, the chief academic officer shall instruct the Assistant Dean for Academic Records to effect the change.

10. If the Academic Performance Committee rejects the recommendation of the advisory committee, the chief academic officer shall review the case with the chair of the advisory committee and the Academic Performance Committee and make a final recommendation and notify the student. The outcome of this decision shall be communicated to the Assistant Dean for Academic Records for appropriate action.

Honors Opportunities

Global Citizen Honors Program — The Global Citizen Honors Program calls on its members to investigate complex, interdisciplinary global issues. The program requires its members to be involved not only with the problems they are investigating but with the world around them. It is designed for the undergraduate student who wishes to continue demonstrating creativity and leadership within the framework of individual and social responsibility. Program members must complete a total of 24 semester hours of honors courses during their time in the program. Credits are earned through honors seminars, honors options, honors sections of liberal arts core curriculum courses, The Olivet Oxford Experience, and the completion of an honors thesis. Students may be admitted to the GCHP on their high school record or after they enter Olivet College. Application forms can be obtained from and submitted to the GCHP Office in Mott 212. Graduation from the program requires student involvement for a minimum of three semesters; satisfactory completion of 24 semester hours of honors coursework, maintenance of a 3.5 grade point average and upholding of *The Olivet College Compact*.

Honors Options — Honors Options are available in any regularly-offered course at Olivet at the undergraduate level. For an Honors Option, the student completes the standard curriculum for the course, and under the supervision of the instructor will complete an additional project relating to the course content. Honors Options are available for all students, not solely members of the Global Citizen Honors Program.

Departmental Honors Project — The Departmental Honors Project offers Olivet's best students a chance to engage in serious scholarly effort under the guidance of a faculty/staff committee. A Departmental Honors Project is administered in four stages at the undergraduate level only. The first two stages, establishing the basic structure of the project and securing approval from the Academic Performance Committee, should be completed by the end of the junior year. The latter stages, carrying out and evaluating the project, take place during the senior year. The project as a whole consists of up to six semester hours during the senior year. Credit for the first semester's work is provisional, contingent upon the project committee's final evaluation in the spring.

Individualized Major

The individualized major is designed by the student in consultation with his or her advisor. Individualized majors should be designed and approved by the end of the semester following the sophomore year or during a junior or senior transfer student's first semester. Only students completing an on-campus undergraduate degree are allowed to file an individualized major. The individualized major plan includes a statement of purpose, learning objectives, and a proposed curriculum designed to ensure completion of both the college-wide and individualized educational outcomes. The proposed curriculum must include at least 36 semester hours of coursework in the individualized major, of which 18 semester hours will be upper division work. Upon approval by the advisor, the plan is forwarded to the Academic Performance Committee for review and final approval.

Intensive Learning Term (ILT)

Intensive Learning Term (ILT) courses last approximately three weeks following the end of final examinations for the regular spring semester and is only available to on-campus undergraduate programs. Students enroll for only one course during this period. Although students are not required to enroll in an ILT course, both full- and part-time students are highly encouraged to do so.

The registration cost of ILT is included in spring semester fees. The semester hours for ILT courses are included in both the spring semester computation of fees and the determination of full-time academic status. ILT courses cost the same as other per-semester hour charges. All students enrolled for at least 12 semester hours including the ILT course have full-time status for the spring semester.

Registration for ILT is held during registration for the spring semester; there is no separate registration for ILT. After the end of the spring semester drop and add period, a student may petition to add an ILT course until the first day of the ILT. Students may switch to a different ILT course as late as the first day of ILT as long as they are already enrolled in another ILT course. Additionally, students may withdraw from an ILT course, without academic penalty, as late as the fifth business day of the ILT.

Students living in residence halls who are enrolled in ILT must vacate their rooms by 7 p.m. on the last day of ILT. Students living in residence halls who withdraw during ILT must vacate their rooms within 48 hours of withdrawing. Students, including graduating seniors, living in the residence halls who are not enrolled in ILT must vacate their rooms by 7 p.m. on the last day of the final exam period for the regular spring semester session.

Learning Communities

Learning communities are designed to allow on-campus undergraduate program students to explore important themes and issues through interactions with each other across disciplines and with experts from outside the campus. Course-based learning communities consist of cohorts of students who enroll concurrently in two or more different but thematically linked courses. For example, students may enroll in courses in biology, economics and art, all linked thematically to the issue of the natural environment. Work in the two or three courses is supplemented by enrichment activities that extend beyond the boundaries of the classroom into the broader community. Enrichment activities are organized through students' participation with the team of faculty serving as instructors.

Major Declaration

A major must be formally declared no later than the second semester of the sophomore year. A major may be chosen from either the academic catalog published during the year the student entered Olivet College or any year thereafter or an individualized major can be developed (see Individualized Major). Note, however, that the total academic program must be followed from only one academic catalog. Major/Minor Declaration forms are available in Student Services or on my.olivetcollege.edu. Completed forms should be submitted to Student Services. Major declaration forms are collected from on-campus undergraduate program students only.

Minor Declaration

Students interested in declaring a minor must formally do so no later than the second semester of the sophomore year. A minor may be chosen from either the academic catalog published during the year the student entered Olivet College or any year thereafter. Note, however, that the total academic program must be followed from only one academic catalog. Major/Minor Declaration forms are available in Student Services or on my.olivetcollege.edu. Completed forms should be submitted to Student Services. Minor declaration forms are collected from on-campus undergraduate program students only.

Participation in Co-Curricular Activities

Olivet encourages all on-campus degree program students to participate in a wide variety of co-curricular activities as available to them. However, in order to prevent such activities from interfering with a student's progress toward graduation, students who do not maintain Satisfactory Academic Progress are ineligible to participate in intercollegiate athletic competition (see Athletic Eligibility). In addition, students who do not maintain Satisfactory Academic Progress may not be able to participate in the following activities or organizations: musicals or theatrical performances that are not for credit, student government, Greek organizations, cheerleading squad, college committees, or organizations with extensive off-campus activities. In addition, students who work at the WOCR radio station, *Echo* newspaper or *Garfield Lake Review* are not be able to participate in these activities without maintaining Satisfactory Academic Progress unless receiving academic or work credit for such participation.

Post-Matriculation Portfolio Completion Policy

An on-campus undergraduate program student who has met all other graduation requirements, prior to August 2017, but who has not yet completed his or her portfolio (as evidenced by a signed Portfolio Certification Form in the student's academic file) is not allowed to receive a degree nor is allowed to participate in the Commencement ceremony. To assist those students in completing this requirement, a post-matriculation portfolio completion procedure is available. For more information regarding this policy, please contact the Office of Academic Affairs.

Modified Graduation Portfolio (*limited eligibility*)

As a compilation of an on-campus undergraduate program student's self-identified "best work," the portfolio provides a rich source of data necessary to answer the question, "Have we been effective in helping our graduates know, do, or be like what we say in our learning outcomes?" Completion of the portfolio has benefits for both Olivet College and the prospective graduate. When a significant amount of time has passed since coursework was completed, however, the work a student produced in his or her classes has become too dated to give information that is useful in driving the improvement of the major program. However, even in such cases, the preparation of the portfolio remains a requirement for graduation from Olivet College through August 2017. Students who began their matriculation at the college at least six years prior to the date of the request and who completed their last class at least two years prior to this time are eligible to complete a modified portfolio. For more information regarding this policy, please contact the Office of Academic Affairs.

Privacy of Information and Student Records

Family Educational Rights and Privacy Act of 1974 (FERPA) —The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law which states that a written institutional policy regarding student privacy must be established and a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records, unless the student has explicitly waived these rights in writing with the college. Olivet College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the written consent of students. The only exceptions to this accord are to (1) personnel within the institution, (2) directory information, (3) officials of other institutions in which students seek to enroll, (4) persons or organizations providing students with financial aid, (5) accrediting agencies carrying out their accreditation function, (6) persons in compliance with a judicial order, (7) persons in an emergency in order to protect the health or safety of students or other persons. All of these exceptions are allowed under FERPA. Within the college only those who are acting in the students' educational interests are allowed access to student education records.

Information contained in student records kept by Olivet College is classified as follows:

Directory Information — this classification includes student name, hometown, major/minor or program of study, dates of attendance, degrees, awards, honors received, participation in official sports or activities, weight and height of athletic team members, current enrollment status, student course schedules. Directory information may be released without student consent upon request from an inquirer who has established identity and reasonable need for the information. If a student breaks state or federal law, he or she is exempt from FERPA.

Request to Prevent Disclosure of Directory Information — A provision of FERPA affords students the right to withhold the disclosure of information designated as "directory information." A confidential hold may be placed on a student's records by completing the Request to Prevent Disclosure of Directory Information form in Student Services. The completion of this form will ensure that no information will be released to a third party about a student without his or her written authorization or as required by law.

Restricted Information — this classification includes grades earned, financial arrangements between the student and the college, and academic and disciplinary actions taken. Restricted information may be released to persons outside the college only with the student's written consent or under legal process. Restricted information may be released to authorized college personnel as needed with the understanding it will be used in an ethical and professional manner.

Privileged Information — this classification includes all information obtained in confidence and having protected status under the law and in common professional practice. It may be released only upon written request of the student and with the written consent of the college office in custody of the information or under legal process.

Registration

All Olivet College students register for courses online via myOlivetcollege.edu.

Undergraduate Students – undergraduate students are required to register for classes online during registration each semester for courses in upcoming semester(s) or term(s). Students who fail to register during the specified registration period will be assessed a late registration fee. Undergraduate registration for fall, spring and summer begins in late March. Adjustment periods are held separately for each semester. Please note registration of Intensive Learning Term (ILT) courses are included as part of spring semester registration. Registration periods are listed as part of the academic calendar available on my.olivetcollege.edu.

Graduate Students – graduate students are required to register for classes online during registration for each term. Students who fail to register during the specified registration period will be assessed a late registration fee. Registration for all terms within an academic year begins August 1 prior to the beginning of the specified academic year. A detailed calendar can be found on myOlivet.edu.

Repeating Courses

No grade may be removed from the student's permanent record; however, if a student wishes to raise his or her grade in a course, he or she may repeat any course at Olivet College. When a course is repeated, both grades will appear on the permanent record, with the higher grade indicated as a "repeat." To compute the grade point average, the higher grade is selected and the point differential between the old grade and the new grade is added to the cumulative points. The semester hours attempted for the repeat course are not counted a second time.

NOTES: Per federal regulations, a student can repeat failed courses until they are passed; however, a student will only receive financial aid, one additional time, for any repeated course once if it was previously passed.

IDS 499 Seminar may not be repeated.

Residence

"In residence" for undergraduate students is interpreted as academic work completed on campus, in combined course programs, approved internships or through off-campus programs (including guest semesters) pre-approved by the chair of the major department, the student's advisor, and the Academic Performance Committee. All undergraduate students must be enrolled and complete the last 30 hours toward their degree in residence at Olivet College.

Satisfactory Academic Progress Policy

Overview and Responsibilities

The Olivet College Satisfactory Academic Progress (SAP) Policy consists of standards and requirements concerning academic standing and financial aid eligibility, reflecting requirements established by the U.S. Department of Education. Students must demonstrate continual progress toward the completion of their academic degree while receiving Title IV funding for their education. If satisfactory academic progress is not sustained, students will lose their educational funding from the federal government.

NOTE: The Olivet College Satisfactory Academic Progress Policy applies to all students in all academic programs at the college.

SAP is assessed both qualitatively (by cumulative grade point average) and quantitatively (by earned credit hours). In order for a student to demonstrate satisfactory academic progress and continue to be eligible to receive federal financial aid, he or she must:

- Maintain a satisfactory minimum cumulative grade point average; and
- Maintain a satisfactory pace in their academic program.

Qualitative Measure

The following chart indicates the minimum grade point average that must be maintained to remain in good academic standing for each year for undergraduate students: Federal regulations require that all federal financial aid recipients earn and continue to maintain a **2.00 cumulative grade point average by the end of their sophomore year** (i.e. the completion of 55 semester hours). Graduate students must maintain a minimum of 3.0 grade point average.

Academic Year	Hours Earned	Cumulative Minimum GPA
Freshman Year	0 – 23	1.80
Sophomore Year	24 – 55	1.90
Junior Year	56 – 87	2.00
Senior Year	88 – higher	2.00

Quantitative Measure

Progress toward degree completion is measured by two components: (1) maximum timeframe and (2) completion percentage. Both are necessary components to ensure that the student is making progress toward degree completion and both standards must be met to be making satisfactory academic progress.

Timeframe and Pace — Academic pace is the ratio of total number of semester hours earned relative to the total number attempted. In order to maintain federal financial aid eligibility, students are required to show a pace of degree progression ensuring that the student completes his or her academic program within 150 percent of the published length of the academic program. The maximum timeframe includes transfer coursework and course equivalencies granted for Advanced Placement test scores.

Pace of Degree Completion Scale for Undergraduate Students

		Semester Hours Earned															
Semester Hours Attempted		0-7	8-15	16-23	24-31	32-39	40-47	48-55	56-63	64-71	72-79	80-87	88-95	96-103	104-111	112-119	120+
	12																
	24																
	36																
	48																
	60																
	72																
	84																
	96																
	108																
	120																
	132																
	144																
	156																
	168																
	180																

**Satisfactory
Academic Pace**

**Unsatisfactory
Academic Pace**

Evaluation Periods and Notification

Academic progress for all students is regularly reviewed after both the fall and spring semesters, as well as after summer school sessions are complete. Evaluations are performed immediately, following the end of each period and are based on the student's academic transcript at the time of evaluation. Each review is completed by the Academic Performance Committee, a standing committee of the Olivet College faculty. Students not meeting SAP standards will be notified of her or his academic status by the Office of Academic Affairs both electronic mail to the student's Olivet College email address and by U.S. mail to their permanent home address. All such notices will be considered delivered.

SAP Good Standing — A student is considered in in good standing for financial aid eligibility if they are meeting SAP standards for GPA, Pace and Maximum Timeframe.

SAP Warning — Students not meeting SAP standards are assigned a SAP Warning status for a probationary semester and will be notified by the Office of Academic Affairs regarding this warning status and its implications for receiving further federal financial aid. During the initial SAP warning semester or term, students remain eligible for federal financial aid assistance. If the student still does not meet SAP standards after a semester or term on SAP Warning, they are placed on SAP Probation.

SAP Probation — If a student still does not meet SAP standards after a semester or term on SAP Warning, they are placed on SAP Probation status and notification will be sent by electronic mail to the student's Olivet College email address as well as a letter mailed by U.S. mail to their permanent home address. A SAP probation hold is placed on the student's account at this time. The student is not automatically eligible for federal or state financial aid but may request special consideration to regain eligibility by submitting an appeal letter to the Office of Academic Affairs by the specified deadline stated in the initial notification. A committee will review appeal letters and communicate a final SAP Probation status electronically by the last day of the drop/add period.

Students who do not receive a successful appeal will no longer be eligible to receive federal financial aid until the SAP standards are restored by the individual.

Regaining Eligibility — A successful appeal of the SAP Probation status will restore the student's federal financial aid eligibility. The following two conditions are required to remain on SAP Probation:

1. Students must sign and adhere to a SAP Contract for improving academic performance with the Center for Academic Success. **A student who does not sign a contract or who does not meet expectations throughout the semester(s) or term(s) for which he or she is on SAP Probation will run the risk of immediate administrative withdrawal from all courses and loss of subsequent federal financial aid eligibility.** Expectations may include repeating courses, academic program changes, use of tutoring and peer assistance services, and regular meetings to monitor academic progress.
2. Students are required to meet the "performance bond" provided to them by the Office of Academic Affairs. This performance bond is a calculation of the grade point average required to be removed from SAP Probation.

As long as a student continues to make academic progress according to the terms of his or her SAP Contract and meets his or her performance bond, he or she will continue to be eligible to enroll for courses and to receive federal financial aid for subsequent semesters or terms at Olivet College.

SAP Suspension — If a student fails to file a SAP Appeal and is not meeting SAP standards by the end of this probationary semester or term, he or she will be suspended and will not be eligible for federal financial aid until SAP standards have been restored.

Failure to achieve satisfactory academic progress according to the terms of one's SAP Contract and performance bond will result in suspension for the subsequent semester or term. Students who have been suspended from Olivet College can secure possible reinstatement through filing an appeal or through attending another educational institution to achieve SAP standards.

Semester hours of coursework at other institution(s) can help meet the academic pace requirements of the SAP Policy; however, grades earned for these hours are not calculated into the student's cumulative GPA at Olivet College.

NOTE: Students who are suspended are not eligible for guest semester registration.

Students who are reinstated after serving a suspension will not be eligible for federal financial aid until they have met Olivet College's SAP standards.

SAP Dismissal — A second suspension will result in dismissal from the college with no opportunity for re-admittance.

NOTE: Periods when a student attends Olivet College, but does not receive Federal Financial Aid will still be counted toward the maximum timeframe for degree completion.

Other Impacts on SAP

Effect on Athletic Eligibility — Athletic eligibility is determined by a variety of factors, discussed in detail within the Academic Catalog. Full-time students must be in good academic standing, meeting both minimum GPA and academic pace requirements, to be eligible for athletic competition at Olivet College (see Athletic Eligibility).

Federal Aid Affected by SAP Policy — The SAP Policy affects the following Title IV financial aid programs: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (SEOG), Federal Direct Subsidized Loan, Federal Direct Unsubsidized Loan, Federal PLUS (parent) Loan, and Federal Grad PLUS (parent) Loan, and Federal Work Study.

Incomplete Grades — An incomplete grade is temporarily counted as an unsuccessful completion of a course until the final grade is submitted. A recalculation of the student's transcript will occur when the final grade is processed. This could jeopardize a student's ability to meet SAP standards.

Part-time Students — Part-time students are monitored in the same fashion as full-time students. Part-time students need to accrue coursework and semester hours at one-half the rate of a full-time student. Part-time undergraduate students must be enrolled in at least six semester hours during the fall or spring semester to qualify for financial aid. Part-time graduate students must be enrolled in at least three semester hours during a term to qualify for financial aid.

Repeat Coursework — Per federal regulations, a student can receive financial aid to repeat failed courses until they are passed; however, a student can only receive financial aid for a repeated course **once** if it was previously passed. Only the credit hours for the repeated course, with the highest grade earned, are included in both the attempted and earned hours when evaluating SAP.

Treatment of Remedial Courses, Audit Courses, Transfer Credits, Changes in Grades and Majors — For students who change majors, requirements and grades that do not count toward the new major, will not be included in the SAP determination.

Audit semester hours are not evaluated in the SAP Policy.

Transfer credits accepted by Olivet College are included as both attempted and earned hours.

Olivet College does not offer remedial courses or accept remedial coursework as transfer credit.

Financial aid follows the strict guidelines and calculations of degree progression set forth by academic and SAP policies. Therefore, progression is still monitored regardless of change in major and second degree/major courses. Students who have already earned a bachelor's degree and are seeking a second bachelor's degree will be held to the maximum credit requirement for their first bachelor degree; however, only the hours from the first degree that count toward the second degree will be included in the maximum credit requirement for the second degree.

Withdrawals — after the drop/add period, any withdrawn courses will count toward the number of semester hours attempted for a student. This will affect the academic pace ratio which may create difficulties in meeting the semester hour requirements of the SAP Policy.

Students who wish to file a course withdrawal(s) may contact Student Services at 269.749.7645 for further assistance.

Withdrew/Passing: Students can withdraw from any course, if they are passing, up to the last day of the semester. A grade of "W" will be recorded on the student's transcript. Withdrawal requests must be filed in Student Services by specified deadlines noted on the Academic Calendar.

Withdrew/Failing: Students who choose to withdraw after the academic withdrawal deadline and are not passing the course at the time of withdrawal will be assigned a final grade of "WF", which is equivalent to a failing grade affecting the student's GPA. Withdrawal request must be filed in Student Services by specified deadlines noted on the Academic Calendar.

Study/Work Abroad

Olivet College encourages undergraduate students to pursue work or study in a foreign country. Foreign scholastic experiences are available through a wide variety of excellent programs abroad. While abroad, the student is able to pursue a course of study tailored to his or her area(s) of interest.

Summer Courses

Olivet College offers a limited number of undergraduate course offerings during the summer from late May to late July. Students in traditional undergraduate programs are not required to enroll in summer courses. Adult professional undergraduate programs do offer courses during the summer months for cohorts in each program offered. Graduate programs offer one summer term.

Transcripts

Official transcripts are maintained by the Office of Academic Affairs on all academic work attempted at Olivet College. Students may request individual copies of their transcript or request that official copies of their transcript be mailed to other parties. Requests must be made in writing or online and bear the signature of the student. When ordering a transcript, students should include their current address, daytime telephone number, email address, social security number, birth date, and years of attendance. Transcripts will not be released for students who have failed to meet their financial obligations to the college. Transcripts are free for enrolled students and \$5 for students no longer enrolled at the college. All requests should be submitted to Student Services.

Tutorials

A course listed and described in the Olivet College catalog may be taken by an individual student in a semester during which the class is not regularly offered or in cases of schedule conflicts within the semester the course is being offered upon approval of the instructor, academic advisor, appropriate department chair, and Office of Academic Affairs. Tutorial application forms are available in Student Services and on my.olivetcollege.edu. Approval is granted only if the student has earned a minimum grade point average of 2.0 at the time of registration and if there is a valid reason for the student not taking the course at the regularly scheduled time. Tutorial requests must be submitted no later than the deadline to add a course for the specified semester.

Veterans Affairs Benefits Requirements

Students who receive Veterans Affairs benefits and remain below a 2.00 cumulative grade point average for two consecutive semesters will not be certified for further Veterans Affairs benefits. The certifying official will report the student to the Department of Veterans Affairs for unsatisfactory progress. To requalify for Veterans Affairs benefits, such students must achieve a 2.00 cumulative GPA.

Withdrawal from College/Leave of Absence

An undergraduate student leaving campus for the remainder of a semester or before a degree is completed is asked to withdraw from Olivet College by completing a brief form available in Student Services. The following campus offices will be notified of this withdrawal: Student Services, Chartwells Food Service, Mailroom, and Housing. When a withdrawal is submitted in this formal manner during a semester, grades of “W” are recorded in all courses. A student who has withdrawn voluntarily must apply to the Office of Admissions for readmission.

Medical Withdrawal – A medical withdrawal is a complete withdrawal from all college classes in a designated semester and is available to all students at the college. The paperwork to begin the medical withdrawal process is available in Student Services. A student may be eligible for a medical withdrawal if he or she experiences a serious medical condition that affects class attendance and/or participation during the semester designated. If a medical withdrawal is granted, a grade of W will be entered in all coursework. Students who receive a medical withdrawal are required to submit documentation from a doctor or treatment provider stating he or she is able to return to Olivet College prior to the start of the semester in which he or she wants to return. A review of academic records and the documentation of a readiness to return will take place before final decisions for readmission can be made. See readmission for further information about the readmit process.

Withdrawal from Courses

After the drop and add period, a student who has maintained a passing grade in a course can withdraw from any fall or spring course, including an ILT course, up to the last day of classes and receive a grade of “W.” A student who has not maintained a passing grade in a course, however, may withdraw and receive a grade of “W” only through the end of the ninth Monday of classes in any non-ILT course and through the end of the fifth business day of classes for any ILT course. After this date, students withdrawing from a course who have not maintained a passing grade will receive a course grade of “WF.”

NOTE: The last day for a student to add an ILT course is the first day of the ILT. An ILT course is considered a spring semester course. Therefore, in order for a student to drop an ILT course, he or she must do so within the first seven days of the spring semester.

Graduate students who withdraw from a course within nine days after the initial course start date will receive a fifty percent refund. Students wishing to withdraw must contact Student Services at 269.749.7645.

Undergraduate Programs

(Traditional Residential Programs)

Olivet College's traditional residential undergraduate programs serve students who arrive at the college immediately out of high school or who transfer to the college with the intent of completing an undergraduate degree after coursework at a community college. Most students in the traditional residential undergraduate programs enroll as full-time students during their course of study.

Admission, Financial Aid and Charges

Admission

Admission from High School

Admission to Olivet College is determined after receipt and review of a student's official high school transcript and standardized test scores. The transcript should provide evidence of successful completion of college preparatory coursework and proof of graduation.

Students are encouraged to apply online at www.olivetcollege.edu via the common application. While online applications are encouraged, paper applications are also available through the Admissions Office and, when submitted, must be accompanied by a non-refundable application fee of \$25. The application fee is waived if the student applies online. Along with either an online or paper application, students must submit an official high school transcript and a copy of SAT or ACT test scores to the Office of Admissions, Olivet College, 320 S. Main St., Olivet, MI 49076. Applications are reviewed by the Admissions Office staff, and students are notified of their admission status via letter as well as on his or her online status page.

Students who meet the general admission requirements may submit unofficial transcripts to be considered for conditional admittance. Students who are conditionally admitted can deposit and register for orientation but will be required to submit official transcripts prior to the end of the drop and add period of their first semester in order to continue enrollment.

Upon receiving notice of acceptance for admission to Olivet College, a student must confirm his or her intention to enroll by paying a \$300 confirmation deposit. Two hundred dollars of this deposit is applied to first semester charges upon matriculation to the college, and \$100 covers the cost of registration and orientation. **This deposit is non-refundable.**

Transfer Students

A student who is currently or was previously enrolled at another institution of higher education prior to applying for admission to Olivet College is considered a transfer student. This does not include those students who were dual enrolled during high school, who are subject to the admission requirements of new, incoming freshmen. Students who wish to transfer to Olivet College from another institution are encouraged to apply online at www.olivetcollege.edu. Paper applications are also available through the Admissions Office and, when submitted, must be accompanied by a non-refundable application fee of \$25. The application fee is waived if the student applies online. Applications are reviewed by the Admissions Office staff and students are notified of their admission status via letter as well as on his or her online status page. Prospective transfer students must also provide official transcripts from all accredited institutions attended along with an official copy of their high school transcript and a copy of SAT or ACT scores. Admission decisions regarding transfer students will be made by the Admissions Office staff upon review of all required documents (see Acceptance of Credit Earned at Other Institutions).

Readmission

Upon receipt of an application for readmission, the Office of Admissions will seek clearance for readmission from the following departments: Office of Academic Affairs, Office of Student Life (including review of judicial records), and Student Services (including collections, any outstanding balances, and financial aid status). Providing the student is cleared by all departments, the Office of Admissions will notify the student of his or her readmission status.

Financial Aid

Every student who attends Olivet College receives some form of internal financial assistance. Olivet students are awarded more than \$9 million annually through grants and scholarships. These opportunities make it possible for talented students and their families to afford an Olivet College education.

Award Package

Olivet College will attempt to meet a student's financial need up to direct cost. A financial aid package will be awarded to all interested students and may include both need-based and merit-based assistance. Students will be notified of aid eligibility in a timely fashion upon receipt of the need analysis document or financial aid application from the student. Requests for any additional materials needed to finalize the financial aid package will be included with the award letter.

It is recommended that all students investigate aid from nontraditional sources including high schools, churches, community organizations, local foundations, businesses and industries.

Eligibility

In order to be eligible to receive federal or state of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state of Michigan and Olivet College regulations and policies affecting financial aid. Students may apply after October 1 each year and all students are encouraged to apply no later than March 1. The FAFSA form can be completed online at www.fafsa.gov.

Undergraduate students must be enrolled for and attend a minimum of six semester hours per semester to receive federal or state financial aid. For purposes of financial aid, "half-time" is defined as being enrolled in at least six semester hours at the end of the drop and add period each semester. "Full-time" is defined as being enrolled in 12 or more semester hours at the end of the drop and add period each semester. An average of 15 semester hours per semester is necessary to graduate in four academic years. In addition, students must not be in default of a Federal Student Loan(s) and must maintain satisfactory academic progress in order to be eligible for financial aid.

Financial aid is offered on the basis of both need and merit. Eligibility for need-based aid is calculated using Federal methodology with need being defined as the difference between cost of education and the amount the student and his or her family is expected to pay. Sources of aid include the federal and state governments as well as Olivet College. Aid may be awarded as scholarships, grants, loans or a combination of any or all of these. Scholarships and grants are defined as "gift" aid and do not have to be repaid. Loans must be repaid in accordance with program specifications. Work-study awards must be earned. Students must apply for work-study positions and be hired. Students are not automatically awarded an opportunity to work. For detailed policies regarding financial aid eligibility and awards, see Rights and Responsibilities.

Olivet College Grant/Scholarship (Internal Aid) Eligibility Requirements – Recipients of Olivet College grants and scholarships must be at least half-time, degree-seeking students. All scholarship amounts are for a full academic year and are divided between fall and spring semesters. Olivet College reserves the right to change each student's internal aid award package each year. Every effort is made to provide students with the most beneficial internal award package. Olivet College internal aid programs are limited to ten semesters.

Rights and Responsibilities

Olivet College reserves the right to change its scholarship and financial aid policies at any time. Written or verbal representations by anyone contradictory to the policies stated in the Olivet College Academic Catalog are not binding. The college uses olivetcollege.edu e-mail addresses as the primary communication method with students. Students are expected to check their e-mail on a regular basis for pertinent information. The following list of statements defines the rights assured, and the responsibilities required, of all students applying for and receiving financial aid while attending Olivet College during the academic year. Throughout this document "Internal Aid" refers to funds Olivet College provides in the form of grants and scholarships.

Annual Renewal of Financial Aid — Students who wish to qualify for federal and/or state aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility. The college reserves the right to limit the internal aid awarded to students who do not comply with the March 1 FAFSA deadline. The financial aid package may be adjusted annually based on the renewed FAFSA application.

Document Requirements — Students have the right to reject or accept any financial aid award. Students must electronically accept their financial aid award online at <https://my.olivetcollege.edu/ics>. Absolutely no aid will be released to the student's tuition account until the awards are electronically accepted.

Internal Aid Academic Requirements — Each semester, any student who earns an average cumulative grade point below 2.0 will be assessed a \$500 reduction in financial aid in the subsequent semester. Students faced with the loss of financial assistance may appeal unusual circumstances in writing to the Director of Student Services.

Outside Financial Aid Awards — Any recipient of outside scholarships or grants of \$100 or more that are not listed on the financial aid award letter must report the amount and source to Student Services. Adjustments in the aid package will occur only when it is necessary in order to comply with federal and state regulations. Any necessary adjustment to an individual's award will occur in the following order: (1) Olivet College need-based grant; (2) state of Michigan grant; (3) work-study award; and (4) student loans.

Tuition Remission – Tuition remission will apply to remaining tuition charges after all other resources (e.g., state and federal grants, scholarships) have been applied.

Federal Financial Aid Eligibility for Students Pursuing Minors, Dual Majors, and Post-Baccalaureate Coursework

Once a student has completed all requirements for one baccalaureate degree, the eligibility for federal aid, including federal loans, is no longer available for any further undergraduate coursework. It is expected that most students will complete all requirements for graduation, including remaining required coursework and the completion of a portfolio (if required), in the same semester. **Courses taken after this time must be paid for by the individual student without federal financial aid assistance.** Therefore, students should work closely with their academic advisor to ensure that all requirements for chosen majors and minors are completed in such a way as to maintain eligibility for federal financial aid, should this aid be necessary or desired.

Financial aid eligibility for the following two groups of students demands close attention to the timing of the completion of their academic programs:

- A. Students Completing a Minor
Students who are completing both a major and minor must be sure to complete the coursework for their minor in the same semester or prior to the completion of the degree requirements for their major. This will ensure that federal financial aid continues for the duration of their academic program. **Should the student complete all graduation requirements for his or her major prior to the completion of coursework for the minor, the courses remaining to be completed for the minor will need to be paid for by the student without the benefit of federal financial aid assistance.**
- B. Students Completing Dual Majors
Students completing more than one major ("dual majors") should complete the final coursework for both degree programs in the same semester.

Sources of Financial Aid

Federal Aid

There are four major federal assistance programs for students: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and subsidized and unsubsidized Federal Direct Stafford Loans. Eligibility for these programs is determined by a methodology established by the United States Department of Education. In addition, Federal Direct Parent Loan for Undergraduate Students (PLUS) exists for undergraduate students and parents of dependent students and is not based on need.

- 1. **Federal Pell Grant** — a maximum award of \$6,095 for 2018-19 that does not have to be repaid. Students are notified of eligibility through receipt of the Student Aid Report (SAR).
- 2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** — additional aid for students who demonstrate exceptional financial need. The maximum award is \$4,000 per academic year and, as a grant, it does not have to be repaid. Funds for this program are limited and are only offered to Federal Pell Grant recipients.

3. **Federal Work-Study** — a program in which students are employed in part-time jobs on campus and are paid at least the federal minimum wage.
4. **Federal Direct Stafford Loan**
 - **Subsidized** — a low interest loan available to students who demonstrate financial need. The interest rate is determined annually by the U.S. Department of Education and is currently 5.05 percent. Interest does not accrue nor does repayment begin until six months after the recipient leaves school or drops below half-time status. Applications are available online by visiting Student Services at www.olivetcollege.edu.
 - **Unsubsidized** — a low interest loan with a current interest rate of 5.05 percent similar to the Federal Direct Stafford Loan (subsidized). The difference between the loans is interest begins accruing on this unsubsidized loan while the student is still in school and the interest will compound quarterly.

Maximum amounts for Federal subsidized and unsubsidized loans vary by grade level/academic class as follows:

	Subsidized	Unsubsidized
Freshmen (0 – 23 semester hours)	\$3,500	\$2,000
Sophomores (24 – 55 semester hours)	\$4,500	\$2,000
Juniors (56 – 87 semester hours)	\$5,500	\$2,000
Seniors (88 + semester hours)	\$5,500	\$2,000

Federal Direct Parent Loan for Undergraduate Students (PLUS) — a loan available to graduate students and to parents of dependent undergraduate students. Eligible participants can borrow up to the cost of education. The interest rate is currently 7.6 percent as determined by the U.S. Department of Education. Applications are available online by visiting www.studentloans.gov. More detailed information on aid programs is available from Student Services.

State Aid

Prospective students from Michigan are eligible to apply for aid from the following state program by filing the Free Application for Federal Student Aid (FAFSA).

State of Michigan Competitive Scholarship/Tuition Grants — an estimated maximum award of \$2,400 for 2018–19 awarded by the Michigan Department of Education to Michigan residents who have financial need and are attending or plan to attend a Michigan private college. Olivet College must be listed as a first choice on the FAFSA form.

Internal Aid

During a campus visit to Olivet College, students have the opportunity to meet with a financial aid advisor and receive an individual tuition assessment. Please contact the Office of Admissions at 800.456.7189 to schedule a campus visit.

Students who wish to be considered for need-based financial aid from the college must submit the Free Application for Federal Student Aid (FAFSA) by March 1. This form is available online at www.fafsa.gov. The FAFSA helps the college determine a family's eligibility for financial aid. Olivet has been highly successful in providing appropriate financial assistance to all admitted students.

Internal scholarships are typically awarded using merit-based criteria. For example, Olivet College has scholarship categories that recognize student excellence in academic achievement in high school/college, and involvement in service-based activities that provide important contributions to their communities. All applicants for admission are considered for merit-based scholarships. You can also visit scholarship websites, such as findaid.org and fastweb.com, to search for more scholarship opportunities.

The college awards the following internal aid:

Board of Trustees Scholarship — \$13,000 per year awarded to our highest academic achievers based on cumulative high school GPA and standardized test scores. The ideal Board of Trustees Scholarship recipient holds a GPA of 3.8 and an average ACT score of 25 or better. The total value of this scholarship after four years is \$52,000.

Presidential Scholarship — \$12,000 per year awarded to students based on cumulative high school GPA and standardized test scores. The ideal Presidential Scholarship recipient holds a GPA of 3.4 and an average ACT score of 22. The total value of this scholarship after four years is \$48,000.

Dean's Scholarship — \$11,000 per year awarded to students based on cumulative high school GPA and standardized test scores. The ideal Dean's Scholarship recipient holds a GPA of 3.0 and an average ACT score of 20. The total value of this scholarship after four years is \$44,000.

Difference Maker Scholarship — This scholarship is awarded to residential students who are dedicated to, as stated by our founders, “the divine art and science of doing good to others” worth up to \$2,000 per year. Recipients are expected to complete twenty-five hours of local community service per semester while at Olivet College, coordinate service day projects, and to attend and fully participate in Difference Maker meetings. The total value of this scholarship after four years is \$8,000.

Global Citizen Honors Program Scholarship — Students compete for various scholarship awards – including a full tuition scholarship and numerous additional academic scholarships – through an essay contest and interviews with Olivet College faculty. Qualified students will be notified via mail.

Kalamazoo Promise — The Kalamazoo Promise, a partner of Olivet College since 2014, provides scholarships for eligible graduates of the Kalamazoo Public School system. Students receiving this scholarship must be full-time and maintain a 2.0 GPA. The amount of the award is based on the length of attendance and residency in the Kalamazoo Public School system. Students who receive the Kalamazoo Promise scholarship are also eligible for other financial aid opportunities.

Lansing Promise — Qualified Lansing Promise students receive \$3,216 per year and will be awarded the Olivet College/Lansing Promise Scholar Grant of \$14,000, totaling \$17,216, each academic year in which he or she also is a full-time, residential student at Olivet College. OC/LP scholars are also eligible for additional state and federal aid. Participating high schools are Eastern, Everett, J.W. Sexton and Lansing Catholic. To apply for the Lansing Promise, visit www.lansingpromise.org, or contact the Olivet College Admissions Office at 800.456.7189 for assistance.

New Michigander Award — Equivalent to the Michigan Tuition Grant, this award is given to students who are nonresidents of Michigan. The amount varies and is renewable for up to four years.

Mission Grant — The value of this award is based on each student's financial need. The award amount is committed for four years, provided there are no major changes in a family's financial circumstances or the student's enrollment status.

Music Scholarship — Prospective students can audition for up to \$3,000 in annual scholarship awards. Year-to-year eligibility is determined by maintaining the scholarship criteria.

Shipherd Scholarship — This award is named after “Father” John J. Shipherd, founder of Olivet College. \$9,000 per year awarded to students based on cumulative high school GPA and standardized test scores. The total value of this scholarship after four years is \$36,000.

Sibling Scholarship — \$2,000 per year, or up to \$8,000 over four years, per family with multiple siblings attending Olivet College.

Talent Scholarship — Worth up to \$3,000 for the cost of tuition, fees, room and board, awards students who enrich the campus community through their involvement in talent-based participation opportunities. The amount of the scholarship varies based on financial need. Scholarships are available for the following activities: gospel choir, marching band, music (other than marching band), and non-NCAA DIII collegiate sports including competitive cheer and bowling.

Veterans Scholarship — This scholarship, equal to 50 percent of tuition, is available to veterans with qualifying days of active duty service or who are currently on active duty. Current members of the National Guard or any recognized branch of the U.S. military reserve unit who qualify for VA education benefits and/or military education assistance eligibility are eligible to apply. In addition, spouses and legal dependents that provide proof of military dependency are eligible to apply for this scholarship.

Community Commitment Scholarship — Grant equivalent to 75% of the cost of tuition at Olivet College awarded to degree-seeking full-time enrolled students who are current benefits-eligible employees or dependents of current full-time employees of Olivet Community Schools or City of Olivet employees. Children must be unmarried and legal dependents of the employee for financial support covered to the end of the child's twenty-fourth year. The grant is renewable for up to eight semesters of full-time undergraduate enrollment.

Community Connection Grant — The Community Connection Grant (CCG) offers area students an opportunity to attend Olivet at a discounted rate of \$10,000. Available to any student meeting admission requirements who graduated from or currently resides in the following communities: Albion, Athens, Battle Creek Central, Battle Creek Lakeview, Battle Creek St. Philip, Bellevue, Charlotte, Climax-Scotts, Concord, Dewitt, East Lansing, Eaton Rapids, Grand Ledge, Harper Creek, Holt, Homer, Jackson Lumen Christi, Lakewood, Lansing Catholic Central, Lansing Eastern, Lansing Everett, Lansing Sexton, Maple valley, Marshall, Mason, Okemos, Olivet, Parma Western, Pennfield, Portland, Pottersville, Springport, Tekonsha, Union City and Waverly. **NOTE:** Receipt of the Community Connection Grant supersedes all other institutional aid.

Visual Arts Talent Scholarship — awarded to prospective students who major or minor within the visual arts program department who display a passion for creating visual images. Scholarship amounts range up to \$3,000 per year and are based on levels of participation in the Art Alliance and related program activities.

Student Employment — Resident and Non-Resident Student — Awarded to admitted students based on financial need and/or student qualifications. Students can apply for campus jobs via the Olivet College website beginning August 1 at www.olivetcollege.edu. Students may earn up to \$1,000 per academic year.

International Students — International students may qualify for institutional financial assistance based on their Test of English as a Foreign Language (TOEFL) scores and domestic academic achievement. Contact the Office of Admissions at 1-800-456-7189 for more information.

Private Student Loan Options

Private loans are additional loan options beyond scholarships, grants and federal loans. Private loans provide a convenient alternative for many college students. Olivet College recommends students research alternative sources of scholarships and grants before pursuing private loan options. Student Services certifies several private loans for students to help meet costs not covered by grants, scholarships and federal loans. A list of private lenders Olivet College students have used in the past is available at www.olivetcollege.edu. This list is for informational purposes only and does not constitute an endorsement or preference by Olivet College. Borrowers may choose any lender, including one not included on this list.

Charges

Tuition and Fees

Full-time undergraduate study is charged on a block schedule for students who are registered for 12 to 17 semester hours, per semester. Full-time tuition for the 2018-19 academic year (fall and spring semesters) is \$26,748. Other tuition charges and fees for study at Olivet College are listed below.

Tuition:

Part-time study (1–11 hours per semester)	\$895 per semester hour
Overload (more than 17 hours per semester)	\$800 per semester hour over 17

Fees:

Student Fee (6 semester hours or more)	\$456 per semester (\$912 per academic year)
Student Government Fee	\$20 per semester (\$40 per academic year)

Room and Board

Olivet College charges for housing and meals collectively (room and board). Residence halls have lounges, study areas, recreational areas, and laundry facilities. Student rooms are furnished with beds, desks, closets or wardrobes, chairs and dressers. Students furnish their own pillows, bedding, towels, study lamps and other personal items. Meals are served in the Kirk Center Dining Hall. Students are issued student ID cards to use for entrance into the dining hall.

Charges for room and board for 2018-19:

Residence Halls (double occupancy)	\$9,590 per academic year
Theme Houses (double occupancy)	\$9,590 per academic year
Gillette Student Village	\$6,890 per person per academic year
Long Apartments	\$6,890 per academic year
Oak Hill Apartments	\$6,890 per person per academic year
Commuter Meal Plan (for non-residents)	\$1,706 per academic year

Additional Collegiate Expenses

Students should expect to incur additional expenses for incidentals such as books, supplies, entertainment, travel and living expenses. In addition to the cost of tuition, fees, room and board, students should plan for certain indirect costs estimated below:

Transportation	\$700 - \$1,000 per year
Books/Supplies	\$900 - \$1,200 per year
Personal Expenses	\$1000 - \$2,000 per year

Special Fees

The following are special fees currently in effect at Olivet College. Additional fees may be added at the discretion of the college.

- **Application Fee** — non-refundable, one-time only fee of \$25 must accompany each application for admission to Olivet College (waived if applying online).
- **Audit Fee** — \$120 per semester hour.
- **Confirmation Deposit** — payable upon receiving notice of admission, this \$300 **non-refundable** fee confirms a student's intent to attend Olivet College. Upon registration, \$200 of the confirmation deposit will be applied toward tuition.
- **Cooperative Education Program Fee** — cooperative education programs are charged at the regular rate of tuition.
- **Credit for Life Experience Fee** — an evaluation fee of \$50 is charged to students applying for credit under this program. Students are charged \$220 per semester hour granted under this program.
- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **High School (Dual Enrolled) Students** — \$110 per semester hour.
- **Laboratory Fee** — certain courses carry a small lab fee for materials used.
- **Late Registration Fee** — \$75.
- **Private Music Lesson** — instruction fee of \$505 per lesson in addition to tuition charges.
- **Room Buyout Fee** — \$400.
- **Room Change Fee** — \$50.
- **Returned Check Fee** — \$25 for each occurrence.
- **Transcript Fee** — no charge for currently enrolled students; \$5 per transcript if not currently enrolled.

Late Registration

Current students are required to register online during the designated registration period each semester. Students who fail to register during this period will be assessed a late registration fee. New or returning students who wish to register after the payment due date will not be eligible to register until the following requirements are fulfilled:

- A financial aid file is completed which includes the FAFSA and any required documentation.
- An entrance counseling session is held.
- Any Direct Loan Master Promissory Note is signed.
- Payment in full is made, or acceptable payment arrangement is established.
- Late Registration Form with appropriate signatures is submitted to Student Services.

Tuition Overload Policy

Full-time enrollment is defined as 12-17 semester hours during the fall or spring semesters. When a student registers for credits above 17 semester hours in any given semester, he or she is in an overload status. Students will be assessed additional charges for each semester hour over 17. Payment for overload credits must be paid by the semester payment due date to avoid the student being dropped from classes. Students arriving at an overload status during the drop and add period must be prepared to pay the balance in full or make acceptable payment arrangements by the end of the drop and add period to avoid being dropped from classes.

Payment of Accounts

Approximately a month before the initial tuition bill is due each semester, students will receive a statement of account at their billing address as well as forms to complete if necessary including but not limited to outside sources of funding and payment plan options. Please see www.olivetcollege.edu for specific semester due dates. **Students will be dropped from course registration if payment is not made by the specified due dates.**

Terms of Payment

Payment for the semester is due approximately one month before the beginning of the semester. Any additional charges incurred during the semester must be paid before the student is allowed to register for the subsequent semester. Final grades will be withheld until an account is paid in full. A one percent finance charge is assessed each month on an unpaid balance that is 30 days past due. Failure to make payment when due cancels the student's privilege of attending classes, and it may also cancel the right to eat in the dining hall and reside in a college residence hall. **No diploma, record of grades, academic transcript, letter of honorable dismissal, or recommendation will be granted to students who have outstanding balances with the college.**

Payment Options

Olivet College accepts cash, checks, Visa, MasterCard, American Express, Discover and Olivet College-approved tuition payment plans. Credit card and e-check payments may be made online at <https://my.olivetcollege.edu/ICS/>. Students must create a PIN number to allow a parent or guardian to make online payments within this system.

Olivet College Payment Plans

Olivet College offers installment payment plans for the balance of tuition accounts not covered by financial aid. Please visit the website for terms of the payment plans available. Registration for a payment plan may be done through the online portal at my.olivetcollege.edu. All payment plans require a \$30 activation fee.

Defaulting on Payment Plans — Students and parents or guardians who default on payment plans will not be allowed to re-register in payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the semester will be due immediately.

Payment of Balances Due After Leaving Olivet College

Students who have left Olivet College with a balance due on their student account will need to make satisfactory payment arrangements immediately by contacting Student Services to arrange payment. It is the policy of Olivet College to refer unpaid balances to a collection agency after 90 days. Transcripts and other official records will not be released for students who fail to meet their financial obligations to the college.

International Students

Prospective international students who wish to apply for a Federal I-20 Certificate of Eligibility for Non-Immigrant Student Status and students with immigrant status via issuance of a Federal I-9 are required to prepay all estimated charges pertaining to one full year of study as a prerequisite to formal admittance to the college and again prior to each subsequent year of study. Proof of external scholarship(s), sponsorship(s) or financial aid is required if it is to be considered as part of the annual payment.

Accessing Financial Aid Funds for the Purchase of Textbooks

Student Services has worked with the Olivet College Bookstore to facilitate the purchase of textbooks at the beginning of each semester. This process applies only to students who have been awarded financial aid in excess of their charges for the semester, and thus have a balance to be refunded to the student. Eligible students will receive an email from Student Services prior to the beginning of each semester informing them of the amount available. Up to \$600 of this balance, depending upon the individual aid award, will be available at the Bookstore through the end of the drop and add period to purchase textbooks.

Students should present their student ID at the Bookstore to access these funds. The amount of the textbooks purchased will be deducted automatically from the balance in their student account. Students should contact Student Services at 269.749.7645 with any questions.

Guest Semester

All students must be enrolled and complete the last 30 semester hours toward their degree at Olivet College. However, during a guest semester, a student may take course(s) at another institution which count toward the fulfillment of graduation requirements at Olivet College. Unlike transfer credits, guest semester credits are accepted with letter grades and are calculated into the student's cumulative grade point average. NOTE: Courses completed at another educational institution cannot be coded as a repeat with an Olivet College course. Applications for a guest semester must be approved by the Office of Academic Affairs and the appropriate academic advisor prior to enrollment at the guest institution. Application forms are available from Student Services and must be submitted before the end of Olivet College's drop and add period. Registration for guest semesters must occur during Olivet College's stated registration periods. Guest registrations will not be processed without proof of enrollment from the other institution.

When registered as a guest student, financial aid is handled through Olivet College. The student will be billed the full tuition rate at Olivet College. Upon receipt of the detailed billing statement from the guest institution to Student Services, the student's Olivet account will be reduced by the tuition and course-specific fees the student has paid to the guest institution. The student will be responsible for paying the difference in tuition between the guest institution and Olivet College. Regardless of whether or not the course work is completed successfully, the student must fulfill their financial obligations to Olivet College.

Refund Policy

In order for a student to receive a refund from his or her student account in any semester, all of the following requirements must be met:

- The student's account must show a credit balance;
- The student must have indicated on his or her award letter that he or she wishes to have his or her credit balance refunded;
- All financial aid requirements must be met;
- If student has been awarded a Pell Grant, the student must have this paperwork on file in Student Services;
- If the student has a Michigan Tuition Grant, a student's name must appear on the verification roster; and
- Any loan proceeds must be received by Olivet College.

The refund process will begin after the drop and add period each semester. Only the Chief Financial Officer of the college is authorized to make adjustments on the refund provisions, and all such requests should be directed to him or her.

Tuition and Fee Adjustment Policy (Upon Formal Withdrawal)

Upon formal withdrawal from the college prior to the end of a semester, a student may be eligible for a tuition and fee adjustment. The adjustment will be based upon the date on which Student Services is informed in writing of the withdrawal by the student (see Withdraw/Leave of Absence under Academic Procedures).

Academic withdrawal and financial withdrawal are distinct and separate procedures, each with its own policy. For instance, a student withdrawing after the 30th calendar day following the drop and add period may receive a grade of “W” (see Academic Procedures). However, the student would not receive a tuition and fee adjustment.

The college policy for tuition and fee adjustment for students who financially withdraw is in accordance with federal regulations, and is as follows:

Tuition and Fees — Olivet College will adjust tuition and fees on the following basis:

- Prior to the end of drop and add period, the student will receive a full tuition adjustment;
- During the 14 calendar days following the drop and add period, the student will receive a 50 percent tuition adjustment;
- After the 14th calendar day following the drop and add period and up through the 30th calendar day, the student will receive a 25 percent tuition adjustment; and,
- Withdrawal after 30 calendar days following drop and add period results in no tuition adjustment.

Meal Plan — Contracts are for the entire academic year and no part of the meal plan charge is refundable during the period of enrollment/semester for which a student has been charged.

Room — Contracts are for the entire academic year and no part of the residence hall charge is refundable during the period of enrollment/semester for which the student has been charged.

Summer Session — No refunds are available for withdrawals from summer session courses once the student formally registers for the course(s). However, refunds are given for courses canceled by the college after registration only for students who were officially registered for the course.

Financial Aid Adjustment Policy

This policy applies to students who receive financial aid assistance while enrolled at Olivet College. Olivet College complies with the U.S. Department of Education and Michigan Department of Education regulations regarding refunds of student charges and financial aid. Examples of all policies are available at the student's request in Student Services, Mott 205. Students who drop from full-time to part-time status will have their tuition prorated based on the criteria outlined for an institutional withdrawal. When a student's enrollment status drops below full time (12 semester hours), it may necessitate a reduction in financial aid.

If a student receiving Title IV (Federal) Financial Aid withdraws from the college, his or her funds must be adjusted in accordance with the policy established by the U.S. Department of Education. This calculation may result in the student owing the college. In the case of a student who has received additional Internal Aid, the tuition and fee adjustment will be an amount not to cause a credit balance on the student account. The adjustment policy is as follows:

- The percentage of Federal Financial Aid that has been earned by the student is equal to the percentage of the semester that the student completed as of the withdrawal date. If this date occurs after the completion of 60 percent of the semester, the student is considered to have earned 100 percent of the Federal Financial Aid funds for that semester and no Federal funds must be returned.

- The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:
 - Federal Unsubsidized Stafford Loan
 - Federal Subsidized Stafford Loan
 - Federal Direct PLUS (Parent) Loan
 - Federal Pell Grant
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Other federal loan or grant assistance
- In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:
 - State aid – in accordance with state regulations
 - Private aid
 - Internal aid
 - The student

The institution will return Internal Aid to its source at the same percentage rate as is used for Federal Financial Aid funds under the Federal policy. However, private aid generally has criteria and guidelines pertaining to withdrawals specific to the funding source and these criteria and guidelines will be honored.

In addition, students will have funds returned to them only if remaining aid and cash payments exceed charges as determined under the Tuition and Fee Adjustment Policy.

Housing

Residency and Board Requirement

Olivet College believes that the housing component is an integral part of our students' education. As a residential college, Olivet requires all full-time students to reside in college-approved housing and to participate in a college meal plan for their first four years of enrollment. This will enable students to realize the maximum benefit of proximity to faculty, their fellow students and the offerings of the college. As students interact in these settings, they will learn and grow from the different values, life experiences, classes, activities and ideas that are present in the Olivet College community. Students living in Olivet College residence facilities are required to register for and maintain 12 or more semester hours per semester. A student dropping below 12 semester hours must contact the housing coordinator for permission to remain in campus housing.

When a student applies and is accepted at Olivet College, he or she signs a Housing License Agreement. All returning students are required to submit a signed Housing Contract. The Housing License Agreement and Housing Contract are for the entire academic year or the remainder of the academic year if a student enters mid-year. Olivet College will make every effort to accommodate medical, financial, and mental health concerns. Olivet College will also accommodate academic program housing needs if you are out of state for that program.

All full-time students are eligible to live off campus if they meet any one of the following criteria:

- are married, with dependents
- are at least 23 years of age; or,
- reside in Bellevue, Olivet, Marshall or Charlotte with their parent(s) or legal guardian(s).

Students who are eligible to live off campus and commute must complete a commuter agreement form every academic year. Returning students who do not register for a room as required during the housing lottery will be charged for room and board. Contact the housing coordinator with questions regarding housing.

Transfer Students

Transfer students who have been living on their own, attending a community college and have advanced transfer status (62 credit hours or more) are eligible to live off campus. Students must complete a commuter agreement form every academic year.

Greek Housing Eligibility

Students desiring to live in a Greek house must complete the Greek Housing Form available in the Office of Student Life and on my.olivetcollege.edu. To qualify to live in a Greek society house, a student must meet all of the following criteria:

1. Be an active member of their society;
2. Be 21 years of age or have Junior status; and,
3. Have a cumulative GPA of 2.0 or higher at the completion of the prior term.

NOTES:

- The Greek housing eligibility criteria listed above applies to housing requirements only, not membership requirements.
- If a student falsifies his or her Greek living status or chooses to move out of the Greek house, room and board charges will be added to his or her student account.

Students under 21 years of age desiring to live in a Greek house must meet the following eligibility criteria:

1. Be an active member of their society;
2. A cumulative GPA of 2.5 or above; and,
3. Have no judicial violations 12 months prior to moving into the Greek house. If those 12 months fall after the start of a semester, a student will be eligible the following semester. He or she also must demonstrate responsible behavior prior to moving into the Greek house.

NOTES:

- The Greek housing eligibility criteria listed above applies to housing requirements only, not membership requirements. If a student falsifies his or her Greek living status or chooses to move out of the Greek house, room and board charges will be added to his or her student account.
- If a student's cumulative GPA falls below 2.5 and/or they incur a judicial violation (sexual assault, alcohol/drug violation, physical abuse or any other serious offense), he or she must move out of the Greek house immediately and return to the residence hall dependent upon space availability. The student will also have their account billed the standard room and board rate.
- College-owned Greek residential property: Members may move in at any time throughout the academic year with permission from the housing coordinator.
- Private-owned Greek houses: Members who meet the requirements mid semester must wait until the following semester to live in a Greek house with permission from the housing coordinator.

Room Assignments and Contracts

Room assignments are for the full academic year and all residents are required to sign a Housing Contract. Any variance of this policy must have prior approval of the housing coordinator. Room reservation for returning students is held during the spring semester. In order for returning students to participate in room reservation, they must have a completed FAFSA and be enrolled for classes for the next semester. Students must also have his or her account cleared with the business office, and be registered for the fall semester. All first-year students are assigned rooms and roommates over the summer, and will be notified by email.

Personal Property Insurance

Many students and parents find it reassuring to obtain insurance covering the student's possessions. Such arrangements should be made with private insurance agencies. The college is not responsible for loss, theft or damage to personal possessions.

Housing Options

There are four campus housing options available to students: residence halls, campus apartments, Greek society housing, and theme houses.

Residence Halls

Olivet College recognizes the residence halls as a living-learning environment. Residence life offers educational and social opportunities that promote personal growth, development, wellness and cultural diversity among residents. Olivet College operates three residence halls for students:

- **Blair Hall** — a men's residence hall housing students in all classes. Blair was built in 1928 with an addition constructed in 1955. The hall offers mostly double and single occupancy rooms, common bathrooms, lounges and a computer lab.
- **Dole Hall** — a residence hall housing students in all classes. Dole was built in 1931. In addition to single, double, triple and quadruple occupancy rooms, the hall offers common bathrooms, gender placement by floor, lounges, a kitchen and computer lab.
- **Shipherd Hall** — built in 1966, this residence hall houses primarily upper-division men and women. Shipherd is designed as a suite-style dorm, with four students sharing a living space, two bedrooms and a semi-private bath/shower facility. Shipherd is co-educational with common lounges, a computer lab and a recreational area.

Campus Apartments

Olivet College offers residency in campus apartments at three locations near campus. Applicants must meet the following criteria for consideration of placement in campus apartments: 30 semester hours earned (priority is given to juniors and seniors) and residency in a residence hall for one academic year. It is preferred that applicants have the relevant number of roommates, of the same sex, who meet all requirements. If applicable, an applicant's judicial record will be reviewed during application. Preference is given to those who have no community standards violations.

Housing contracts for campus apartments are for the entire academic year. Applications are available in the Housing Office and on my.olivetcollege.edu. Costs for campus apartments differ from residence halls (see Charges).

- **Gillette Student Village** — Located at 604 S. Main Street, opened in the fall of 2008. Residents must have and maintain a cumulative grade point average of 3.0. There are nine units with four single rooms in each. All units are fully furnished and have four bedrooms, two full baths and a basement. Amenities for each unit include a dishwasher, microwave, washer and dryer, cable television, and wireless internet access.
- **Kedron Ridge Apartments** — Located at 168 First Street, residents must have and maintain a cumulative grade point average of 2.5. All units are fully furnished and have a full bathroom, living room, and kitchen. Coin-operated laundry is available onsite as well as cable television and wireless internet access.
- **Long Apartments** — Located at 312 Yale Street, there are 10 units with a single and double room in each. Residents must have and maintain a cumulative grade point average of 2.5. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless internet access.
- **Oak Hill Apartments** — Located at 4740, 4744, and 4748 West Butterfield Highway, there are 21 units with a single and double room in each, and three units with double rooms. Residents must have and maintain a cumulative grade point average of 2.5. All units are fully furnished and have a full bathroom, living room and kitchen. Coin-operated laundry is available on site as well as cable television and wireless internet access.

Greek Society Housing

All Greek societies maintain a residence for their members. Students must meet the established criteria to be a Greek society resident (see Greek Housing Eligibility). The Greek societies of Olivet College are:

- **Adelphic Alpha Pi** — Located across from Shipherd Hall, was founded in 1862 and is open to the men of Olivet College. It is the brother organization to Sigma Beta. The fraternity motto is *Semper Fidelis*, always faithful.
- **Alpha Lambda Epsilon** — Founded in 1922 as a sorority, Alpha Lambda Epsilon reorganized its membership in 1975 to admit men, thus becoming the first co-educational literary/social society in the nation. The society motto is *Bear Well the Torch*. Alpha Lambda Epsilon is the cousin organization to Kappa Sigma Alpha.
- **Alpha Phi Kappa** — Established in 1997 to promote better understanding between cultures and to endorse brotherhood among its membership.
- **Alpha Xi Omega "Elite"** — Founded as a club by the name of Elite in the 1970s and admitted to the Intersociety Council during the fall 1995 semester, Alpha Xi Omega works to create a better understanding among all students at Olivet in the areas of diversity and multicultural awareness. They are the brother organization to Nu Gamma Xi.
- **Eta Psi Kappa** — Established in 2001 to promote unity of all women on campus, their motto is *The Righteous Endure til Judgment*.
- **Kappa Sigma Alpha** — Founded in 1922, Kappa Sigma Alpha is the cousin organization to Alpha Lambda Epsilon. The fraternity motto is *Wisdom Conquers All*.
- **Mu Omega Pi** — Established in 2001 to assist young men in growth and development through leadership, brotherhood and spirituality, their motto is *Upholding the Standard of Perfection*.
- **Nu Gamma Xi** — A sorority founded in 1997 by 12 women, they are the sisters of Alpha Xi Omega. Their purpose is to promote unity, sisterhood and high academic standards among women with similar interests.
- **Phi Alpha Pi** — Located across from Blair Hall and founded in 1847, it is the oldest society on campus. In 1861 Phi Alpha Pi, the brother organization to Soronian, became a literary society. The fraternity motto is *Progress, Truth and Friendship*.
- **Sigma Beta** — A literary sorority founded in 1907 by three Olivet College women, their house, located across from Blair Hall, was completed in 1963. Sigma Beta is the sister society to Adelphic Alpha Pi. Their motto is *Friends of the Best*.

- **Sororian (Iota Kappa Omicron)** — The sister organization to Phi Alpha Pi, it is the oldest collegiate sorority in the continental United States. The sorority motto is *Strong in Love, Firm in Right*.

Theme Houses

Selection of residents for the theme houses is based on criteria such as cumulative grade point average, personal interviews, theme house specific requirements, and other specific criteria determined by the Housing Office.

- **402 Shipherd** — The primary goal of this house, located at 402 Shipherd Street, is to offer housing for female honors students who strive for success in their academic coursework. The house offers residential space for three females. Residents must have and maintain a cumulative grade point average of 3.0 with no judicial record.
- **510 Shipherd** — The primary goal of this house, located at 510 Shipherd Street, is to offer housing for male honors students who strive for success in their academic coursework. The house offers residential space for six men. Residents must have and maintain a cumulative grade point average of 3.0 with no judicial record.

Undergraduate Program Information and Graduation Requirements

The Olivet College ADVANTAGE

Students who attend Olivet College will receive a quality education with unrivaled value. To ensure that every undergraduate student enrolled in traditional programs on the Olivet College campus will truly experience the Olivet College ADVANTAGE, the following are four core advantages that can be expected at Olivet College:

1. Service learning projects, with hands-on experiences at the core of each program.
 2. Global learning opportunities that provide diverse and innovative educational experiences abroad.
 3. Industry-leading internship and research opportunities.
 4. Graduation in four years or the fifth year is tuition-free.
- **Service Learning** — With success comes responsibility, both to one's self and to the greater community. The Olivet College ADVANTAGE guarantees that students will be provided with opportunities to apply the knowledge acquired in class to career interests and in diverse communities as a whole.

Service learning is an innovative educational approach that integrates meaningful, hands-on community projects with class instruction to enrich a student's learning experience. Major disciplines offer courses that explore and address real-world problems in the classroom and beyond the boundaries of campus. Service learning projects broaden students' perspective and aid in demonstrating how the student will ultimately fit in the overall community and the world.

- **Global Learning Opportunities** — The Olivet College ADVANTAGE guarantees that students will be made aware of study abroad opportunities including resources that may be available to help pay for costs associated with each program. Global learning opportunities allow students to pursue diverse and innovative educational experiences abroad. Getting the chance to travel the world to expand one's education while also exploring cultures provides incomparable and often life-changing experiences. Through participating in education programs abroad, students immerse themselves in the cultures, identities and perspectives of countries around the world and develop global mindedness and greater acceptance, giving students a unique perspective to working and living with others.

Students have traveled to many locations for unforgettable learning experiences including Antigua, Australia, China, Costa Rica, Cuba, Greece, Iceland, Ireland, Italy, Jamaica, Japan, London, Mexico, New Zealand, Oxford, Paris, Peru, Spain and many other locations.

- **Internship and Research Opportunities** — In today's competitive market, real-world, hands-on experience gives Olivet College graduates an advantage over their peers. The Olivet College ADVANTAGE guarantees students opportunities for internships or research experience in their field of interest. This experience creates connections and provides real world experiences that assists students with their job search after graduation.
- **Four-Year Degree Guarantee** — The Olivet College ADVANTAGE guarantees students will graduate in four years when they meet certain conditions as outlined below.

Graduation Requirements — Traditional Undergraduate Programs

To graduate from Olivet College with a Bachelor of Arts (B.A.) degree a student must complete at least 120 semester hours of academic credit, maintaining a cumulative GPA of at least 2.00 on a 4.00 scale. Some majors have higher GPA requirements for graduation. Students must also complete all requirements for an academic major offered at the college and complete all required courses and coursework in the Liberal Arts Core Curriculum. Students may also choose to pursue a minor program of study. An academic minor represents an organized group of courses similar to those offered in a major. Students must maintain a 2.00 GPA in his or her major(s) as well as in his or her minor.

All degree seeking students must apply and be accepted by Olivet College, but this acceptance does not guarantee admission to a particular program of study or declaration of a specific major and/or minor. Some degree programs have secondary admissions requirements that must be met before a major and/or minor declaration can be official. See Programs and Degree Requirements for more information.

At Olivet College a full-time student is usually limited to seven years between original matriculation and final graduation. Students who take more than the traditional four years should be aware that from time to time graduation requirements and curricula change, which may require some adjustments in the program of the longer-term student (see Satisfactory Academic Progress Policy for more information).

Olivet College Four-Year Degree Guarantee

Olivet College guarantees that first time, full-time undergraduate students will graduate in four years or the tuition for any additional coursework needed to complete the bachelor's degree will be paid by the college. This guarantee is conditional based upon the following:

To take advantage of the Four-Year Degree Guarantee, a student must:

- Submit an approved academic plan by the end of the last day of his or her first semester of the first year of study.
- Take and earn the credits in each of his or her classes as per the approved academic plan.
- Meet with his or her official academic advisor at least once per semester.

The Academic Plan must include:

- All required courses in the major and in the Liberal Arts Core Curriculum, listed by semester offered as per the Olivet College catalog.
- At least 120 credit hours of coursework.
- At least 30 total credits each academic year for eight consecutive semesters.

The academic plan must be approved by the academic advisor, the chair of the major department and the assistant dean for academic records, as indicated by their signatures on the academic plan form.

Obligations and Limitations of the Guarantee. The Four Year Degree Guarantee applies only to the completion of requirements for undergraduate students to graduate from Olivet College, including the courses required in the Liberal Arts Core Curriculum and for one major, up to a total of 120 semester hours. Second majors and minors are optional components of a degree program; therefore, academic plans that include more than one major or a minor that raises the total combined credits above 120 will be approved only if the degree can be completed in four years. The guarantee will cease to apply to students who:

- Do not follow their approved academic plan, including but not limited to failing courses or not meeting academic requirements to continue in course sequences.
- Fail to make Satisfactory Academic Progress each semester, as defined in this academic catalog.

Students who deviate from an approved academic plan are still likely to be able to graduate within four years; however, the guarantee will no longer apply.

Olivet College reserves the right to substitute equivalent courses or require tutorial courses and may modify approved academic plans with advance notification to the student to keep him or her on track for graduation, such as in the case of a change in when a course is offered. Changes in the approved academic plan that are initiated by Olivet College will not affect the guarantee. A student may petition to change his or her major and maintain the guarantee if the change still allows the student to complete the bachelor's degree within the four-year time frame as evidenced by a revised approved academic plan. Plans revised due to major changes are due no later than the fifth consecutive semester as a student. The Four-Year Degree Guarantee covers tuition for Olivet College courses that must be taken beyond the eighth consecutive semester of enrollment. The Four-Year Degree Guarantee does not cover overload credits (those in excess of 17 semester hours per semester) during the traditional academic program of the student unless explicitly communicated in writing by the college to the student on a case-by-case basis.

The Olivet Plan

Students engage with faculty and staff at Olivet College in an exciting educational program called *The Olivet Plan*, which serves to implement the college's academic vision of *Education for Individual and Social Responsibility*. *The Olivet Plan* is based on the college's historical mission of offering an education to all, regardless of race or ethnicity, gender or economic status. The program seeks to help students integrate learning from the full range of their experiences, engage in active learning both inside and outside the classroom, and take genuine responsibility for their own learning. At Olivet, we emphasize engaging, challenging and supporting our students.

The Olivet Plan provides students with the breadth and depth of a traditional liberal arts education, including courses in the natural sciences, civilization studies, arts and humanities within the Liberal Arts Core Curriculum of the college. Students also actively participate in a weekly seminar in their major area of study, as well as complete courses fulfilling the college's Senior Experience and Service Learning requirements.

Along with college-wide studies and studies in their majors, students have the opportunity to participate in cross-disciplinary learning communities and attend events in our ongoing Lecture and Symposium Series, in which they benefit from the wisdom and experiences of regularly-scheduled outside speakers. Students also are encouraged to participate in the Intensive Learning Term (ILT), during which time they enroll in only one intensive course. ILT allows students and faculty to pursue special projects on- and off-campus and travel courses free of conflicts with other course obligations.

Educational Goals and Learning Outcomes

Olivet College commits to the following educational goals for its students:

- 1) Effective communication and collaboration
- 2) Critical thinking
- 3) Liberal arts knowledge
- 4) Global awareness
- 5) Ethics and responsibility
- 6) Application of knowledge

Additional program-specific educational outcomes are required by the various programs of study at the college.

Seminar

Beginning in the first year and continuing every semester until the student graduates, every student enrolls in a required, one semester hour seminar conducted by faculty advisors in his or her chosen field of study. The long-term involvement with a mentor and a cohort group allows students to establish the relationships that will help them succeed at Olivet and in the future. Students also work with their advisor and participate in career and professional preparation activities.

Liberal Arts Core Curriculum Requirements

The purpose of the Liberal Arts Core curriculum is to embody the college's academic vision of *Education for Individual and Social Responsibility* and to provide the foundation for a liberal arts education at the college. All courses and experiences included in the program are graduation requirements and have been derived from the principles and aspirations articulated in the vision statement.

The Liberal Arts Core Curriculum at Olivet College consists of a sequence of required courses providing common learning and shared experiences for all traditional undergraduate students. It forms the foundation for a liberal arts education at the college. The courses of the Liberal Arts Core Curriculum link skills, orientations, and educational outcomes with Olivet's academic vision of *Education for Individual and Social Responsibility*.

Core courses and program areas encompass the traditional disciplines of the liberal arts: Writing and Rhetoric I and II; Civilization Studies; Self and Community; Mathematics; Natural World; Creative Experience; and Global Diversity. Additionally, the core curriculum requires at least one course involving Service Learning and a Senior Experience course in the major, serving as a capstone course for the student. The various components of the Liberal Arts Core curriculum are described below.

Liberal Arts Core Curriculum Requirements <i>(39-43 credit hours)</i>			
Seminar (IDS 499) <i>Up to 8 credits (1 credit each semester enrolled at college)</i>	Writing & Rhetoric I & II IDS 111 & 112 <i>6 credits (2 courses)</i>	Self & Community IDS 151 <i>3 credits</i>	Civilization Studies IDS 211 <i>3 credits</i>
	Creative Experience <i>3 credits</i> <i>(choose from menu)</i>	Natural World <i>3-4 credits</i> <i>(choose from menu)</i>	Global Diversity <i>6 credits</i> <i>(choose 2 courses from menu)</i>
	Mathematics <i>3-4 credits (required course depends upon major)</i>	Service Learning <i>1 - 3 credits (recommended course depends upon major)</i>	Senior Experience <i>3 credits (required course depends upon major)</i>

Writing and Rhetoric I and II

Developing effective writing and rhetorical skills is the main focus of these courses. Students at Olivet College must enroll in a writing course during each semester of study until the final course of the writing sequence, IDS 112 Writing and Rhetoric II, is satisfactorily completed. The Assistant Dean for Academic Records enforces this policy.

Civilization Studies

This course addresses the study of major ideals, events and personalities from recorded history. The examination of social institutions is designed to enhance student skills in political and social analysis and critical thinking in the context of the study of world civilizations.

Self and Community

In this course, students engage in self-evaluation and explanation of their role in the larger world. The course content covers individual and social responsibility, ethical/moral character, spiritual/philosophical self-awareness, awareness of social identity groups, and the role of diversity in the world. This course assists students in becoming more sophisticated in critical thinking and awareness about themselves and the world.

Mathematics

Students successfully complete a course in mathematics, with a grade of C or higher, at the MTH 120 level or higher, or a course in another department which has a substantial quantitative component and has been pre-approved by Mathematics and Computer Science Department faculty. The particular course required depends upon the major field of study.

Natural World

Students complete a course in the natural or physical sciences engaging critical thinking via the scientific method, selected from a menu of courses.

Creative Experience

Students have the opportunity to participate in an experiential course, selected from a menu of courses, in one of the humanistic disciplines of literature, music, theatre or visual art.

Global Diversity

The College's Global Diversity requirement reflects the Olivet commitment to provide a liberal arts education preparing students to effectively participate as responsible citizens in a global context. Students are able to choose any two courses from a menu of courses which allow them to explore diversity in a global context. These courses include cross-cultural studies, language studies, and immersion experiences in cultures beyond the predominant cultural environment of the United States, as well as explorations of diversity within our pluralistic society.

Service Learning

Olivet College students will engage in a Service Learning project that addresses community needs while at the same time developing in them an ethic of individual and social responsibility. The Service Learning requirement combines first-hand community service experience with careful and extensive reflection on that experience. Each Service Learning course requires students to spend a minimum of 40 hours serving the needs of the community. Such service will be accompanied by reflection on that experience under the direction of faculty. Although community service is in itself a worthy activity, the main purpose of the Service Learning requirement is to enhance the student's learning by participating in an active, community-based pedagogy.

Senior Experience

The Senior Experience at Olivet College is a culminating educational experience required of every student. The focus of the Senior Experience involves capstone major courses and/or projects with the goal of preparing the student to make the transition to graduate school and/or a career in his or her chosen fields of study, as well as assist students in summarizing and synthesizing four years of undergraduate learning.

Undergraduate Degree Program Requirements

Arts and Humanities

English*
Graphic Design
Journalism and Mass Communication*
Music*
Religious Studies and Ethics#
Visual Arts*
 Concentrations:
 Biological Illustration
 Studio Arts
Visual Arts Dual Discipline
 Concentrations:
 Business
 Pre-Art Therapy
Writing with Disciplinary Specialization*

Business Administration

Accounting
Business Administration*
 Concentrations:
 Finance
 General Business
 Management
 Marketing
Business Analysis in Insurance
Financial Planning
Insurance and Risk Management
Insurance Claims Investigation#

Health and Human Performance

Coaching#
Exercise Science
Fitness Management*
 Optional Concentration:
 Business
Sports Psychology*
Sports/Recreation Management*
 Optional Concentration:
 Business

Interdisciplinary Studies

Liberal Arts Core Curriculum
Global Citizen Honors Program
Air Force ROTC/Aerospace Science
Individualized Major

Mathematics and Computer Science

Actuarial Science
Computer Science*
Information Technology Management
Mathematics*

Natural and Physical Sciences

Biochemistry*
Biology*
 Optional Concentrations:
 Biomedical/Molecular Biology
 Ecology and Organismal Biology
 Pre-Medical Studies
Chemistry*
Chemistry with Forensic Science
Environmental Science*
Environmental Science with Environmental Education
Health Science

Social Science

Criminal Justice*
 Program Tracks:
 Corrections
 Law Enforcement
History*
Political Science#
Psychology*
Sociology and Anthropology*
Women's and Gender Studies#

**Both major and minor degree programs are available.*

#Minor degree program only.

Arts and Humanities

Ramona Kime, Ph.D., Chair

Arts and Humanities refers to a broad range of subjects that include—but are not limited to—English, literature, journalism and mass communication, music, philosophy, writing, visual arts, graphic design, ethics, world languages and religion. Students who select a major in the arts and humanities, therefore, study the achievements of the human spirit and mind. They work within a variety of disciplines in order to acquire a deeper understanding of themselves, civilization and the world.

Faculty and students of the arts and humanities study cultural facets of human identity. They seek to know themselves as symbol-users and meaning-makers. By examining their inherited traditions, students and faculty participate in the artistic life of their community, seeking a dialogue between the intellectual wealth of the past and the expressive possibilities of the present. They seek value, especially those values embodied in literature and art. They attempt to achieve critical thought and purposeful writing; perceive beauty as makers and critics; and gain understanding of the intangible and the spiritual with an intentional focus on individual and social responsibility and on character as well as competence.

Knowledge of other cultures is increasingly important in our interconnected, complex world, no matter whether one's career focus is on business, education, service or the social sector. Olivet's world languages program trains students not only in the language, but also in the richness and values of the target cultures. Courses are offered in French, Spanish and Arabic.

English

The Arts and Humanities Department offers a Bachelor of Arts degree with an English major. The English program offers courses in approaches to literature, chronological surveys of U.S. and British literature, and a study of the history and principles of the English language as well as rhetorical approaches to composition. From this base, students select particular periods and genres as well as electives in creative writing and modern literature. Many of the program courses include reading in multicultural literature. The department also offers a minor degree program in English.

English Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will demonstrate the ability to perform a close reading in writing.
- Students will demonstrate language awareness.
- Students will demonstrate understanding of the formal elements of a work of a published work of literature, drama, or poetry.
- Students will demonstrate understanding of the formal elements of the student's own creative work.
- Students will demonstrate application of critical theory to primary texts.
- Students will demonstrate ability to use scholarly articles in support of an argument.
- Students will demonstrate knowledge of and ability to use the research process.
- Students will demonstrate understanding of social responsibility through a cross-cultural, political, historical or economic analysis of texts.
- Students will demonstrate understanding individual responsibility through an ethical, moral, spiritual, or philosophical analysis of texts.

English Major Requirements (39 semester hours)

A Bachelor of Arts degree in English requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The English major requires successful completion of the following courses.

Complete each of the following (36 semester hours):

ENG 105	Text and Culture (3)
ENG 202	Cultural Theories of Representation: Early American Literature (3)
ENG 203	Theories of Form: Early British Literature (3)
ENG 204	Defining Literary Thinking: British Literature II (3)
ENG 205	Reading and Interpretation: American Literature II (3)
ENG 240*	Advanced Composition (3)
ENG 301*	Transgressions and Transformations in 19 th Century Thought (3)
ENG 302*	Transgressions and Transformations in 20 th Century Thought (3)
ENG 303*	International Literatures (3)
ENG 401*	Ethnicities (3)
ENG 402*	Philosophical Literature (3)
ENG 404*	Studies in Literary Topics (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Complete 3 semester hours from the following:

- ENG 145 Introduction to Creative Writing (3)
- ENG 245 Fiction Writing I (3)
- ENG 247 Poetry Writing I (3)
- ENG 249 Creative Non-Fiction Writing (3)
- ENG 251 Travel Writing (3)

English Minor Requirements

(24 semester hours)

The English minor requires successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (15 semester hours):

- ENG 202 Cultural Theories of Representation: Early American Literature (3)
- ENG 203 Theories of Form: Early British Literature (3)
- ENG 204 Defining Literary Thinking: British Literature II (3)
- ENG 205 Reading and Interpretation: American Literature II (3)
- ENG 240* Advanced Composition (3)

Complete 3 semester hours from the following:

- ENG 145 Introduction to Creative Writing (3)
- ENG 245 Fiction Writing (3)
- ENG 247 Poetry Writing I (3)
- ENG 249 Creative Non-Fiction Writing (3)

Complete 6 semester hours from the following:

- ENG 301* Transgressions and Transformations in 19th Century Thought (3)
- ENG 302* Transgressions and Transformations in 20th Century Thought (3)
- ENG 303* International Literatures (3)

Journalism and Mass Communication

The Arts and Humanities Department offers a Bachelor of Arts degree with a major or minor in journalism and mass communication. The journalism and mass communication program is designed to prepare students for a wide variety of careers in the media and in communications-related industries. Through hands-on experience in a variety of mass communication disciplines, which begins the first week a student arrives on campus, the student develops strong written, oral and interpersonal communication skills that contribute to success in any career.

Journalism and Mass Communication Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will demonstrate effective written and oral communication skills through application of standard English grammar handbook rules and AP (Associated Press) style appropriate for communication professionals, audiences and the purposes they serve.
- Students will demonstrate an understanding of the history and role of journalism and mass communication in a global society as evidenced through the selection, production and publishing of ethical journalism/media content.
- Students will demonstrate understanding of the society of professional journalists' code of ethics as evidenced through the use of standard reporting and information gathering techniques across multiple platforms including Web, broadcast and print, demonstrating the ability to use technology appropriate to the medium.
- Students will demonstrate the ability to effectively collaborate with peers to produce an annual literary magazine, devise a weekly radio broadcast and/or prepare a newspaper, in print and/or online.
- Students will demonstrate the ability to effectively integrate their interest in media and their major study and present, in a large-scale reflective essay, their learning experiences through participation in a guided internship.
- Demonstrate the ability to critically reason and analyze complex issues in media and society through projects, presentations and papers in order to show legal, ethical and research-driven media judgment as it applies to the role of media in shaping community.

Journalism and Mass Communication Major Requirements (48 semester hours)

A Bachelor of Arts degree in journalism and mass communication requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The journalism and mass communication major requires successful completion of the following courses.

Complete each of the following (36 semester hours):

JMC 101	Introduction to Mass Communication (3)
JMC 105	Introduction to Oral Communication (3)
JMC 200*	Basic Reporting (3)
JMC 203	Public Speaking (3)
JMC 210*	Basic Reporting II (3)
JMC 250*	Photoshop (3)
JMC 290*	Practicum in Mass Communication (1–6) (3 semester hours required for major; additional hours do not count toward JMC electives for major)
JMC 300*	Video Production (3)
JMC 310*	Editing (3)
JMC 390*	Internship (3)
JMC 400*	Mass Communication Theories (3)
JMC 421*	Mass Communication Law & Ethics (3)
IDS 499	JMC Seminar (one semester hour each semester)

Complete 12 semester hours from the following:

JMC 205*	Broadcast Production (3)
JMC 230*	Broadcast Writing and Announcing (3)
JMC 240	Photography and Visual Communication (3)
JMC 305*	Publication Design (3)
JMC 450*	Special Topics in Media (1-3) (Topics can include: computer-assisted reporting; film studies; contemporary issues in mass communication; covering sports; publication editing and design; arts reporting and criticism. Special topics courses are taught by professionals in the field.)

Recommended Electives:

ART 108	Introduction to Graphic Design (3)
ART 208	Layout and Typography I (3)
ART 209	Layout and Typography II (3)
ART 308*	Electronic Publication and Web Design (3)
BUS 309*	Principles of Marketing (3)
BUS 311*	Advertising (3)
BUS 321*	Public Relations (3)
CS 110	Computer Information Systems (3)
CS 116	Web Design and Development (3)
HST 317*	American Foreign Policy (3)
HST 319*	The Modern Middle East (3)
MTH 232*	Statistics (3)
PHL 102	Introduction to Ethics (3)
POS 201	American Government - National (3)
POS 202	American Government - State and Local (3)
POS 320*	Legislative Branch (3)
POS 321*	Judicial Branch (3)
SA 305*	People, Resources and the World (3)

NOTES:

- 1) The journalism and mass communication major requires students to have access to a laptop computer to be used in all classes and program offerings.
- 2) Internships may be taken for up to 15 semester hours of credit. Students are encouraged to take two or three smaller internships during his or her academic program, rather than taking all 15 semester hours in one internship.
- 3) JMC 290 (Practicum in Mass Communications) may be taken in radio, newspaper, broadcast media, literary magazine, research or video. Students may take this one semester hour course up to six times. A minimum of three semester hours is required for the journalism/mass communication major. Students are encouraged to take at least three semester hours in the medium of his or her intended career, although any combination of these practicums will satisfy the requirements for the major.

**Journalism and Mass Communication
Minor Requirements (27 semester hours)**

The journalism and mass communication minor requires successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (18 semester hours):

JMC 101	Introduction to Mass Communication (3)
JMC 105	Introduction to Oral Communication (3)
JMC 200*	Basic Reporting (3)
JMC 210*	Basic Reporting II (3)
JMC 290*	Practicum in Mass Communication (3) (3 semester hours required for minor; additional hours do not count toward JMC electives for minor)
JMC 390*	Internship (3)

Complete 9 additional semester hours of JMC electives.

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Music

The Music Program offers multiple options for successful students to attain fulfilling and rewarding careers in music. Our curriculum, which is developed in conjunction with national standards, will support students who desire to continue their musical training at the graduate level in vocal and instrumental music as well as music history and music theory. Successful students will be prepared to pursue master's level programs which will enable them to teach at the college level and/or perform professionally. Also, by carefully following the basic music major curriculum, students will be well prepared to pursue careers which include: music business, music therapy, music librarianship, and music journalism, among others. These unique degree concentrations are designed to combine your undergraduate music major with various minors or other majors found at Olivet College to offer you the chance to pursue exciting and satisfying careers in various fields of music in the 21st century. As a music major you will work one-on-one with Olivet music faculty to design the specific major area of concentration that will help you best achieve your academic dreams.

The music program also offers opportunities to persons majoring in other academic disciplines of the college to participate in one or more of the performing ensembles and/or to study music privately with one of the faculty artist-teachers.

Requirements for the music degree programs are listed below. All music majors and minors are required to participate satisfactorily in ensembles and attain piano proficiency, as outlined in the Music Student Handbook. The piano proficiency requirement may be satisfied by examination or successful completion of MUS 141 (Class Piano I) and MUS 142 (Class Piano II).

Students who would like to major in music must have a considerable background in music. In order to declare a music major or minor at Olivet College, students must successfully pass an audition with the music faculty.

Music Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will demonstrate skills in music theory through a variety of musical analyses, integrating skills of melodic, rhythmic and chordal analysis with description of formal structure.
- Students will be able to identify and analyze various styles of art music as well as some folk and popular music from major historical periods, identifying artistic, social, and political influences when appropriate.

- Students will demonstrate performance competency in their major instrument or voice through both solo and ensemble repertoire, and through music of various styles and from multiple historical periods.
- Students will demonstrate competency in functional and technical piano skills through performing scales and arpeggios, harmonizing and transposing simple melodies, sight reading, and performing repertoire at the MTNA Grade III level.
- Students will demonstrate their ability to research and construct a large-scale analytical essay in the field of music history and/or theory appropriate to their area of interest in music using *Chicago Manual of Style* format.

Music Major Requirements (52 semester hours)

A Bachelor of Arts degree in music requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The music major requires successful completion of the following courses.

Complete each of the following (36 semester hours):

MUS 111	Music Theory I (3)
MUS 112*	Music Theory II (3)
MUS 113	Aural Skills I (1)
MUS 114*	Aural Skills II (1)
MUS 141	Class Piano I (1) (may be waived by passing piano proficiency)
MUS 142	Class Piano II (1) (may be waived by passing piano proficiency)
MUS 211*	Music Theory III (3)
MUS 212*	Music Theory IV (3)
MUS 213*	Aural Skills III (1)
MUS 214*	Aural Skills IV (1)
MUS 221*	Comprehensive Music History I (3)
MUS 222*	Comprehensive Music History II (3)
MUS 311*	Form and Analysis (3)
MUS 321*	Comprehensive Music History III (3)
MUS 322*	Comprehensive Music History IV (3)
MUS 497*	Senior Experience (3)

Private Lessons (8 semester hours)

MUS 118/218/318/418

Ensembles (8 semester hours)

MUS 150-450	College Choir (Vocalists)
MUS 160-460	Wind Ensemble (Instrumentalists)

NOTES:

- 1) The student's major ensemble and primary performing instrument/voice will be determined by consensus of the music faculty. The eight semester hours of ensemble and eight semester hours of private lessons must take place with these agreed-upon choices.
- 2) The student must successfully complete a piano proficiency examination before the minor will be awarded. This examination, administered by the piano faculty at a mutually convenient time, will test the student's basic reading ability, knowledge of scales and arpeggios, ability to harmonize and transpose simple melodies, and further technical development. If keyboard skill development is necessary in order to pass the examination, students may enroll in MUS 141 (Class Piano I) and MUS 142 (Class Piano II) or enroll in MUS 118 01 (Private Music Lessons: Piano) until piano proficiency requirements are met.
- 3) Music Theory and Aural Skills courses (MUS 111/112, MUS 113/114, MUS 211/212 and MUS 213/214) are sequences which require a grade of "C" or above in order to continue on to the next course in the sequence.

Music Minor Requirements
(27 semester hours)

The music minor requires the successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (13 semester hours):

- MUS 111 Music Theory I (3)
MUS 112* Music Theory II (3)
MUS 113 Aural Skills I (1)
MUS 114* Aural Skills II (1)
MUS 141 Class Piano I (1) (may be waived by passing Piano Proficiency)
MUS 142* Class Piano II (1) (may be waived by passing Piano Proficiency)
MUS 231 Introduction to Music and Computers (3)

Complete 2 from the following (6 semester hours):

- MUS 221* Comprehensive Music History I (3)
MUS 222* Comprehensive Music History II (3)
MUS 321* Comprehensive Music History III (3)
MUS 322* Comprehensive Music History IV (3)

Complete at least 4 semester hours of MUS 118, 218*, 318*, 418* (Private Music Lessons).

Complete at least 4 semester hours of ensembles chosen from the following (may be repeated to meet the requirement):

- MUS 150-450 Choir (Vocalists) (1)
MUS 160-460 Wind Ensemble (Instrumentalists) (1)

NOTES:

- 1) The student's major ensemble and primary performing instrument/voice will be determined by consensus of the music faculty. The four semester hours of ensemble and four semester hours of private lessons must take place with these agreed-upon choices.
- 2) The student must successfully complete a piano proficiency examination before the minor will be awarded. This examination, administered by the piano faculty at a mutually convenient time, will test the student's basic reading ability, knowledge of scales and arpeggios, ability to harmonize and transpose simple melodies, and further technical development. If keyboard skill development is necessary in order to pass the examination, students may enroll in MUS 141 (Class Piano I) and MUS 142 (Class Piano II) or enroll in MUS 118 01 (Private Music Lessons: Piano) until piano proficiency requirements are met.
- 3) Music Theory and Aural Skills courses (MUS 111/112 and MUS 113/114) are sequences which require a grade of "C" or above in order to continue on to the next course in the sequence.

Religious Studies and Ethics

The Arts and Humanities Department offers a minor in religious studies and ethics. The religious studies and ethics program offers courses in a range of areas, including world religions, religion, ethics and society, theories and methods in the study of religion, scripture and its interpretation, and church history.

The program emphasizes critical thinking and writing in the area of religious studies and ethics. Students will gain a critical perspective on a variety of contemporary issues in these fields. This knowledge can provide an excellent enhancement to the content of one's major field of study at Olivet, whether this be history, sociology and anthropology, or journalism. It can also round out professional training in the sciences or business.

Religious Studies and Ethics Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can demonstrate basic knowledge of the history, beliefs and practices of the major religious traditions in the world especially those outside of your own.
- Students can write and research in the academic study of religion.
- Students can analyze the complex role of religion in history and culture.
- Students can articulate the difference between the secular and confessional study of religion.
- Students can embrace a critical and non-judgmental approach to religious practices.

Religious Studies and Ethics Minor Requirements (24 semester hours)

A minor in religious studies and ethics requires the successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (6 semester hours):

- PHL 102 Introduction to Ethics (3)
REL 101 Religion, Culture, and Society (3)

Complete at least 3 semester hours from the following:

- REL 260 World Religions I: Eastern Traditions (3)
REL 261 World Religions II: Western Traditions (3)

Complete 15 additional semester hours, with courses from at least three of the following areas:

Scripture and Its Interpretation

- REL 210 Introduction to the Old Testament/
Hebrew Bible (3)
REL 211 Literature of the New Testament (3)
REL 315* Jesus, Politics and Ethics (3)
WGS 415* Women in the Bible (3)

Church History

- REL 220 History of Christianity (3)

Religion, Ethics, and Society

- PHL 360* Biomedical Ethics (3)
REL 306* Religions and Social Order/Disorder (3)
REL 330 Gender, Sexuality and Religion (3)

World Religions

- REL 260 World Religions I: Eastern Traditions (3)
REL 261 World Religions II: Western Traditions (3)
REL 265* Earth-Based Religions and Spirituality (3)
REL 360 Islamic Tradition (3)

Specialized Courses

- REL 290 Special Topics (3)
REL 470* Independent Study (1-3)
REL 490* Advanced Topics (3)

Visual Arts

The Visual Arts Program is studio-oriented with an emphasis on drawing and an overall philosophy that focuses on realism. The faculty developed a drawing program which assumes no ability in the beginning student and aims to train her/him to draw figuratively at a professional level. Students entering the department may attain advanced placement relative to their artistic abilities.

Studio classes operate as *ateliers* (workshops) where the students are treated as responsible adult learners in a general atmosphere of individual attention and informal contact. As a teaching strategy, the instructor often works on his/her art alongside the students. A system of competency validation is employed to assess and grade students. Students also have the opportunity to improve upon most of the grades they have earned in the program by taking advantage of the Credit Revalidation policy.

Along with skill development, the program engages students in issues of character and responsibility through readings, writings and discussions. As seniors, students are required to develop a senior project that articulates, in image and word, the synthesis of their experiences at Olivet College and the relevance of the college's academic vision of *Education for Individual and Social Responsibility* to their lives now and in the future.

The faculty/student ratio is small and there is maximum access to studio facilities. In addition to the introductory courses, a full complement of studio classes in sculpture, painting, graphics and ceramics is offered. A graphic design major is offered as well as a visual arts major with concentrations in biological illustration and studio art, a visual arts dual discipline major with concentrations in pre-art therapy or visual arts business, and a visual arts minor.

Visual Arts – Biological Illustration Concentration

Biological illustration is a concentration offered jointly by the Visual Arts Program and Biology Program. The focus of this program is the specific application of visual/artistic skills towards biological/medical/scientific ends.

The student is trained to draw realistically and accurately as well as to master a variety of commercial design skills

involving the reproduction of graphic materials. These skills, along with biological course work, prepare the student to enter graduate programs leading to a master's degree in biological/medical/scientific illustration. This highly specialized field of study leads to a rewarding career combining art and biology. Interested students should contact members of the Visual Arts Program and Biology Program.

Visual Arts – Studio Arts Concentration

The studio arts concentration is geared toward those individuals who wish to express themselves through visual arts and aspire to build a career through their studio endeavors. This concentration also serves as a foundation for those wishing to attend a Master of Fine Arts graduate program in a specific studio focus with the possible intention of teaching at the college level.

Visual Arts Dual Discipline – Business Concentration

The visual arts business concentration is designed for students who are interested in engaging in an art-related business, such as owning/operating an art gallery, becoming a self-employed artist or seeking employment in corporations that are looking for college graduates with computer technology capabilities and artistic/creative skills. Visual arts business students would not be required to earn an advanced degree to begin their professional careers.

Visual Arts Dual Discipline – Pre-Art Therapy Concentration

Pre-art therapy graduates would be required to earn a master's degree in art therapy to practice in the profession. Our program is designed to meet the course requirements for entrance into art therapy graduate programs. Art therapists are professionals trained in both art and therapy. They use art in treatment, assessment and research, and provide consultations to allied professionals. Art therapists work with people of all ages: individuals, couples, families, groups and communities. They provide services, individually and as part of clinical teams, in settings that include mental health, rehabilitation, medical and forensic institutions; community outreach programs; wellness centers; schools; nursing homes; corporate structures; open studios and independent practices.

Graphic Design Major

The graphic design major prepares students in the technical and aesthetic aspects of art production for both print and electronic publications. Combining traditional studio skills with Macintosh computers and the current industry standard software Adobe Creative Suite, students are groomed in letter and type design, layout and art preparation, and computer generated solutions to graphic design challenges. Students graduating with this major can move directly into

employment in the advertising, publishing and illustration fields. Alternatively, students may wish to further specialize by pursuing an advanced degree.

Visual Arts Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Demonstrate proficiency in two-dimensional rendering (drawing) of three-dimensional forms.
- Demonstrate proficiency in two-dimensional composition.
- Analyze and critique underlying aesthetic principles, including the elements of design and principles of organization, and thematic content (social, political, historical, etc.) of works of art.
- Create and exhibit a body of work that synthesizes technical skills, individual artistic expression and relevant content.

Visual Arts Dual Discipline Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Demonstrate proficiency in two-dimensional rendering (drawing) of three-dimensional forms.
- Demonstrate proficiency in two-dimensional composition.
- Analyze and critique underlying aesthetic principles, including the elements of design and principles of organization, and thematic content (social, political, historical, etc.) of works of art.
- Create and exhibit a body of work that synthesizes technical skills, individual artistic expression and relevant content.

Graphic Design Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Demonstrate proficiency in two-dimensional rendering (drawing) of three-dimensional forms.
- Demonstrate the technical skills and competency required to produce professional-level communication materials using the following tools and media: Adobe Creative Suite CS6: InDesign, Illustrator, and Photoshop.
- Apply concept, theory and design in the development of printed materials that successfully respond to clients' communication needs.
- Demonstrate professional graphic design standards and methods to qualify for entry-level employment.
- Analyze and critique underlying aesthetic principles, including the elements of design and principles of organization, and thematic content (social, political, historical, etc.) of works of art.
- Create and exhibit a body of work that synthesizes technical skills, individual artistic expression and relevant content.

Visual Arts Major Requirements (48-51 semester hours)

A Bachelor of Arts degree in visual arts requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The visual arts major requires successful completion of the following courses. Please note at least one concentration in either studio arts or biological illustration must be selected with this major.

Complete each of the following (39 semester hours):

ART 101	Image and Culture (3)
ART 105	Drawing Skills Lab (3)
ART 107	Visual Foundations (3)
ART 108	Introduction to Graphic Design (3)
ART 205	Portrait Sculpture: Fundamental (3)
ART 221	Sculpture: Fundamental (3)
ART 231	Printmaking: Fundamental (3)
ART 240	History of World Art I (3)
ART 241	History of World Art II (3)
ART 242	Modern and Contemporary Art History (3)
ART 245	Figure Drawing: Fundamental (3)
ART 251	Painting: Fundamental (3)
ART 271	Biological Illustration: Fundamental (3)

Complete one of the following two concentrations:

A. Biological Illustration (9 semester hours)

Complete each of the following:

ART 345*	Figure Drawing: Intermediate (3)
ART 371*	Biological Illustration: Intermediate (3)
ART 471*	Biological Illustration: Advanced (3)

Recommended Electives:

BIO 150*	Introductory Zoology (4)
BIO 202*	Comparative Vertebrate Biology (4)
BIO 211*†	Human Anatomy (3)
BIO 212*†	Physiology (3)
BIO 213*†	Human Anatomy Laboratory (1)
BIO 214*†	Physiology Laboratory (1)
BIO 311*	Pathophysiology (3)
SCI 102	Biological Science (3)

B. Studio Arts (12 semester hours).

Complete each of the following:

ART 200	Ceramics: Fundamental (3)
ART Studio*	Advanced Level Studio (300–400 level classes in painting, sculpture, printmaking, or ceramics; students may choose any combination of upper division courses) (6)
ART 490*	Advanced Independent Work (3)

Visual Arts Minor Requirements (30 semester hours)

The visual arts minor requires successful completion of 30 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (30 semester hours):

ART 101	Image and Culture (3)
ART 105	Drawing Skills Lab (3)
ART 107	Visual Foundations (3)
ART 221	Sculpture: Fundamental (3)
ART 231	Printmaking: Fundamental (3)
ART 240	History of World Art I (3)
ART 241	History of World Art II (3)
ART 245	Figure Drawing: Fundamental (3)
ART 251	Painting: Fundamental (3)
ART 271	Biological Illustration: Fundamental (3)

Visual Arts Dual Discipline Major Requirements (54 semester hours)

A Bachelor of Arts degree in the visual arts dual discipline major requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The visual arts dual discipline major requires successful completion of the following courses. Please note at least one concentration in either business or pre-art therapy must be selected with this major.

The dual discipline major differs from a visual arts major in that it will prepare students for careers in psychology or business that rely on a strong arts background. It is not intended to train working artists.

Complete each of the following (33 semester hours):

ART 101	Image and Culture (3)
ART 105	Drawing Skills Lab (3)
ART 107	Visual Foundations (3)
ART 108	Introduction to Graphic Design (3)
ART 200	Ceramics: Fundamental (3)
ART 221	Sculpture: Fundamental (3)
ART 241	History of World Art II (3)
ART 242	Modern and Contemporary Art History (3)
ART 245	Figure Drawing: Fundamental (3)
ART 251	Painting: Fundamental (3)
ART 271	Biological Illustration: Fundamental (3)

Complete one of the following two concentrations:

A. Visual Arts Dual Discipline Business Concentration (21 semester hours)

Complete each of the following:

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 412*	Small Business Development Seminar (3)
CS 110	Computer Information Systems (3)
CS 116	Web Design and Development (3)

Recommended Electives:

BUS 200	Introduction to Business (3)
BUS 212	Business Law I (3)
BUS 311*	Advertising (3)

B. Visual Arts Dual Discipline Pre-Art Therapy Concentration (21 semester hours)

Complete each of the following:

PSY 201	Introduction to Psychology (3)
PSY 314*	Development Across the Lifespan (3)
PSY 319*	Personality Theories (3)
PSY 325*	Abnormal Psychology (3)
PSY 420*	Counseling and Psychotherapy (3)
PSY 475*	Psychological Disorders of Childhood (3)
PSY 490*	Senior Seminar in Psychology (3)

Graphic Design Major Requirements (52 semester hours)

A Bachelor of Arts degree in graphic design requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The graphic design major requires successful completion of the following courses.

Complete each of the following (52 semester hours):

ART 101	Image and Culture (3)
ART 105	Drawing Skills Lab (3)
ART 107	Visual Foundations (3)
ART 108	Introduction to Graphic Design (3)
ART 205	Portrait Sculpture: Fundamental (3)
ART 208*	Layout and Typography I (3)
ART 209*	Layout and Typography II (3)
ART 221	Sculpture: Fundamental (3)
ART 231	Printmaking: Fundamental (3)
ART 241	History of World Art II (3)
ART 242	Modern and Contemporary Art History (3)
ART 245	Figure Drawing: Fundamental (3)
ART 251	Painting: Fundamental (3)
ART 271	Biological Illustration: Fundamental (3)
ART 308*	Electronic Publication and Web Design (3)
ART 408*	Professional Preparation for Graphic Designers (1)
CS 116	Web Design and Development (3)
ART 250	Photoshop (3)

Recommended Electives:

JMC 203	Public Speaking (3)
BUS 309*	Principles of Marketing (3)
BUS 311*	Advertising (3)

NOTE: An internship during or at the conclusion of the junior year is highly recommended.

Writing with Disciplinary Specialization

The Arts and Humanities Department offers a Bachelor of Arts degree with a writing major with disciplinary specialization. Students with a writing major are poised to enter a professional marketplace which recognizes the value of their specialized skill set; possible career tracks include advertising, public service, lobbying, corporate publication and journalism. The major also prepares interested students to begin graduate work. The writing major is designed so that students will have ample opportunity to either double major or pursue multiple minors and therefore be prepared for more specialized writing positions, such as science writing or computer/technical writing. Students pursuing a writing major are required to complete an internship as part of their training.

Writing Major with Disciplinary Specialization Requirements (39 semester hours and completion of an additional major or minor)

A Bachelor of Arts degree in writing requires 120 semester hours with a minimum overall grade point average of 2.0 and a minimum major grade point average of 2.0. The writing major with disciplinary specialization requires successful completion of the following courses.

Complete each of the following (25 semester hours):

ENG 240*	Advanced Composition (3)
JMC 200*	Basic Reporting I (3)
JMC 210*	Basic Reporting II (3)
JMC 230*	Broadcast Writing and Announcing (3)
JMC 290*	Newspaper Practicum (1)
JMC 305*	Publication Design (3)
JMC 310*	Editing (3)
JMC 390*	Internship (3)
JMC 421*	Mass Communication Law and Ethics (3)

Complete 9 semester hours from the following:

ENG 245	Fiction Writing I (3)
ENG 247	Poetry Writing I (3)
ENG 249	Creative Non-Fiction Writing (3)
ENG 251	Travel Writing (3)

Complete 3 semester hours from the following:

ENG 345*	Fiction Writing II (3)
ENG 347*	Poetry Writing II (3)

Complete two courses from the following (2 semester hours):

JMC 290	Literary Journal Practicum (1)
JMC 290	Newspaper Practicum (1)
JMC 290	Broadcast/Video Practicum (1)

NOTE: Writing major students **MUST** complete his or her disciplinary specialization through:

- 1) A second major, other than journalism and mass communication; or
- 2) A minor, other than journalism and mass communication or writing.

Recommended Electives:

CS 116	Web Design and Development (3)
ENG 145	Introduction to Creative Writing (3)
JMC 240	Photography and Visual Communication (3)

Writing Minor Requirements (27 semester hours)

The writing minor requires successful completion of 27 semester hours as outlined below with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (16 semester hours):

ENG 240*	Advanced Composition (3)
JMC 200*	Basic Reporting I (3)
JMC 210*	Basic Reporting II (3)
JMC 290*	Newspaper Practicum (1)
JMC 305*	Publication Design (3)
JMC 310*	Editing (3)

Complete 3 semester hours from the following:

ENG 145	Introduction to Creative Writing (3)
ENG 249	Creative Non-Fiction Writing (3)
ENG 251	Travel Writing (3)

Complete 3 semester hours from the following:

ENG 245	Fiction Writing I (3)
ENG 247	Poetry Writing (3)

Complete 3 semester hours from the following:

ENG 345*	Fiction Writing II (3)
ENG 347*	Poetry Writing II (3)

Complete two courses from the following (2 semester hours):

JMC 290	Literary Journal Practicum (1)
JMC 290	Newspaper Practicum (1)
JMC 290	Broadcast/Video Practicum (1)

Recommended Electives:

CS 116	Web Design and Development (3)
JMC 240	Photography and Visual Communication (3)
JMC 390*	Internship (3)

Business Administration

Michael Oyster, M.S., Chair

The Business Administration Department offers a Bachelor of Arts degree with majors in accounting, business administration, business analysis in insurance, insurance and risk management, and financial planning. The business administration major provides students with opportunities to concentrate in four areas of emphasis: marketing, management, finance and general business. Minors in business administration and insurance claims investigation are also available.

Business administration majors and minors are designed to combine a strong liberal arts education with courses and activities related to the nature and operation of for-profit and nonprofit organizations. Each course emphasizes a strategic management approach to decision making and problem solving. Students do not simply memorize jargon and facts, they develop strong analytical and group project skills by working with case studies of “real world” problems. We also encourage lifelong professional development and learning. In this way, students will be better equipped to adapt to rapidly changing business environments. The bottom line: our students will be prepared to make contributions in the business community or graduate school classroom.

The student must demonstrate competency in Microsoft Office programs (Excel, Access, PowerPoint, and Word) and use of business-related Internet resources. The student will demonstrate knowledge and applications of ethical business standards and commitment to diversity in the workplace. A professional internship experience is highly recommended. Business administration students majoring in this department are required to take a common group of courses which offer a broad view of the business world. Students then specialize in an area of concentration such as marketing, management, finance, or general business.

Business students are urged to select a variety of non-business courses to develop a breadth of knowledge which will lead to flexibility in career decision making.

The business department houses the Insurance and Risk Management (IRM) Program at Olivet College. This program was created by the insurance industry in 1980 and is considered one of the top risk management and insurance undergraduate education programs in the United States based on the following criteria: curriculum, faculty, co-curricular activities and industry involvement.

Insurance and risk management majors are integrated with co-curricular activities of the Alpha Alpha chapter of Gamma Iota Sigma, which helps students to develop group collaboration, management and leadership skills, prepare for internship and employment interviews, and network with insurance and risk management professionals where they work. Small class sizes encourage maximum student/faculty interaction.

Course materials are developed by the risk management and insurance industry, are widely recognized and continuously updated, and also assist students in preparing for national exams leading to the AINS, ARM, AIS, AAI, AU, AIC, ASLI, ARE, CPCU, CIC, CRM professional designations. We emphasize individual and social responsibility throughout curriculum, and “uberrima fides” (utmost good faith) in all risk management and insurance courses.

Students are encouraged to keep up to date in current IRM issues and global risk management by reading current insurance periodicals such as the *National Underwriter*, *Business Insurance*, *Best’s Review*, *Risk Management* and a summer reading list.

Coursework emphasizes analytical and critical thinking, and the application of material to case studies and simulations, rather than memorization alone. IRM faculty are advised on curriculum and co-curricular activities by a committee of 40 professionals representing a cross-section of the risk management and insurance industry.

The business department also offers courses in economics to complement its degree offerings.

Accounting

The accountant’s role in business has changed dramatically over the past decade. Today, accountants are actively involved in the analysis and interpretation of financial data and work with other executives in decision-making and problem solving activities. A major in accounting will help students develop strong technical and professional accounting skills. Our program prepares graduates for career success in public or corporate accounting, taxation, financial analysis, management, and consulting. Accounting faculty provide a collaborative learning environment that fosters an appreciation of accountancy’s role in a world characterized by continuous change.

Accounting Learning Outcomes

- With the completion of this degree program, the following learning outcomes can be expected: Students can research professional standards to formulate reasoned conclusions to complex accounting related issues.
- Students can compile financial statement information using relevant measurement and disclosure criteria used in the accounting profession.
- Students can apply analytical and quantitative techniques within the context of acceptable frameworks, to evaluate the effectiveness of internal controls and the fairness of an entity’s financial information.

- Students can identify information needs of an organization and can compile information used for planning and decision-making.
- Students can identify various ethical dilemmas they may encounter in the profession and formulate decision alternatives by adhering to rules of professional conduct.
- Students can analyze an individual's tax profile and evaluate alternative solutions in accordance with legal requirements.

Accounting Major Requirements

(60 semester hours)

A Bachelor of Arts degree in accounting requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The accounting major requires successful completion of the following courses.

Complete each of the following (54 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law I (3)
BUS 213*	Business Law II (3)
BUS 300*	Principles of Management (3)
BUS 301*	Intermediate Financial Accounting (3)
BUS 302*	Intermediate Financial Accounting II (3)
BUS 304*	Cost Accounting (3)
BUS 305*	Accounting Information Systems (3)
BUS 309*	Principles of Marketing (3)
BUS 316*	Financial Management I (3)
BUS 409*	Auditing (3)
BUS 411*	Tax Accounting (3)
BUS 490*	Business Policy and Strategic Management (3)
CS 110	Computer Information Systems (3)
CS 210*	Advanced Computer Information Systems (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)

Complete 3 semester hours from the following:

ECO 301*	Intermediate Microeconomics (3)
ECO 302*	Intermediate Macroeconomics (3)

Complete 3 semester hours from the following:

BUS 340*	Global Marketing Perspectives (3)
BUS 484*	International Marketing (3)

Recommended Elective:

BUS 306*	Governmental and Nonprofit Accounting (3)
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Business Administration

Business Administration Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can evaluate various financial strategies and instruments to achieve investment outcomes by using investment literature, modern portfolio theory, capital assets pricing and options pricing theory – with a focus on equity, derivatives and fixed income strategies. (Investments)
- Students can utilize analytic and quantitative techniques to evaluate and design risk control and insurance strategies by understanding the nature of risk, the types of risk and estimating various risk exposures in business transactions. (Risk Management)
- Students can analyze how the structure, functioning and regulation of domestic and global financial institutions, interest rate behavior and monetary policy, impact financial markets and major types of financial instruments encountered in business transactions. (Financial Markets and Institutions)
- Students can apply standard financial-decision metrics to analyze various security classes, evaluate capital structure, capital investment decisions and dividend payout policies while balancing expected risk and return. (Corporate Financial Management)

Business Administration Major Requirements

(54 semester hours)

A Bachelor of Arts degree in business administration requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The business administration major requires successful completion of the following courses. All students concentrating in marketing, management, finance or general business must successfully complete each of the following courses.

Complete each of the following (30 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law I (3)
BUS 213*	Business Law II (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 316*	Financial Management I (3)
CS 210*	Advanced Computer Information Systems (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)

Complete 3 semester hours from the following:

- ECO 301* Intermediate Microeconomics (3)
ECO 302* Intermediate Macroeconomics (3)

Complete 3 semester hours from the following:

- BUS 340* Global Marketing Perspectives (3)
BUS 484* International Marketing (3)

Complete 3 semester hours from the following:

- BUS 490* Business Policy and Strategic Management (3)
ECO 490* Managerial Economics (3)

Complete one of the following four concentrations:

A. Finance Concentration (15 semester hours).

Complete each of the following:

- BUS 295* Financial Statement Analysis (3)
BUS 304* Cost Accounting (3)
BUS 317* Financial Management II (3)
BUS 409* Auditing (3)
ECO 401* Money, Credit, and Banking (3)

B. General Business Concentration (15 semester hours).

Complete Business Administration core courses plus an additional 15 semester hours of 300 or 400 level business administration department courses that are not also included in another business administration department major, minor or concentration degree earned by the student.

C. Management Concentration (15 semester hours).

Complete each of the following:

- BUS 405* Production Management (3)
BUS 406* Human Resources (3)
BUS 408* Organizational Behavior (3)
BUS 412* Small Business Development Seminar (3)
FP 425 Employee Benefits (3)

D. Marketing Concentration (15 semester hours).

Complete each of the following:

- BUS 311* Advertising (3)
BUS 312* Sales and Sales Management (3)
BUS 321* Public Relations (3)
BUS 407* Marketing Research (3)
CS 116* Web Design and Development (3)

NOTES:

- 1) If students are planning to attend graduate school, ECO 301 Intermediate Microeconomics, MTH 151 Calculus I, and MTH 152 Calculus II are recommended.
- 2) Fluency in a foreign language is highly recommended for all business administration students.

**Business Administration Minor Requirements
(27 semester hours)**

The business administration minor requires successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0. This minor is not available in combination with any other business or insurance majors, minor, or concentrations.

Complete each of the following (27 semester hours):

- BUS 201 Principles of Accounting I (3)
BUS 202* Principles of Accounting II (3)
BUS 212 Business Law I (3)
BUS 300* Principles of Management (3)
BUS 309* Principles of Marketing (3)
BUS 316* Financial Management I (3)
BUS 490* Business Policy and Strategic Management (3)
ECO 201 Principles of Microeconomics (3)
ECO 202 Principles of Macroeconomics (3)

Business Analysis in Insurance

The business analysis in insurance major helps students prepare for rewarding careers as a business analyst for an insurance organization. Insurance business analysts serve as the bridge between the information systems department and other departments in the company and are well versed in insurance industry standards, policies, trends, and news. The analyst must remain cognizant of the changes and trends in the insurance industry and the impact of these changes on the daily activities of the departments supported and on the company.

Business Analysis in Insurance Learning Outcomes

- With the completion of this degree program, the following learning outcomes can be expected: Students can provide technical solutions, assessments, and validation to a broad range of situations by eliciting, planning, monitoring, and analyzing insurance enterprise requirements.
- Students can work as professionals maintaining high standards of practice, making ethical/legal judgments and decisions within the context accepted as ethical industry standards.
- Students have the ability to manage a project by documenting, researching, and communicating business requirements from the initial stakeholder meeting to the final solution assessment and validation phase.

- Students can communicate thoughts and ideas effectively and professionally using written and oral communication skills.
- Students can effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Students can work in a collaborative environment, demonstrating negotiating skills and actively challenging others when necessary.
- Students are independent thinkers with the ability to use critical thinking skills to determine sound solutions to problems.

Business Analysis in Insurance Major Requirements (51-59 semester hours)

A Bachelor of Arts degree in business analysis in insurance requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The business analysis in insurance major requires successful completion of the following.

Complete each of the following (51-59 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 300*	Principles of Management (3)
CS 130*	Principles of Computing (4)
CS 140*	Computer Science I (4)
CS 240*	Computer Science II (4)
CS 270*	Software Engineering (3)
CS 350*	Database Programming (3)
IDS 390*	Internship (3)
IRM 221	Principles of Risk Management & Insurance (3)
IRM 322*	Personal Insurance (3)
IRM 323*	Commercial Insurance (3)
IRM 350*	Negotiations and Persuasive Presentations (3)
IRM 480*	Project Management for Property and Casualty Insurance (3)
IRM 490*	Strategic Management of the Insurance Enterprise (3)
MTH 130	College Algebra (4) or placement evaluation
MTH 150*	Pre-Calculus (4) or placement evaluation
MTH 232*	Statistics (4)

Financial Planning

Financial planning courses help students prepare for rewarding careers in helping others plan for their financial security, gain practical experience in preparing and presenting a financial plan, and prepare for the Life and Health insurance agents' licensing examination administered by the state of Michigan.

Financial Planning Learning Outcomes

- With the completion of this degree program, the following learning outcomes can be expected: Students can demonstrate knowledge of life and health insurance, including policy coverage language.
- Students can identify aspects of risk management, including personal and business uses of a variety of insurance solutions.
- Students have the ability to analyze client needs/objectives and provide product recommendations in a holistic manner.
- Students can advise clients regarding the proper holding and title of assets, as well as the implications of various wills and trust arrangements on financial, retirement and succession planning issues.
- Students can effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Students can work in a collaborative environment, demonstrating negotiating skills while actively challenging others when necessary.

Financial Planning Major Requirements (58 semester hours)

A Bachelor of Arts degree in financial planning requires 120 semester hours with a minimum overall grade point average of 3.0, and a minimum major grade point average of 3.0. The financial planning major requires successful completion of the following courses.

Complete each of the following (58 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law (3)
BUS 490*	Business Policy and Strategic Management (3)
CS 210*	Advanced Computer Information Systems (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)
FP 200	Fundamentals of Financial Planning (3)
FP 323*	Life and Health Insurance Licensing (3)
FP 328*	Investments (3)
FP 350*	Prospecting and Meeting Client Needs (3)
FP 351*	Health and Long-Term Care Financing (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

FP 421*	Income Taxation (3)
FP 425*	Employee Benefits (3)
FP 426*	Planning for Retirement (3)
FP 430*	Fundamentals of Estate Planning (3)
IDS 390*	Internship (3)
IRM 221	Principles of Risk Management and Insurance (3)
MTH 232*	Statistics (4)

Insurance and Risk Management

Thomas R. Humphreys, CPCU
Program Director

The insurance and risk management major prepares students for rewarding careers as underwriters, claim adjusters, agents or brokers in an insurance organization. The curriculum and the co-curricular activities provide the student with the knowledge and experience to be able to be a strong part of an insurance organization immediately upon graduation.

Insurance and Risk Management Learning Outcomes

- With the completion of this degree program, the following learning outcomes can be expected: Students can demonstrate knowledge of property and liability insurance, including policy coverage language.
- Students are technically competent and can read and understand coverage forms providing consistent and sound underwriting decisions.
- Students can analyze business needs and translate these into clearly defined requirement documentation.
- Students can analyze and validate data for various purposes such as: underwriting, pricing, risk management loss control, and risk financing.
- Students can present information effectively and respond to questions from groups of managers, clients, customers, and the general public.
- Students can work in a collaborative environment, demonstrating negotiating skills and actively challenging others when necessary.

Insurance and Risk Management Major Requirements (*58 semester hours*)

A Bachelor of Arts degree in insurance and risk management requires 120 semester hours with a minimum overall grade point average of 3.0, and a minimum major grade point average of 3.0. The insurance and risk management major requires successful completion of the following courses.

Complete each of the following (52 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 212	Business Law I (3)
BUS 316*	Financial Management (3)
BUS 490*	Business Policy and Strategic Management (3)
CS 210*	Advanced Computer Information Systems (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)
FP 200	Fundamentals of Financial Planning (3)
FP 350*	Prospecting and Meeting Client Needs (3)
IDS 390*	Internship (3)
IRM 221	Principles of Insurance and Risk Management (3)
IRM 322*	Personal Insurance (3)
IRM 323*	Commercial Insurance (3)
IRM 350*	Negotiation and Persuasive Presentations (3)
IRM 454*	Risk Management (3)
MTH 232*	Statistics (4)

Complete 6 semester hours from the following special interest tracks:

Agency

IRM 324*	PC Insurance Licensing (3)
IRM 483*	Agency Operations (3)

Insurer

IRM 482*	Studies in Insurance and Risk Management: Variable Topics (3)
IRM 490*	Strategic Management of Insurance Enterprise (3)

NOTES:

- 1) Membership in the Gamma Iota Sigma insurance and risk management fraternity is strongly recommended. The co-curricular activities of this student organization are a very significant and an integral part of our educational process, providing a wide variety of learning opportunities outside of the classroom. Gamma Iota Sigma also sponsors the department seminar.
- 2) IRM 330 Ethics and Presentations meets the Service Learning requirement, and is recommended for insurance and risk management students.
- 3) If students are planning to attend graduate school, ECO 301 Intermediate Microeconomics, MTH 151 Calculus I and MTH 152 Calculus II are recommended.

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

- 4) A foreign language is highly recommended for all business students.

Insurance Claims Investigation

The insurance claims investigation minor offers students the opportunity to earn a specialized minor in the field of insurance claims investigation. This minor is one of a kind and is not offered at any other institution in Michigan or any surrounding states. Olivet College is an innovator in the field of claims investigation education.

This minor requires students to complete an internship with an insurance claims division. This internship provides students firsthand experience in claims investigation and provides employers with the opportunity to evaluate the knowledge and performance of Olivet students. Experts in the field of insurance state that this minor is in high demand and students completing the required credits would be invaluable to insurance companies. This program could be completed by retired police officers as an avenue to a second career.

Insurance Claims Investigation Minor Requirements (*28-30 semester hours*)

The insurance claims investigation minor requires the successful completion of 28 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (25-27 semester hours):

CJ 280*	Criminal Law & Jurisprudence (3)
CJ 360*	Criminal Investigations (3)
CJ 430*	Crime Scene Investigations (3)
IDS 390*	Internship (1-3)
IRM 221	Principles of Insurance and Risk Management (3)
IRM 322*	Personal Insurance (3)
IRM 323*	Commercial Insurance (3)
IRM 340*	Insurance Claims Principles and Practices (3)
IRM 330*	Ethics and Presentations (3)

Complete 3 semester hours from the following:

CJ 110	Introduction to Criminal Justice (3)
CJ 111	Corrections, Punishment & Crime (3)

Health and Human Performance

Nick Juday, M.A., Chair

Programs in Health and Human Performance are designed to prepare students for a wide variety of educational and other professional careers. Coursework in a major reflects a balance between courses designed to provide the fundamentals of instruction, skills pertinent to the profession, and an understanding of how the body functions during movement and exercise.

The Health and Human Performance Department offers Bachelor of Arts degrees with majors in fitness management, sports/recreation management, sports psychology and exercise science. The department also offers minors in fitness management, sports/recreation management, sports psychology, and coaching.

Coaching

Coaching Minor Requirements (27 semester hours)

The coaching minor requires successful completion of 29 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (20 semester hours):

HWL 240*	Basic Athletic Training (3)
PE 204	Athletic Officiating (2)
PE 217	Theory of Teaching Physical Fitness (3)
PE 301	Sports Psychology (3)
PE 305*	Organization & Administration of PE (3)
PE 307*	Principles and Techniques of Conditioning (3)
PE 320*	Motor Learning (3)

Complete 3 semester hours from the following:

PE 410*	Sports Philosophy and Ethics (3)
PE 425*	Sports Law (3)

Complete 4 semester hours from the following:

PE 200	Theory of Coaching Basketball (2)
PE 201	Theory of Coaching Baseball (2)
PE 202	Theory of Coaching Football (2)
PE 203	Theory of Coaching Soccer (2)
PE 206	Theory of Coaching Swimming and Diving (2)
PE 208	Theory of Coaching Wrestling (2)

Recommended Electives:

HWL 250	Nutrition (3)
HWL 252	Substance Use and Abuse (3)
PE 401*	Kinesiology (3)
PE 405*	Exercise Physiology (3)

Exercise Science

Exercise Science Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can develop, implement and assess an exercise program.
- Students can complete a biomechanical movement analysis of a skill or movement pattern at various developmental levels.
- Students can explain and apply the physiological effect of exercise metabolism to various case studies.
- Students can design and implement a research project, which pertains specifically to their intended field of expertise.

Exercise Science Major Requirements (51 semester hours)

A Bachelor of Arts degree in exercise science requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The exercise science major requires successful completion of the following courses.

Complete each of the following (51 semester hours):

BIO 111	Principles of Biology (3)
BIO 406*	Biostatistics (3)
CEM 111*†	Introduction to Chemical Principles
CEM 113*†	Introduction to Chemical Principles Laboratory (1)
HWL 250	Nutrition (3)
HWL 252	Substance Use and Abuse (3)
HWL 260*	Human Anatomy (3)
HWL 353	Stress Management (3)
IDS 390*	Cooperative Education (3)
PE 112	Professional Rescuer (2)
PE 217	Theory of Teaching Physical Fitness (3)
PE 301	Sport Psychology (3)
PE 307*	Principles and Techniques of Conditioning (3)
PE 320*	Motor Learning (3)
PE 401*	Kinesiology (3)
PE 404*	HHP Practicum (3)
PE 405*	Exercise Physiology (3)
PE 420*	Biomechanics (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Fitness Management

Fitness Management Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can implement and assess a variety of health fitness measures.
- Students can develop, implement and assess an exercise program.
- Students can design a complete fitness management plan that evaluates the essential administrative aspects.
- Students can create policy and procedures according to specified legal and ethical parameters.
- Students can evaluate individual efforts toward maintaining a healthy and physically active lifestyle.

Fitness Management Major Requirements (44 semester hours)

A Bachelor of Arts degree in fitness management requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. There is also an optional business concentration for the fitness management major. The fitness management major requires successful completion of the following courses.

Complete each of the following (44 semester hours):

HWL 250	Nutrition (3)
HWL 252	Substance Use and Abuse (3)
HWL 260*	Human Anatomy (3)
HWL 353	Stress Management (3)
HWL 354	Wellness Program Management (3)
PE 107	First Aid (2)
PE 217	Theory of Teaching Physical Fitness (3)
PE 301	Sports Psychology (3)
PE 307*	Principles and Techniques of Conditioning (3)
PE 401*	Kinesiology (3)
PE 405*	Exercise Physiology (3)
PE 410*	Sports Philosophy and Ethics (3)
PE 425*	Sports Law (3)
SA 304*	Sport, Culture and Society (3)
IDS 390*	Cooperative Education (3)

Business Concentration (*optional*) (24 semester hours)

Complete each of the following (24 semester hours):

BUS 200	Introduction to Business (3)
BUS 201	Principles of Accounting I (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 311*	Advertising (3)
BUS 408*	Organizational Behavior (3)
ECO 201*	Principles of Microeconomics (3)
IRM 221	Principles of Insurance (3)

Fitness Management Minor Requirements (29 semester hours)

The fitness management minor requires successful completion of 29 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (29 semester hours):

HWL 250	Nutrition (3)
HWL 252	Substance Use and Abuse (3)
HWL 260*	Human Anatomy (3)
HWL 354	Wellness Program Management (3)
PE 107	First Aid (2)
PE 217	Theory of Teaching Physical Fitness (3)
PE 307*	Principles and Techniques of Conditioning (3)
PE 401*	Kinesiology (3)
PE 405*	Exercise Physiology (3)
PE 425*	Sports Law (3)

Recommended Electives:

HWL 353	Stress Management (3)
IDS 390*	Cooperative Education (3)
PE 301	Sports Psychology (3)
PE 410*	Sports Philosophy and Ethics (3)
SA 304*	Sport, Culture and Society (3)

Sports Psychology

Sports Psychology Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can explain how physiological and motoric principles of performance affect the psychological aspects of an individual.
- Students can develop, implement and assess a goal-setting program, which includes the analysis of determined goals, progression toward goal completion and final evaluation.
- Students can appraise psychological theory in exercise situations.

- Students can appraise psychological theory in coaching situations.
- Students can design and implement a research project, which pertains specifically to their intended field of expertise.

Sports Psychology Major Requirements *(52 semester hours)*

A Bachelor of Arts degree in sports psychology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The sports psychology major requires successful completion of the following courses.

Complete each of the following (52 semester hours):

BIO 105	Human Biology (3)
HWL 260*	Human Anatomy (3)
HWL 353	Stress Management (3)
PE 217	Theory of Teaching Physical Fitness (3)
PE 280*	Social Psychology in Sport (3)
PE 301	Sports Psychology (3)
PE 320*	Motor Learning (3)
PE 401*	Kinesiology (3)
PE 404*	Practicum (1)
PE 405*	Exercise Physiology (3)
PE 410*	Sports Philosophy and Ethics (3)
PE 415*	Exercise Psychology (3)
PSY 201	Introduction to Psychology (3)
PSY 325*	Abnormal Psychology (3)
PSY 420*	Counseling and Psychotherapy (3)
SA 290*	Statistics for Social Science (3)
SA 304*	Sport, Culture and Society (3)
SA 390*	Research Link (3)

Sports Psychology Minor Requirements *(27 semester hours)*

The sports psychology minor requires successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (27 semester hours):

HWL 260*	Human Anatomy (3)
HWL 353	Stress Management (3)
PE 301	Sport Psychology (3)
PE 320*	Motor Learning (3)
PE 404*	HPP Practicum (3)
PE 405*	Exercise Physiology (3)
PE 410*	Sports Philosophy and Ethics (3)
PSY 201	Introduction to Psychology (3)
SA 304*	Sport, Culture and Society (3)

Sports/Recreation Management

Sports/Recreation Management Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can design a sport/recreation management plan that evaluates the essential administrative aspects
- Students can create policy and procedures according to specified legal and ethical parameters.
- Students can design and implement a plan to secure community support and/or fundraising for a specific sports/recreation initiative.

Sports/Recreation Management Major Requirements *(42 semester hours)*

A Bachelor of Arts degree in sports/recreation management requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. There is also an optional business concentration for the sports recreation management major. The sports/recreation management major requires successful completion of the following courses.

Complete each of the following (42 semester hours):

HWL 252	Substance Use and Abuse (3)
HWL 354	Wellness Program Management (3)
IDS 390*	Cooperative Education (3)
PE 106	Principles and Foundations of Physical Education and Health (3)
PE 107	First Aid (2)
PE 204	Athletic Officiating (2)
PE 301	Sports Psychology (3)
PE 305*	Organization & Administration of HPERS (3)
PE 320*	Motor Learning (3)
PE 410*	Sports Philosophy and Ethics (3)
PE 425*	Sports Law (3)
REC 120	Introduction to Leisure Services and Administration (3)
REC 250	Outdoor Recreation (2)
REC 400*	Leisure Activities for Special Populations (3)
SA 304*	Sport, Culture and Society (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Business Concentration (*optional*)
(24 semester hours)

Complete each of the following (24 semester hours):

BUS 200	Introduction to Business (3)
BUS 201	Principles of Accounting I (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 311*	Advertising (3)
BUS 408*	Organizational Behavior (3)
ECO 201	Principles of Microeconomics (3)
IRM 221	Principles of Insurance (3)

Sports/Recreation Management Minor
Requirements (29 semester hours)

The sports/recreation management minor requires successful completion of 29 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (29 semester hours):

BUS 200	Introduction to Business (3)
PE 107	First Aid (2)
PE 301	Sports Psychology (3)
PE 305*	Organization and Administration of HPERS (3)
PE 320*	Motor Learning (3)
PE 410*	Sports Philosophy and Ethics (3)
PE 425*	Sports Law (3)
REC 120	Introduction to Leisure Services and Administration (3)
REC 400*	Leisure Activities for Special Populations (3)
SA 304*	Sport, Culture and Society (3)

Recommended Electives:

HWL 252	Substance Use and Abuse (3)
HWL 354	Wellness Program Management (3)
IDS 390*	Cooperative Education (3)
PE 106	Principles and Foundations of Physical Education and Health (3)
PE 204	Athletic Officiating (2)
REC 250	Outdoor Recreation (2)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Interdisciplinary Studies

Karen Chaney, Ph.D., Chair

The Interdisciplinary Studies (IDS) department at Olivet College houses a variety of programs, including the Liberal Arts Core Curriculum — the general studies program of the college. The IDS department oversees the Air Force ROTC Program, the Global Citizen Honors Program, and Individualized Majors developed and delivered at the college. Each of these programs is described below.

Liberal Arts Core (LAC) Curriculum

Karen Chaney, Ph.D., Program Director

Bachelor of Arts degrees from Olivet College require the successful completion of 41-43 semester hours as outlined below:

LAC Required Courses

Complete each of the following (12 semester hours):

IDS 111	Writing and Rhetoric I (3)
IDS 112*	Writing and Rhetoric II (3)
IDS 151	Self and Community (3)
IDS 211*	Civilization Studies (3)

Creative Experience

Complete a minimum of 3 semester hours:

ART 105	Drawing Skills Laboratory (3)
ART 107	Visual Foundations (3)
ART 200	Studio Art Class, 200 level or above (3)
CS 116	Web Design and Development (3)
ENG 145	Introduction to Creative Writing (3)
ENG 215	Shakespeare Through Performance (3)
ENG 245	Fiction Writing I (3)
ENG 247	Poetry Writing I (3)
ENG 249	Creative Non-Fiction Writing (3)
ENG 251	Travel Writing (3)
ENG 300+	Fiction/Poetry Writing, 300-level or above (prerequisites vary - see catalog) (3)
JMC 203	Public Speaking (3)
JMC 240	Photography and Visual Communication (3)
JMC 305*	Publication Design (3)
MUS 130	Keyboard Experiences (3)
MUS 150-3	Participation in Vocal Ensembles (College Choir, Chamber Singers, Women's Chorale), Gospel Choir (1)
MUS 160-5	Participation in Wind Ensembles (Wind or Chamber Ensemble, Athletic Band, Drum Line, Jazz Band) (1)

MUS 166*	Opera and Musical Scenes Practicum (1) *Audition Required
MUS EXP	Musical (1)
MUS 200+	Participation in Vocal/Wind Ensemble 200-level or above (1)
THR 111	Acting (3)
THR 121	Introduction to Dance (1)

Global Diversity

Complete a minimum of 6 semester hours:

ART 101	Image and Culture (3)
BUS 340*	Global Marketing Perspectives (3)
BUS 484*	International Marketing (3)
CJP 401*	Social Issues in Criminal Justice (3)
ENG 105	Text and Culture (3)
ENG 202	Cultural Theories of Representation: American Literature I (3)
ENG 230*	Introduction to Film (3)
ENG 251	Travel Writing (3)
ENG 303*	International Literatures (3)
HST 203	Sub-Saharan African History (3)
HST 204	African-American History (3)
HST 205	East Asian History (3)
HST 206	Latin American History (3)
HST 213	World Geography Through Time (3)
JMC 101	Introduction to Mass Communication (3)
JMC 105	Introduction to Oral Communication (3)
JMC 400*	Mass Communication Theory (3)
MUS 120	Music and Culture (3)
MUS 322*	Comprehensive Music History IV (3)
PSY 225*	Cross-Cultural Psychology (3)
REL 101	Religion, Culture, and Society (3)
REL 260	World Religions I: Eastern Traditions (3)
REL 261	World Religions II: Western Traditions (3)
REL 265	Earth-Based Religions and Spirituality (3)
REL 330	Gender, Sexuality and Religion (3)
REL 360	Islamic Tradition (3)
SA 201	Myth, Symbol and Meaning (3)
SA 203	Childhood and Culture (3)
SA 302*	Topics in Inequality: Race and Ethnicity (3)
SA 303*	Topics in Inequality: Gender (3)
SA 304*	Sport, Culture and Society (3)
SA 305*	People, Resources and the World (3)
SA 306*	Religions and Social Order/Disorder (3)
SA 307*	Biocultural Ecology (3)
SA 309*	Psychosocial Aspects of Gender (3)
SA 311*	Uncloseting America (3)
SA 450*	Special Topics: Civil Rights (3)
SCI 350*	Gender, Race and Science (3)
THR 106	Theatre and Culture (3)
WGS 201	Introduction to Women's and Gender Studies (3)
WGS 220	Women in the Arts (3)
WGS 311*	Uncloseting America (3)
WGS 342*	Feminist/Womanist Theory II (3)
WGS 415*	Women in the Bible (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

- WRL 101 Introductory World Languages I (3)
WRL 102* Introductory World Languages II (3)

NOTES:

- Depending upon topic and content, particular special topics, travel, and experiential (EXP) courses may fulfill the Global Diversity requirement. Please consult with the assistant dean for academic records for further information.
- Majors within the Art Department are advised that ART 101 Image and Culture will not count toward the Global Diversity requirement if the course is required within their major or minor.

Mathematics

Consult your academic program to select the proper mathematics course to fulfill this requirement.

Complete a minimum of 3 semester hours with a C or higher:

- BIO 406* Biostatistics (3)
MTH 120 The Nature of Mathematics (4)
MTH 130 College Algebra (4)
MTH 150* Pre-Calculus (4)
MTH 151* Calculus I (4)
MTH 232* Statistics (4)
PE 310* Measurement and Evaluation in Health, Physical Education and Recreation (3)
PSY 290* Statistics for Psychology (3)
SA 290* Statistics for the Social Sciences (3)

Natural World

Complete a minimum of 3 semester hours:

- BIO 105 Human Biology (3)
BIO 111 Principles of Biology - Molecules to Cells (3)
BIO 112 Principles of Biology - Organisms to Ecosystems (3)
CEM 111*† Introduction to Chemical Principles and Lab (4)
CEM 151*† General Chemistry I and Lab (4)
PHA 201*† College Physics I and Lab (4)
SCI 102 Biological Science (3)
SCI 103 Introductory Astronomy (3)
SCI 105 Introductory Geology (3)
SCI 107 Environmental Science (3)
SCI 111 Introduction to Chemistry (3)
SCI 112 Introduction to Physics (3)
SCI 251* Nature, Technology and Humanity (3)

Service Learning

Consult your academic program to select the proper service learning course to fulfill this requirement.

Complete a minimum of 3 semester hours:

- ART 381* Visual Arts Service Learning (1)
BUS 399 Business Service Learning (3)
CJ 320* Client Relations (3)
CJP 320* Client Relations (3)
HST 403* Practicum (3)
IDS 230 How to Change the World (3)
IDS 399 Service Learning (1-3)
IRM 330* Ethics & Presentations (3)
JMC 305* Publication Design (3)
JMC 310* Editing (3)
PSY 403* Practicum (1-6)
REC 400* Leisure Activities for Special Populations (3)
SA 403* Practicum (1-6)
SCI 302 Environmental Law (3)
SCI 415 Service Learning in Science (1)
SCI 416* Service Learning in Allied Health (3)
WGS 342* Feminist/Womanist Theory II (3)

NOTE: Depending upon topic and content, particular special topics, travel, and EXP courses could fulfill the Service Learning requirement. Please consult with the assistant dean for academic records for more information.

Senior Experience

Consult your academic program to select the proper senior experience course to fulfill this requirement.

Complete a minimum of 3 semester hours:

- BIO 406* Biostatistics (3)
BIO 431* Molecular Biology Techniques (3)
BUS 490* Business Policy and Strategic Management (3)
CEM 420* Chemical Instrumentation (3)
CEM 431* Molecular Biology Techniques (3)
CJ 490* Senior Seminar in Criminal Justice (3)
CJP 490* Senior Seminar in Criminal Justice (3)
CS 470* Advanced Software Engineering (3)
ECO 490* Managerial Economics (3)
ENG 401* Ethnicities (3)
ENG 402* Philosophical Literature (3)
ENG 404* Studies in Literary Topics (3)
HST 421* Senior Seminar (3)
IDS 499 Art Seminar (1 semester hour each semester)
IDS 499 Journalism and Mass Communication Seminar (1 semester hour each semester)
IRM 490 Strategic Management of Insurance
MTH 430* Abstract Algebra (3)
MTH 441* Mathematical Statistics (3)
MUS 497 Senior Experience (3)
PE 401* Kinesiology (3)

PE 404*	Practicum (3)
PE 405*	Exercise Physiology (3)
PE 425*	Sports Law (3)
PSY 490*	Senior Seminar in Psychology (3)
SA 350*	Workshop in Sociology/Anthropology (3)

Seminar

Complete 8 semester hours:

IDS 499 Seminar (1 semester hour each semester)

Global Citizen Honors Program

Kirk Hendershott-Kraetzer, Ph.D., Program Director

The Global Citizen Honors Program (GCHP) at Olivet College calls on its members to investigate global, interdisciplinary issues by inquiring into the theories and philosophical underpinnings of complex social issues. The program is experiential, requiring its members to be involved not only with the problems they are investigating but with each other and the world around them. GCHP is designed for the student who wishes to continue demonstrating creativity and leadership within the framework of *Individual and Social Responsibility*.

GCHP has distinct academic experiences including: honors seminar, honors option courses, honors liberal arts core curriculum courses, the Olivet College Oxford University experience, and an honors project. There are also a host of co-curricular events and opportunities that, taken as a whole, provide a comprehensive and cutting-edge experience.

1. **The Honors Course** – Each semester has a new overarching theme. An example of a theme would be the presidential election, which would focus not only on the process of electing the leader of our country, but also the issues that shape the debate. Another theme could be Africa: understanding the past, comprehending the present and envisioning the future. Students would study the issues facing African nations. Students must complete three semesters of the Honors Class.
2. **The Honors Option** – Honors Option courses are taken from the traditional class offerings of the college. The Honors Option requires work above and beyond the traditional requirements for a course. Students must take at least nine semester hours of Honors Options courses (three 3-semester hour courses).
3. **Honors Sections** – Students may enroll in honors sections of Writing and Rhetoric I and II, and Civilization Studies.

4. **Olivet College Oxford University Experience** – This experience allows GCHP students to travel to Oxford University to study with their Olivet professor and take a tutorial with an Oxford don.
5. **The Honors Project** – The Honors Project is a piece of original work completed by the student. Students receive up to six semester hours during his or her senior year for working on an Honors Project. The project topic is submitted in the second semester of the student's junior year and approved by the Honors Committee. The Honors Project is shared with the campus community near the end of the student's final semester.

Official recognition of the GCHP includes designating the member as a graduate of the program on the member's diploma and in the commencement program, as well as including the title of the member's departmental honors project on his or her final transcript.

Air Force ROTC Program/ Aerospace Science

Clair Stevens, J.D., Program Director

The Air Force ROTC Program allows Olivet College students to earn 24 Aerospace Science elective credits toward graduation through participation in an off-campus ROTC program. The first year of the program is viewed as an opportunity to explore the Air Force without further obligations. At the beginning of the second year, students wishing to continue with the program are expected to serve in the United States Air Force. After completion of the ROTC program, successful students enter into officer candidate school with an obligation to serve in the Air Force for four to 10 years depending on the selected program. The ROTC program presents scholarship opportunities as well as summer programs. The physical fitness component of the program will be fulfilled at the Olivet College campus.

Individualized Majors

An individualized major is designed by the student in consultation with his or her advisor. The proposed curriculum must contain at least 36 semester hours of which at least 18 semester hours must be 300-level courses or higher and be approved by the Academic Performance Committee.

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Mathematics and Computer Science

Janine Peters, M.A., Chair

The Mathematics and Computer Science Department offers programs that lead to majors in actuarial science and information technology management, majors and minors in mathematics, and majors and minors in computer science.

The first course in the mathematics program is MTH 151 (Calculus I). Placement into this course usually requires four years of high school college preparatory mathematics or the equivalent as a prerequisite. The department also offers a sequence of supplementary classes designed to help students fill any gaps in their secondary math preparation. These classes, numbered 120, 130 and 150, are designed to meet student needs for high school general math, high school algebra, and high school trigonometry. They do not count toward a major or minor in mathematics. MTH 120 and 130 may not be taken for credit by students who have completed MTH 151 or a higher course with a C or better.

Mathematics classes are generally small, making it possible for students to receive significant individual attention. In addition, math tutors are available in the Center for Academic Success.

Actuarial Science

Actuarial Science Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will communicate quantitative information effectively, using correct mathematical terminology and notation.
- Students will demonstrate the ability to graphically and numerically summarize data, interpret, and draw inferences from these summaries.
- Students will model and analyze applied problems involving risk and uncertainty using appropriate mathematical methods, and evaluate their efficacy.

Actuarial Science Major Requirements (54 semester hours)

A Bachelor of Arts degree in actuarial science requires 120 semester hours with a minimum overall grade point average of 2.0 and a minimum major grade point average of 2.0. The actuarial science major requires successful completion of the following courses.

Complete each of the following (50 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 316*	Financial Management I (3)
ECO 201	Principles of Microeconomics (3)
ECO 202	Principles of Macroeconomics (3)
IDS 390*	Cooperative Education (1)
IRM 221	Principles of Insurance and Risk Management (3)
MTH 151*	Calculus I (4)
MTH 152*	Calculus II (4)
MTH 232*	Statistics (4)
MTH 253*	Calculus III (4)
MTH 320*	Linear Algebra (3)
MTH 341*	Probability (3)
MTH 354*	Differential Equations (3)
MTH 405*	Advanced Calculus (3)
MTH 441*	Mathematical Statistics (3)

Complete 4 semester hours from the following:

CS 130*	Principles of Computing (4)
CS 140*	Computer Science I (4)

Computer Science

The Mathematics and Computer Science Department offers programs that lead to majors in computer science and information technology management. A minor is offered in computer science. Computer science classes are generally small, making it possible for students to receive significant individual attention.

The program stresses both theory and practice, with an emphasis on the latter. A series of required courses stress the fundamentals, whereas elective courses provide the opportunity to explore advanced topics. Both the required and elective courses provide exposure to a wide variety of software and hardware concepts. The computer science program provides a foundation for a career in the field of computers or entry into a graduate program in computer science.

Computer Science Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will demonstrate technical understanding of problem analysis, algorithms of increasing complexity, computer programming, and human-computer interactions.
- Students will demonstrate reasoning and critical thinking skills as demonstrated by the origination and application of algorithms implemented in a programming language based on the analysis of a problem.

- Students will demonstrate the ability to recognize the social, legal, ethical, and cultural issues inherent in the discipline of computing.
- Students will demonstrate the ability to make effective presentations to a range of audiences about technical problems and their solutions using oral and written communication.

Computer Science Major Requirements (48 semester hours)

A Bachelor of Arts degree in computer science requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The computer science major requires successful completion of the following courses.

Complete each of the following (40 semester hours):

CS 130*	Principles of Computing (4)
CS 140*	Computer Science I (4)
CS 240*	Computer Science II (4)
CS 270*	Software Engineering (3)
CS 310*	Seminar in Computer Ethics (1)
CS 340*	Data Structures & Algorithms (3)
CS 350*	Database Programming (3)
CS 360*	Computer Organization & Assembly Language (4)
CS 412*	Operating Systems (3)
MTH 151*	Calculus I (4)
MTH 152*	Calculus II (4)
MTH 242*	Discrete Mathematics (3)

Complete 8 semester hours from the following:

CS 150*	Competition Programming (1)
CS 380*	Topics in Programming (1-3)
CS 402*	Computer Graphics (3)
CS 408*	Introduction to Cognitive Programming (3)
CS 410*	Intro to Network Programming (3)
CS 418*	Independent Study (1-3)
CS 450*	Special Topics in Computer Science (1-3)
CS 470*	Advanced Software Engineering (3)

Computer Science Minor Requirements (30 semester hours)

The computer science minor requires successful completion of 30 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (26 semester hours):

CS 130*	Principles of Computing (4)
CS 140*	Computer Science I (4)
CS 240*	Computer Science II (4)
CS 270*	Software Engineering (3)

CS 310*	Seminar in Computer Ethics (1)
CS 350*	Database Programming (3)
MTH 151*	Calculus I (4)
MTH 242*	Discrete Mathematics (3)

Complete 4 semester hours from the following:

CS 150*	Competition Programming (1)
CS 340*	Data Structures & Algorithms (3)
CS 360*	Computer Organization & Assembly Language (4)
CS 380*	Topics in Programming (1-3)
CS 402*	Computer Graphics (3)
CS 408*	Intro to Cognitive Programming (3)
CS 410*	Intro to Network Programming (3)
CS 412*	Operating Systems (3)
CS 418*	Independent Study (1-3)
CS 450*	Special Topics in Computer Science (1-3)
CS 470*	Advanced Software Engineering (3)

Information Technology Management

Information Technology Management Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will demonstrate technical understanding in the following areas of information management: productivity applications, software development fundamentals, web design and development, project management.
- Students will demonstrate the ability to manage a project by documenting, researching, and communicating business requirements from the initial stakeholder meeting to the final solution assessment and validation phase.
- Students will demonstrate the ability to explain management information systems and their role in business, its functionality, usability and performance, recognizing the context in which a computer system may function, including its interactions with people and the physical world.
- Students will demonstrate the ability to recognize the social, legal, ethical, and cultural issues inherent in the discipline of information technology.
- Students will demonstrate the ability to make effective presentations to a range of audiences about technical problems and their solutions using oral and written communication.

Information Technology Management Major Requirements (58 semester hours)

A Bachelor of Arts degree in information technology management requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The information technology management major requires successful completion of the following courses.

Complete each of the following (58 semester hours):

BUS 201	Principles of Accounting I (3)
BUS 202*	Principles of Accounting II (3)
BUS 300*	Principles of Management (3)
BUS 309*	Principles of Marketing (3)
BUS 316*	Financial Management I (3)
CS 110	Computer Information Systems (3)
CS 116	Web Design & Development (3)
CS 140*	Computer Science I (4)
CS 210*	Advanced Computer Information Systems (3)
CS 240*	Computer Science II (4)
CS 310*	Seminar in Computer Ethics (1)
CS 340*	Data Structures & Algorithms (3)
CS 350*	Database Programming (3)
CS 360*	Computer Organization and Assembly Language (4)
CS 410*	Introduction to Network Programming (3)
CS 412*	Operating Systems (3)
CS 418*	Independent Study in Computer Science (3)
ECO 201	Principles of Microeconomics (3)
JMC 105	Introduction to Oral Communication (3)

Mathematics

Mathematics Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will communicate quantitative information effectively, using correct mathematical terminology and notation.
- Students will model and analyze applied problems using appropriate mathematical methods, including analytical and computational approaches, and evaluate their efficacy.
- Students will use logical reasoning to recognize and construct rigorous mathematical arguments.

Mathematics Major Requirements (41 semester hours)

A Bachelor of Arts degree in mathematics requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The mathematics major requires successful completion of the following courses.

Complete each of the following (34 semester hours):

MTH 151*	Calculus I (4)
MTH 152*	Calculus II (4)
MTH 232*	Statistics (4)
MTH 242*	Discrete Mathematics (3)
MTH 253*	Calculus III (4)
MTH 320*	Linear Algebra (3)
MTH 341*	Probability (3)
MTH 354*	Differential Equations (3)
MTH 405*	Advanced Calculus (3)
MTH 430*	Abstract Algebra (3)

Complete 3 semester hours from the following:

MTH 402*	Complex Analysis (3)
MTH 441*	Mathematical Statistics (3)

Complete 4 semester hours from the following:

CS 130*	Principles of Computing (4)
CS 140*	Computer Science I (4)

Mathematics Minor Requirements (21 semester hours)

The mathematics minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (12 semester hours):

MTH 151*	Calculus I (4)
MTH 152*	Calculus II (4)
MTH 253*	Calculus III (4)

Complete 6 additional semester hours of Mathematics at the 200 level or higher.

Complete 3 additional semester hours of Mathematics at the 300 level or higher.

Natural and Physical Sciences

Susanne Lewis, Ph.D., Chair

The Natural and Physical Sciences Department offers programs that lead to a Bachelor of Arts degree. Degree programs include majors and minors in biochemistry; majors and minors in biology; biology majors with concentrations in biomedical/molecular biology, ecology and organismal biology, or pre-medical studies; majors and minors in chemistry; chemistry majors with a forensic science minor; majors and minors in environmental science; environmental science major with an environmental education concentration; and majors in health science.

Biochemistry

The biochemistry major provides education in inorganic, organic, biological, analytical and physical chemistries, and provides essential training for those wishing to enter medical professional school or graduate education in many of the sciences. Majors and minors in chemistry may apply their education to research, toxicology, biomedical studies, teaching and other areas. A major or minor in one of the chemistries can be paired with programs in biology or environmental science (see Biology, Environmental Science or Science); the biochemistry major can be very useful in pre-medical studies.

Biochemistry Major Requirements (47 semester hours)

A Bachelor of Arts degree in biochemistry requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The biochemistry major requires successful completion of the following courses.

Complete each of the following (44 semester hours):

BIO 111	Principles of Biology-Molecules to Cells (3)
BIO 311*	Pathophysiology (3)
BIO 401*	Cell Biology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
CEM 221*†	Analytical Chemistry I (3)
CEM 223*†	Analytical Chemistry Lab (2)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry I Laboratory (2)

CEM 234*†	Organic Chemistry II Laboratory (2)
CEM 332*	Biochemistry-Biomolecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)

Complete 3 semester hours from the following:

CEM 401*	Physical Chemistry (3)
CEM 431*	Molecular Biology Techniques (3)

NOTES:

- 1) Some courses are not offered every year; students should check with their career advisor and watch for announcements concerning course offerings.
- 2) Students interested in pursuing a professional degree in dentistry, nursing, pharmacy, optometry, medicine, or veterinary medicine, or graduate study should consult a career advisor in the sciences as soon as possible. There are specific courses required or recommended for admission to graduate or professional school, including organic chemistry, biochemistry, physics and specific electives applicable to the area the student wishes to pursue. For information about pre-dental, pre-medical, pre-nursing, and pre-veterinary studies, see an academic advisor.

Biochemistry Minor Requirements (31 semester hours)

The biochemistry minor prepares a student taking biology with a pre-medical concentration with most of the prerequisites that many professional schools require.

The biochemistry minor requires the successful completion of 31 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (27 semester hours):

CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry I Laboratory (2)
CEM 234*†	Organic Chemistry II Laboratory (2)
CEM 332*	Biochemistry - Biomolecules and Metabolism (3)
CEM 333*	Biochemistry - Molecular Genetics and Biosynthesis (3)
CEM 431*	Molecular Biology Techniques (3)
PHA 201*†	College Physics I (3)
PHA 202*†	College Physics II (3)
PHA 203*†	College Physics Lab I (1)
PHA 204*†	College Physics Lab II (1)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Complete 4 semester hours from the following:

MTH 150* Pre-Calculus (4)
MTH 151* Calculus I (4)

Biology

The biology program at Olivet College is designed to introduce students to the major aspects of modern biology and its applications. A broad range of dynamic courses are offered including basic biological principles, ecological and natural sciences, and medically oriented classes. Students participate in hands-on experiences both in the laboratory and in the field, and have the opportunity to work with faculty on research and independent study projects. Course offerings are enhanced through use of the Kerkelldel Biological Preserve, a college-owned biological preserve containing a wide variety of habitats, located a few minutes from campus, as well as a large collection of natural history specimens, including many fossils, rocks and minerals, mollusk shells, mammals, birds, numerous live animals and insects.

The biology program provides a strong foundation for students interested in entering medical professional schools and graduate school. It is also a major component of the environmental science major and minor.

Biology Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can propose possibilities for the change and adaptation of living systems.
- Students can demonstrate the appropriate use of primary literature and the application of the scientific method while designing and implementing a data collection tool, organizing and statistically analyzing said data, and presenting the results in professional typewritten report.
- Students can model ethical behavior in the field of science and technology.

Biology Major Requirements (41-44 semester hours)

A Bachelor of Arts degree in biology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The biology major requires successful completion of the following courses and at least one of four concentrations.

Complete each of the following (17 semester hours):

BIO 111 Principles of Biology-Molecules to Cells (3)
BIO 112 Principles of Biology-Organisms to Ecosystems (3)
BIO 404* Genetics (3)
CEM 151*† General Chemistry I (3)
CEM 152*† General Chemistry II (3)
CEM 153*† General Chemistry Laboratory I (1)
CEM 154*† General Chemistry Laboratory II (1)

Complete one of the following four concentrations:

A. General Biology Concentration (25 semester hours):

Complete 25 semester hours from the following (at least 6 semester hours at the 300-level or above):

ART 271* Biological Illustration: Fundamental (3)
BIO 150* Introductory Zoology (4)
BIO 160* Introductory Botany (4)
BIO 202* Comparative Vertebrate Biology (4)
BIO 207* Microbiology (3)
BIO 208 General Ecology (3)
BIO 210* Entomology (3)
BIO 211*† Human Anatomy (3)
BIO 212*† Physiology (3)
BIO 213*† Human Anatomy Laboratory (1)
BIO 214*† Physiology Laboratory (1)
BIO 216 Ornithology (3)
BIO 305 Ethology (3)
BIO 311* Pathophysiology (3)
BIO 312* Parasitology (3)
BIO 313* Plant Ecology (3)
BIO 345* Introduction to Neuroscience (3)
BIO 401* Cell Biology (3)
BIO 402* Ecosystems Ecology (3)
BIO 403* Environmental Health and Toxicology (3)
BIO 406* Biostatistics (3)
BIO 415* Research in Biology (1–3)
BIO 418* Independent Study (1–3)
BIO 431* Molecular Biology Techniques (3)
CEM 332* Biochemistry-Biomolecules and Metabolism (3)
CEM 333* Biochemistry-Molecular Genetics and Biosynthesis (3)
SA 307* Biocultural Ecology (3)
SCI 350* Gender, Race and Science (3)
SCI 410 Topics in Science (1–3)

NOTES:

- 1) The general biology concentration is for students who are interested in general biology or who are not interested in a specific concentration. Complementary minors include environmental science, chemistry, health and human performance, and areas of the social sciences, depending on the interests of the individual.

- 2) Some courses are not offered every year; students should check with their career advisor and watch for announcements concerning course offerings.
- 3) Biology majors may take SCI 102 Biological Science but the credits will not count toward the biology major.
- 4) BIO 418 Independent Study is a course on a topic of interest to the student that is not offered in the catalog. A student must initiate the independent study paperwork by mid-term of the semester prior to the semester the course is to be held.
- 5) Credit may be awarded for internships performed in the area of biology or a related field (environmental science, biochemistry, etc.).
- 6) Students interested in pursuing a professional degree in dentistry, nursing, pharmacy, optometry, medicine, or veterinary medicine, or graduate study should consult a career advisor in the sciences as soon as possible. There are specific courses required or recommended for admission to graduate or professional schools, including organic chemistry, biochemistry, physics and specific electives applicable to the area the student wishes to pursue.

B. Biomedical/Molecular Biology Concentration
(27 semester hours)

Complete each of the following (15 semester hours):

BIO 401*	Cell Biology (3)
BIO 406*	Biostatistics (3)
BIO 431*	Molecular Biology Techniques (3)
CEM 332*	Biochemistry-Molecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)

Complete 12 semester hours from the following:

BIO 207*	Microbiology (3)
BIO 311*	Pathophysiology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry Laboratory I (2)
CEM 234*†	Organic Chemistry Laboratory II (2)
SCI 410	Topics in Science (1–3)

NOTE: This concentration is for students interested in careers in biomedical research, pharmacology, toxicology, molecular biology, genetics and related areas. Complementary minors include chemistry and environmental science.

C. Ecology and Organismal Biology Concentration
(26 semester hours)

Complete each of the following (11 semester hours):

BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 208	General Ecology (3)

Complete 15 semester hours from the following:

BIO 202*	Comparative Vertebrate Biology (4)
BIO 207*	Microbiology (3)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 311*	Pathophysiology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 402*	Ecosystem Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 332*	Biochemistry-Molecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)
SCI 107	Environmental Science (3)
SCI 410	Topics in Science (1–3)

NOTE: This concentration is for students with interest in field biology, zoology, botany, ecology and related areas. Complementary minors include environmental science, chemistry, and biochemistry.

D. Pre-Medical Studies Concentration (26 semester hours)

Complete each of the following (17 semester hours):

BIO 207*	Microbiology (3)
BIO 211*†	Human Anatomy (3)
BIO 212*†	Physiology (3)
BIO 213*†	Human Anatomy Laboratory (1)
BIO 214*†	Physiology Laboratory (1)
BIO 311*	Pathophysiology (3)
BIO 401*	Cell Biology (3)

Complete 9 semester hours from the following:

BIO 150*	Introductory Zoology (4)
BIO 202*	Comparative Vertebrate Biology (4)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 312*	Parasitology (3)
BIO 313*	Plant Ecology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 332*	Biochemistry-Molecules and Metabolism (3)
CEM 333*	Biochemistry-Molecular Genetics and Biosynthesis (3)
PE 401*	Kinesiology (3)
SCI 350*	Gender, Race and Science (3)
SCI 410	Topics in Science (1–3)

NOTE: This concentration is for students interested in pursuing further education in human medicine, veterinary medicine, dentistry, physical therapy, and training as a physician's assistant or other allied health fields. Complementary minors include chemistry, biochemistry, psychology and environmental science for those interested in environmental health.

Biology Minor Requirements

(29 semester hours)

The biology minor requires successful completion of 29 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (17 semester hours):

BIO 111	Principles of Biology-Molecules to Cells (3)
BIO 112	Principles of Biology-Organisms to Ecosystems (3)
BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 404*	Genetics (3)

Complete 12 semester hours of biology electives, not including the courses above, with at least 6 semester hours at the 300-level or above.

Chemistry

The chemistry program provides education in inorganic, organic, biological, analytical and physical chemistries, and provides essential training for those wishing to enter medical professional school or graduate education in many of the sciences. Majors and minors in chemistry may apply their education to research, toxicology, biomedical studies, forensic science, teaching and other areas. A major or minor in chemistry can be paired with programs in biology, environmental science or biochemistry. The combined chemistry major with forensic science minor is excellent preparation for the student interested in pursuing a career in crime scene investigation.

Chemistry Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can define problems clearly, develop testable hypotheses, design and execute experiments, analyze data using appropriate statistical methods, and draw appropriate conclusions in all chemistry sub disciplines.
- Students can use appropriate laboratory skills and instrumentation to solve problems.
- Students can use the peer-reviewed scientific literature effectively and evaluate technical articles critically.
- Students can practice responsible disposal techniques, comply with safety regulations, use material safety data sheets (MSDS), identify and minimize potential chemical and physical hazards in the laboratory, and know how to manage laboratory emergencies effectively.
- Students can present information in a clear and organized manner, write well-organized and concise reports in a scientifically appropriate style, and use technology such as poster preparation software, word-processing, chemical structure drawing programs, and computerized presentations in their communication.
- Students can work effectively in a group to solve scientific problems, be effective leaders as well as effective team members, and interact productively with a diverse group of peers.
- Students can conduct themselves responsibly and be aware of the role of chemistry in contemporary societal and global issues.
- Students can properly cite and document data and information used following the format set forth by the American Chemical Society.

Chemistry Major Requirements (56 semester hours)

A Bachelor of Arts degree in chemistry requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The chemistry major requires successful completion of the following courses.

Complete each of the following (47 semester hours):

CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
CEM 221*†	Analytical Chemistry (3)
CEM 223*†	Analytical Chemistry Laboratory (2)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry I Laboratory (2)
CEM 234*†	Organic Chemistry II Laboratory (2)
CEM 301*	Inorganic Chemistry (3)
CEM 401*	Physical Chemistry (3)
CEM 420*	Chemical Instrumentation (3)
CEM 440*	Topics in Chemistry (3)
MTH 151*	Calculus I (4)
PHA 201*†	College Physics I (3)
PHA 202*†	College Physics II (3)
PHA 203*†	College Physics Lab I (1)
PHA 204*†	College Physics Lab II (1)

Complete an additional 9 semester hours from any 300-level or above elective in chemistry.

NOTE: MTH 152 Calculus II (4) is strongly recommended.

Chemistry Major, Combined Forensic Science Minor Requirements (83 semester hours)

This unique major/minor combination allows students interested in pursuing a career in crime scene investigation to complete pertinent course work in both the sciences and criminal justice. The forensic science minor may only be pursued in combination with the chemistry major as described below; it may not be combined with any other major.

A Bachelor of Arts degree in chemistry with a combined forensic science minor requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The chemistry major/forensic science minor requires successful completion of the following courses.

Complete each of the following courses in the major (56 semester hours):

CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
CEM 221*†	Analytical Chemistry (3)
CEM 223*†	Analytical Chemistry Laboratory (2)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry I Laboratory (2)
CEM 234*†	Organic Chemistry II Laboratory (2)
CEM 301*	Inorganic Chemistry (3)
CEM 332*	Biochemistry - Biomolecules and Metabolism (3)
CEM 333*	Biochemistry - Molecular Genetics and Biosynthesis (3)
CEM 401*	Physical Chemistry (3)
CEM 420*	Chemical Instrumentation (3)
CEM 431*	Molecular Biology Techniques (3)
CEM 440*	Topics in Chemistry (3)
MTH 151*	Calculus I (4)
PHA 201*†	College Physics I (3)
PHA 202*†	College Physics II (3)
PHA 203*†	College Physics Lab I (1)
PHA 204*†	College Physics Lab II (1)

NOTE: MTH 152 Calculus II is strongly recommended.

Complete each of the following courses in the minor (27 semester hours):

BIO 105	Human Biology (3)
BIO 111	Principles of Biology - Molecules to Cells (3)
BIO 311*	Pathophysiology (3)
CJ 110	Introduction to Criminal Justice (3)
CJ 280*	Criminal Law and Jurisprudence (3)
CJ 290*	Criminal Procedures (3)
CJ 360*	Criminal Investigation (3)
CJ 430*	Crime Scene Investigation (3)
CS 110	Computer Information Systems (3)

NOTE: A Forensic Laboratory Internship is strongly recommended.

Chemistry Minor Requirements (26 semester hours)

The chemistry minor requires successful completion of 26 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (26 semester hours):

CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
CEM 221*†	Analytical Chemistry (3)
CEM 223*†	Analytical Chemistry Laboratory (2)
CEM 231*†	Organic Chemistry I (3)
CEM 232*†	Organic Chemistry II (3)
CEM 233*†	Organic Chemistry I Laboratory (2)
CEM 234*†	Organic Chemistry II Laboratory (2)
CEM 301*	Inorganic Chemistry (3)

Environmental Science

The environmental science major and minor are interdisciplinary programs designed to prepare students for a career in various aspects of environment and sustainability. They provide a broad-based educational background that is useful for anyone entering the environmental field, including the areas of conservation, research, administration, environmental education, government, industry and environmental health. They can readily be paired with a second major or a minor in areas such as biology, chemistry, biochemistry, business, or sociology/anthropology. It is strongly recommended that students participate in an internship or volunteer work in a related area.

Students may also opt for the environmental education concentration within the environmental science major. Environmental education has applications in the public and private sectors, in both for-profit and non-profit venues, including zoos, businesses, nature centers, environmental/outdoor education facilities, conservation organizations, and a variety of government agencies from national to local levels. This program is specifically designed to provide the science and environmental background and hands-on experience needed for graduates entering this growing field.

Environmental Science Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can demonstrate the understanding of the interrelationships between system components, including the cycling between biotic and abiotic factors.
- Students can demonstrate the appropriate use of primary literature and the application of the scientific method while designing and implementing a data collection tool, organizing and statistically analyzing said data, and presenting the results in professional typewritten report.
- Students can model ethical behavior in the field of science and technology.
- Students can demonstrate a multidisciplinary knowledge of environmental issues, including the biological, chemical, economical, and sociological ties.

Environmental Science Major Requirements (41-44 semester hours)

A Bachelor of Arts degree in environmental science requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The environmental science major requires successful completion of the following courses.

Complete each of the following (20 semester hours):

BIO 208	General Ecology (3)
BIO 406*	Biostatistics (3)
CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
SCI 105	Introductory Geology (3)
SCI 107	Environmental Science (3)

Complete 3 semester hours from the following:

SA 305	People, Resources and the World (3)
SA 307*	Biocultural Ecology (3)

Complete at least one course from each group:

Basic Biology (3-6 semester hours)

Complete at least 3 semester hours from the following:

SCI 102	Biological Science (3)
OR	
BIO 111	Principles of Biology-Molecules to Cells (3)
AND	
BIO 112	Principles of Biology-Organisms to Ecosystems (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Biological Diversity (3 semester hours)

BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 313*	Plant Ecology (3)

Economics (3 semester hours)

ECO 201*	Principles of Microeconomics (3)
ECO 202*	Principles of Macroeconomics (3)
ECO 320*	Environmental Economics (3)

Environmental Ecology (3 semester hours)

BIO 402*	Ecosystem Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)

Geography (3 semester hours)

SCI 201	Intro to Physical Geography (3)
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Electives (3 semester hours)

BIO 207*	Microbiology (3)
BIO 311*	Pathophysiology (3)
BIO 402*	Ecosystem Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
BIO 415*	Research in Biology (may be repeated) (1–3)
BIO 418*	Independent Study (1–3)
CEM 332*	Biochemistry - Biomolecules and Metabolism (3)
POS 202	American Government - State and Local (3)
SCI 302	Environmental Law (3)
SCI 410	Topics in Science (1–3)

**Environmental Science Minor Requirements
(24 semester hours)**

The environmental science minor requires successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (6 semester hours):

BIO 208	General Ecology (3)
SCI 107	Environmental Science (3)

Complete 3 semester hours from the following:

BIO 111	Principles of Biology - Molecules to Cells (3)
BIO 112	Principles of Biology - Organisms to Ecosystems (3)
SCI 102	Biological Science (3)

Complete 3 semester hours from the following:

ECO 201*	Principles of Microeconomics (3)
ECO 202*	Principles of Macroeconomics (3)
ECO 320*	Environmental Economics (3)

Complete 12 semester hours from the following:

BIO 150*	Introductory Zoology (4)
BIO 160*	Introductory Botany (4)
BIO 207*	Microbiology (3)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 311*	Pathophysiology (3)
BIO 313*	Plant Ecology (3)
BIO 402*	Ecosystems Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
BIO 406*	Biostatistics (3)
BIO 415*	Research in Biology (1–3)
BIO 418*	Independent Study (1–3)
CEM 151*†	General Chemistry I (3)
CEM 152*†	General Chemistry II (3)
CEM 153*†	General Chemistry I Laboratory (1)
CEM 154*†	General Chemistry II Laboratory (1)
POS 202	American Government - State and Local (3)
SCI 105	Introductory Geology (3)
SCI 201	Introduction to Physical Geography (3)
SCI 302	Environmental Law
SA 305*	People, Resources and the World (3)
SA 307*	Biocultural Ecology (3)

Environmental Science Major with Environmental Education Concentration

Environmental Science Major with Environmental Education Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can demonstrate the understanding of the interrelationships between system components, including the cycling between biotic and abiotic factors.
- Students can demonstrate the appropriate use of primary literature and the application of the scientific method while designing and implementing a data collection tool, organizing and statistically analyzing said data, and presenting the results in professional typewritten report.
- Students can model ethical behavior in the field of science and technology.
- Students can demonstrate a multidisciplinary knowledge of environmental issues, including the biological, chemical, economical, and sociological ties.

Environmental Science Major with Environmental Education Concentration Requirements (46 semester hours)

A Bachelor of Arts degree in environmental science with a concentration in environmental education requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The major requires successful completion of the following courses.

Complete each of the following (28 semester hours):

BIO 111	Principles of Biology-Molecules to Cells (3)
BIO 112	Principles of Biology-Organisms to Ecosystems (3)
BIO 402*	Ecosystem Ecology (3)
BIO 406*	Biostatistics (3)
CEM 111*†	Introduction to Chemical Principles (3)
CEM 113*†	Introduction to Chemical Principles Lab (1)
SCI 201	Physical Geography (3)
SCI 103	Introductory Astronomy (3)
SCI 105	Introductory Geology (3)
SCI 107	Environmental Science (3)

Complete 3 semester hours from the following:

BIO 208	General Ecology (3)
BIO 209	Ecology for Pre-Service Teachers (3)

Complete 3 semester hours from the following:

BIO 418*	Independent Study – Internship in Environmental Education (3)
IDS 390*	Co-Operative Education in Environmental Education (3)

Complete 12 semester hours from the following:

BIO 150*	Introductory Zoology (4)
BIO 207*	Microbiology (3)
BIO 210*	Entomology (3)
BIO 216	Ornithology (3)
BIO 305	Ethology (3)
BIO 313*	Plant Ecology (3)
BIO 403*	Environmental Health and Toxicology (3)
ECO 320*	Environmental Economics (3)
REC 250	Outdoor Recreation (2)
SCI 410	Topics in Science: Field Botany (3)
SCI 251*	Nature, Technology and Humanity (3)

Recommended Elective:

PE 107	First Aid (2)
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NOTES:

- 1) It is strongly recommended that students interested in environmental education become certified in first aid, first responder, wilderness first responder, emergency medical technician or other emergency medical training. This can be done through PE 107 First Aid at Olivet College or other training programs outside the college. Many environmental education employers require at least basic first aid training. Obtaining such certification can strengthen a graduate's job application.
- 2) BIO 209 Ecology for Pre-Service Teachers is held at Pierce Cedar Creek Institute as a three week residential field-based course at the Institute near Hastings, Michigan. Costs involved include tuition and room and board. Students attending Pierce Cedar Creek Institute need to complete guest semester paperwork. The student pays tuition to Olivet College which includes the extra cost of the program at Pierce Cedar Creek.

Health Science

The health science major provides interdisciplinary education in biology, chemistry and psychology for those wishing to enter nursing school or a graduate program in the health sciences field. This degree program can be completed in three or four years depending on the goals of the student. Contact the department chair for detailed information on how to complete the program in three years.

Students wishing to be accepted into the health science program must demonstrate academic excellence in their first semester at Olivet College by earning an overall grade point average of 3.5 or higher with a minimum course grade of 3.0 in all required major classes.

Health Science Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can define problems clearly, develop testable hypotheses, design and execute experiments, analyze data using appropriate statistical methods, and draw appropriate conclusions in science sub disciplines.
- Students can present information in a clear and organized manner, write well-organized and concise reports in a scientifically appropriate style, and use technology such as word-processing and computerized presentations in their communication.
- Students can be able to work effectively in a group to solve scientific problems, be effective leaders as well as effective team members, and interact productively with a diverse group of peers.

- Students can incorporate knowledge from prerequisite liberal arts and social science courses to support cultural beliefs, values, and practices of individuals, families, and communities when providing hands-on patient care.
- Students will maintain a high degree of academic excellence.

Health Science Major Requirements

(43 semester hours)

A Bachelor of Arts degree in health science requires 120 semester hours with a minimum overall grade point average of 3.5, and a minimum major grade point average of 3.0. The health science major requires successful completion of the following courses.

Students interested in completing certification for a Certified Nursing Assistant Program should consult his or her academic advisor.

Complete each of the following (43 semester hours):

BIO 111	Principles of Biology - Molecules to Cells (3)
BIO 207*	Microbiology (3)
BIO 211*†	Human Anatomy (3)
BIO 212*†	Physiology (3)
BIO 213*†	Human Anatomy Laboratory (1)
BIO 214*†	Physiology Laboratory (1)
BIO 311*	Pathophysiology (3)
BIO 406*	Biostatistics (3)
CEM 111*†	Introduction to Chemical Principles (3)
CEM 113*†	Introduction to Chemical Principles Lab (1)
CEM 211*†	Introduction to Organic and Biochemistry (3)
CEM 213*†	Introduction to Organic and Biochemistry Lab (1)
HWL 250	Nutrition (3)
PSY 201	Introduction to Psychology (3)
PSY 314*	Development Across the Lifespan (3)
PSY 430*	Health Psychology (3)
SCI 416*	Service Learning in Allied Health (3)

Recommended Electives:

BIO 312*	Parasitology (3)
BIO 345*	Introduction to Neuroscience (3)
BIO 403*	Environmental Health and Toxicology (3)
BIO 404*	Genetics (3)
PSY 120	Positive Psychology (3)
PSY 270*	Social Psychology (3)
PSY 325*	Abnormal Psychology (3)
PSY 403*	Psychology Practicum (3)
SCI 360*	Biomedical Ethics (3)
SCI 410	Topics in Science: Medical Terminology (1)
WRL 101	Introductory World Languages I (3)
WRL 102*	Introductory World Languages II (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Social Science

Cynthia Noyes, J.D., Chair

The Social Science Department offers programs that lead to a Bachelor of Arts degree in the areas of criminal justice, history, psychology, and sociology and anthropology. Minor programs are available in political science, and women's and gender studies.

Criminal Justice

Regina Armstrong, Ph.D., Program Director

The criminal justice program at Olivet College enables graduates to pursue responsible careers in law enforcement and corrections, emphasizing crime prevention and the reduction of violence in our society. Students examine the causes of violence and crime, including moral and social processes, while taking into accounts the role of pathology, socialization, employment and community support.

A special focus of the major is the analysis of violent crime in terms of widespread racial and ethnic inequalities, lack of sound policies related to unemployment, and disruption of family and community life due to job migration. It also examines the lack of support systems for individuals and families facing poverty during challenging economic times.

In addition, the criminal justice program at Olivet College is one of few programs in the nation to offer a minor in forensic science. Students will complete coursework in chemistry, physics, biology, crime scene processing, criminal investigation and criminal law and police procedure (for more information about this minor, see Chemistry).

Typical careers related to the criminal justice major include working with the Federal Bureau of Investigation; the Bureau of Alcohol, Tobacco and Firearms; state crime labs; insurance companies; Friend of the Court; corrections; juvenile case work; probation/parole officers; justice administration; and other entry-level human service occupations. The major also provides a solid liberal arts foundation for those interested in graduate work in criminal justice, law, social work, criminal justice administration and related areas.

Criminal Justice Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can identify issues in society and analyze, synthesize, and evaluate information to reach conclusions in criminal justice organizations and occupations through projects, debates, scenarios, and/or research papers.

- Students can identify ethical dilemmas and apply ethical principles to deter negative consequences through complex scenarios.
- Students can acknowledge differences, analyzing discriminatory behaviors, and formulating strategies to encourage positive relationships within the community.
- Students can write with entry-level competence in research papers, police reports, and/or pre-sentence investigation reports.
- Students can actively communicate and apply de-escalate techniques to the criminal justice setting as demonstrated in mock scenarios and internships.

Criminal Justice Major Requirements (38 semester hours)

A Bachelor of Arts degree in criminal justice requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The criminal justice major requires successful completion of the following courses.

NOTE: Students in good standing, who have earned a minimum of 105 semester hours, are eligible to enroll in an approved law enforcement academy through the Michigan Commission on Law Enforcement Standards (MCOLES). Any student who attends an academy will be required to register as a guest student through Olivet College. Upon completion of the academy, the student will be required to send a final transcript to Olivet College. A total of 15 semester hours will be recorded onto the student's Olivet College transcript toward degree completion (see Guest Semester for more information).

Complete one of the following two tracks.

A. Corrections (38 semester hours):

Complete each of the following (35 semester hours):

- | | |
|---------|--|
| CJ 111 | Corrections, Punishment, and Crime (3) |
| CJ 280* | Criminal Law and Jurisprudence (3) |
| CJ 285* | Legal Issues in Corrections (3) |
| CJ 290* | Criminal Procedures (3) |
| CJ 320* | Client Relations (3) |
| CJ 321* | Criminology (3) |
| CJ 330* | Juvenile Delinquency (3) |
| CJ 400* | Ethical and Moral Issues in Criminal Justice (3) |
| CJ 440* | Defense Tactics/Physical Training (2) |
| CJ 450* | Probation and Parole (3) |
| CJ 470* | Criminal Justice Internship (3) |
| CJ 490* | Senior Seminar in Criminal Justice (3) |

Complete 3 semester hours from the following:

- SA 302* Topics in Inequality: Race and Ethnicity
SA 303* Topics in Inequality: Gender (3)

B. Law Enforcement (38 semester hours).

Complete each of the following (29 semester hours):

- CJ 110 Introduction to Criminal Justice (3)
CJ 280* Criminal Law and Jurisprudence (3)
CJ 290* Criminal Procedures (3)
CJ 321* Criminology (3)
CJ 340* Police and Community (3)
CJ 400* Ethical and Moral Issues in Criminal Justice (3)
CJ 430* Crime Scene Investigations (3)
CJ 440* Defense Tactics/Physical Training (2)
CJ 470* Criminal Justice Internship (3)
CJ 490* Senior Seminar in Criminal Justice (3)

Complete 3 semester hours from the following:

- SA 302* Topics in Inequality: Race and Ethnicity
SA 303* Topics in Inequality: Gender (3)

Complete 6 semester hours from the following:

- CJ 220 Terrorism & Homeland Security (3)
CJ 230* Police Operations (3)
CJ 330* Juvenile Delinquency (3)
CJ 360* Criminal Investigations (3)
CJ 370* Police Administration (3)
CJ 410* Medicolegal Death (3)

NOTE: Criminal justice students, especially those anticipating graduate studies, are strongly encouraged to take a statistics course.

**Criminal Justice Minor Requirements
(24 semester hours)**

The criminal justice minor requires successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (15 semester hours):

- CJ 110 Introduction to Criminal Justice (3)
CJ 111 Corrections, Punishment, and Crime (3)
CJ 280* Criminal Law and Jurisprudence (3)
CJ 330* Juvenile Delinquency (3)
CJ 400* Ethical and Moral Issues in Criminal Justice (3)

Complete 3 semester hours from the following:

- CJ 321* Criminology (3)
CJ 340* Police and Community (3)
CJ 450* Special Topic: Probation/Parole (3)

Complete 3 semester hours from the following:

- CJ 320* Client Relations (3)
SA 302* Topics in Inequality: Race and Ethnicity (3)
SA 303* Topics in Inequality: Gender (3)

Complete 3 semester hours from the following:

- CJ 285* Legal Issues in Corrections (3)
CJ 360* Criminal Investigations (3)
CJ 410* Medicolegal Death (3)

**Criminal Justice Degree Completion
Professional Program**

For information on the Criminal Justice Degree Completion Program, see Adult Professional Undergraduate Programs.

History

The history major offers a variety of courses designed to provide students with an understanding of historical and political processes. Students pursuing history will study a variety of fields and be introduced to advanced research, writing and social science research methods. An understanding of history is fundamental to a liberal arts education. History provides excellent preparation for law school, government work, Foreign Service, and various service industries and institutions.

History Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students are competent in historical knowledge – time periods and themes – of the United States, Europe, and Non-Western Regions of Asia, Africa and Latin-Africa.
- Students can design and implement a research process – formulate historical questions, collect historical data, and then ethically use evidence to support an interpretation.
- Students can communicate historical ideas in written and spoken form.

History Major Requirements

(46 semester hours)

A Bachelor of Arts degree in history requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The history major requires successful completion of the following courses.

Complete each of the following (25 semester hours):

HST 201	History of the United States I (3)
HST 202	History of the United States II (3)
HST 210	World History-Prehistory to 1500 (3)
HST 211	World History-1500 to Present (3)
HST 403*	Practicum (3)
HST 421*	Senior Seminar (3)
SA 290*	Statistics for Social Science (3)
SA 291*	Research Methods and Design (4)

Complete 6 semester hours from the following:

HST 203	Sub-Saharan African History (3)
HST 204	African-American History (3)
HST 205	East Asian History (3)
HST 206	Latin American History (3)
HST 220	Michigan History (3)
HST 241	Michigan Copper and Iron Mining History (2)

Complete 15 semester hours from the following:

HST 302*	Civil War and Reconstruction (3)
HST 303*	Colonial America (3)
HST 304*	America in the 20th Century (3)
HST 305*	American Constitutional History (3)
HST 316*	Modern Russia (3)
HST 317*	American Foreign Policy in the 20th Century (3)
HST 319*	The Modern Middle East (3)
HST 320*	Ancient Greek and Roman History (3)
HST 341*	American Women (3)
HST 350*	Medieval History (3)
HST 351*	Europe Since 1500 C.E. (3)
HST 375*	Topics in History (3)
HST 403*	Practicum (3)
HST 418*	Independent Study (1–3)
HST 422*	Readings in History (3)

History Minor Requirements

(27 semester hours)

The history minor requires the successful completion of 27 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (12 semester hours):

HST 201	History of the United States I (3)
HST 202	History of the United States II (3)
HST 210	World History-Prehistory to 1500 (3)
HST 211	World History-1500 to Present (3)

Complete 6 semester hours from the following:

HST 203	Sub-Saharan African History (3)
HST 204	African-American History (3)
HST 205	East Asian History (3)
HST 206	Latin American History (3)
HST 220	Michigan History (3)
HST 241	Michigan Copper and Iron Mining History (2)

Complete 9 semester hours from the following:

HST 302*	Civil War and Reconstruction (3)
HST 303*	Colonial America (3)
HST 304*	America in the 20th Century (3)
HST 305*	American Constitutional History (3)
HST 316*	Modern Russia (3)
HST 317*	American Foreign Policy in the 20th Century (3)
HST 319*	The Modern Middle East (3)
HST 320*	Ancient Greek and Roman History (3)
HST 341*	American Women (3)
HST 350*	Medieval History (3)
HST 351*	Europe Since 1500 C.E. (3)
HST 375*	Topics in History (3)
HST 403*	Practicum (3)
HST 418*	Independent Study (1–3)
HST 421*	Senior Seminar (3)
HST 422*	Readings in History (3)

Political Science

The political science minor offers a variety of courses designed to provide students with an understanding of historical and political processes. Students pursuing political science will study a variety of fields and be introduced to advanced research, writing and social science research methods.

An understanding of political science is fundamental to a liberal arts education. Political science provides excellent preparation for law school, government work, Foreign Service and various service industries and institutions.

NOTE: Students interested in attending law school are encouraged to pursue a degree in any discipline in which they are interested.

Political Science Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students are competent in political science knowledge – theory, institutions, and systems of the United States and other international actors.
- Students can design and implement a research process – formulate historical questions, collect historical data, and then ethically use evidence to support an interpretation.
- Students can communicate historical ideas in written and spoken form.

Political Science Minor Requirements (24 semester hours)

The political science minor requires the successful completion of 24 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (9 semester hours):

HST 202	History of the United States II (3)
POS 201	American Government – National (3)
POS 202	American Government – State and Local (3)

Complete 15 semester hours from the following:

POS 305*	The American Constitution (3)
POS 310*	Michigan Government and Politics (3)
POS 316*	Modern Russia (3)
POS 317*	American Foreign Policy in the 20 th Century (3)
POS 320*	The Legislative Branch: The Working Congress (3)
POS 321*	The Judicial Branch: The Supreme Court, Law, and the Legal Process (3)
POS 330*	Public Administration, the Courts, Law Enforcement, and the Police (3)
POS 418	Independent Study (1–3)

Psychology

The psychology program provides opportunities for learning, service and career preparation for those interested in and committed to understanding and furthering people's positive change and development. Students are encouraged to think critically about human behavior, to respect the complexity and diversity of individuals, and to explore the many applications of psychology essential to helping each other function in peace in an increasingly demanding and global society. Majors and minors will further explore three perspectives on positive change:

1. The problems perspective studies cause of and methods of assessing and treating individual problems;
2. The cognitive perspective studies how change is influenced by elementary processes of thinking, learning and motivation; and
3. The developmental perspective explores change as it occurs through the lifespan.

The psychology program at Olivet emphasizes career preparation in basic and applied social science fields such as counseling, clinical practice, child development, family studies, gerontology, rehabilitation, education, social work and health fields. In conjunction with other fields, psychology also supports preparation in business management, psychiatry, and art or music therapy.

Psychology Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can demonstrate the development of a knowledge base in Psychology by describing key concepts, principles, and overarching themes in psychology; developing a working knowledge of psychology's content domains; and describing applications of psychology.
- Students can demonstrate the ability to engage in scientific inquiry and critical thinking using scientific reasoning to interpret psychological phenomena; demonstrating psychology information literacy; engaging in innovative and integrative thinking and problem solving; interpreting, designing, and conducting basic psychological research; and incorporating sociocultural factors in scientific inquiry.
- Students can demonstrate the development of ethical and social responsibility by applying ethical standards to evaluate psychological science and practice; building and enhancing interpersonal relationships; and through understanding values that build community and reduce conflict.
- Students can communicate Psychological concepts effectively through demonstration of effective writing for psychology; exhibiting effective presentation skills for psychology; and by interacting effectively with others.
- Students can demonstrate the development of professional behavior relevant to Psychology by applying psychological knowledge and skills to career goals; exhibiting self-efficacy and self-regulation; refining project-management skills; and developing meaningful professional direction for life after graduation.

Psychology Major Requirements

(39-41 semester hours)

A Bachelor of Arts degree in psychology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The psychology major requires successful completion of the following courses.

Complete each of the following (23-25 semester hours):

PSY 201	Introduction to Psychology (3)
PSY 250	Biopsychology (3)
PSY 290*	Statistics for Psychology (3)
PSY 291*	Research Methods and Design (4)
PSY 314*	Development Across the Lifespan (3)
PSY 325*	Abnormal Psychology (3)
PSY 403*	Psychology Practicum (1-3)
PSY 490*	Psychology Senior Seminar (3)

Complete 3 semester hours from the following:

PSY 305*	Cognition (3)
PSY 306*	Learning and Behavior (3)

Complete one course from each of the following four categories (13 semester hours):

Health and Wellness Topics

HWL 252	Substance Use and Abuse (3)
HWL 353	Stress Management (3)
PE 415*	Exercise Psychology (3)
PSY 350*	Health and Communication (3)
PSY 420*	Counseling and Psychotherapy (3)
PSY 430*	Health Psychology (3)
PSY 475*	Psychological Disorders of Childhood (3)
PSY 485*	Assessment, Intervention, and Prevention of Suicide (3)

Sociocultural and Critical Topics

PE 280*	Social Psychology in Sport (3)
PSY 150	Psychology for Everyday Life (3)
PSY 220*	Cinematic Portrayal of Psychology (3)
PSY 225*	Cross-Cultural Psychology (3)
PSY 230	Psychology, Communication and Culture (3)
PSY 260*	Special Topics in Psychology (3)
PSY 270*	Social Psychology (3)
PSY 309*	Psychosocial Aspects of Gender (3)
PSY 460*	Historical and Philosophical Roots of Psychology (3)
PSY 461*	Critical Approaches to Psychology (3)

Theory and Applied Research

BIO 305*	Ethology (3)
CJ 321*	Criminology (3)
PE 301	Sports Psychology (3)
PSY 319*	Personality Theories (3)
PSY 345*	Introduction to Neuroscience (3)

PSY 410*	Psychology and Language (3)
PSY 425*	Industrial/Organizational Psychology (3)
PSY 450*	Special Topics in Psychology (3)

Research and Independent Study

PSY 440*	Qualitative Research Methods (4)
PSY 470*	Advanced Research Project in Psychology (4)

NOTE: PSY 290 Statistics for Psychology and PSY 291 Research Methods and Design must be taken concurrently.

Psychology Minor Requirements

(22 semester hours)

The psychology minor requires successful completion of 22 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (13 semester hours):

PSY 201	Introduction to Psychology (3)
PSY 250	Biopsychology (3)
PSY 290*	Statistics for Psychology (3)
PSY 291*	Research Methods and Design (4)

Complete 3 semester hours from each of the following three categories (9 semester hours):

Health and Wellness Topics

HWL 252	Substance Use and Abuse (3)
HWL 353	Stress Management (3)
PE 415*	Exercise Psychology (3)
PSY 325*	Abnormal Psychology (3)
PSY 350*	Health and Communication (3)
PSY 420*	Counseling and Psychotherapy (3)
PSY 430*	Health Psychology (3)
PSY 475*	Psychological Disorders of Childhood (3)
PSY 485*	Assessment, Intervention, and Prevention of Suicide (3)

Sociocultural and Critical Topics

PE 280*	Social Psychology in Sport (3)
PSY 150	Psychology for Everyday Life (3)
PSY 220*	Cinematic Portrayal of Psychology (3)
PSY 225*	Cross-Cultural Psychology (3)
PSY 230	Psychology, Communication, and Culture (3)
PSY 260*	Special Topics in Psychology (3)
PSY 270*	Social Psychology (3)
PSY 309*	Psychosocial Aspects of Gender (3)
PSY 460*	Historical and Philosophical Roots of Psychology (3)
PSY 461*	Critical Approaches to Psychology (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

Theory and Applied Research

BIO 305*	Ethology (3)
CJ 321*	Criminology (3)
PE 301	Sports Psychology (3)
PSY 305*	Cognition (3)
PSY 306*	Learning and Behavior (3)
PSY 314*	Development Across the Lifespan (3)
PSY 319*	Personality Theories (3)
PSY 345*	Introduction to Neuroscience (3)
PSY 410*	Psychology and Language (3)
PSY 425*	Industrial/Organizational Psychology (3)
PSY 440*	Qualitative Research Methods (4)
PSY 450*	Special Topics in Psychology (3)
PSY 470*	Advanced Research Project in Psychology (4)

Sociology and Anthropology

The combined program in sociology and anthropology provides service learning and career preparation opportunities for those interested and committed to promoting peace, understanding and positive change in society. The program helps students learn to ask questions about their society and other societies around the world, to think critically about answers to these questions, and to explore various opportunities for responsible, committed citizenship in an international community. Students receive a solid grounding in social theory in their first year. Majors and minors then apply these concepts in thematic courses, practicums and research experiences. In addition, majors and minors are exposed to issues in cultural pluralism and diversity through coursework in gender, ethnicity, social class, and in at least one course with a transnational focus.

The sociology and anthropology program emphasizes preparation for careers and graduate training in basic and applied social science fields such as social work, community relations, alternative dispute resolution, criminal justice, education, international relations and service, human resources and advocacy, as well as research and teaching.

Students are strongly encouraged to pursue a course in another language in addition to their major studies. Students may minor in any subject, or, they may choose to elect a concentration in area studies. Suggested area studies are: social work, race and ethnicity, gender studies, biocultural studies, museum studies, economic studies and computer science. Students interested in ethnic art or ethnomusicology may wish to combine a sociology/ anthropology minor with a major in art or music.

Sociology and Anthropology Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students understand how social justice is/ can be denied.
- Students understand how social justice can be provided.
- Students can describe a subject group.
- Students can describe the reason underlying the need to assist a subject group.
- Students can describe the process whereby they assist a subject group.
- Students can explain rationale for chosen process.
- Students can analyze outcome of process and assess its effectiveness.
- Students can develop collaborative relationships.
- Students understand ethical expectations relevant to the discipline.
- Students can communicate effectively in both qualitative and quantitative realms.

Sociology and Anthropology Major Requirements (43-46 semester hours)

A Bachelor of Arts degree in sociology and anthropology requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The sociology and anthropology major requires successful completion of the following.

Complete each of the following (28-31 semester hours):

SA 200	Introduction to Sociology/Anthropology (3)
SA 290*	Statistics for the Social Sciences (3)
SA 291*	Research Methods and Design (4)
SA 300*	Conflict and Cooperation (3)
SA 340*	Applications in Sociology/Anthropology (3)
SA 350*	Workshop in Sociology/Anthropology (3)
SA 390*	Research Link (3)
SA 403*	Practicum (3-6)
SA 410*	Senior Project (3)

Complete 15 semester hours from the following:

SA 201*	Myth, Symbol and Meaning (3)
SA 203	Childhood and Culture (3)
SA 250	Special Topics in Sociology/Anthropology (1-3)
SA 302*	Topics in Inequality - Race and Ethnicity (3)
SA 303*	Topics in Inequality - Gender (3)
SA 304*	Sport, Culture and Society (3)
SA 305*	People, Resources and the World (3)
SA 306*	Religions and Social Order/Disorder (3)
SA 307*	Biocultural Ecology (3)
SA 309*	Psychosocial Aspects of Gender (3)
SA 310*	Generations: Aging in America (3)
SA 311*	Uncloseting America (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites. See course descriptions for details.

SA 418*	Directed Readings (1-3)
SA 419*	Directed Advanced Research (1-6)
SA 450*	Advanced Special Topics (3)
SCI 350*	Gender, Race and Science (3)

SA 418*	Directed Readings (1-3)
SA 419*	Directed Advanced Research (1-6)
SA 450	Advanced Special Topics (3)
SCI 350*	Gender, Race and Science (3)

NOTES:

- 1) All classes at or above the level of SA 300 require the completion of IDS 112 with a grade of C or better.
- 2) Unless otherwise noted or modified, courses numbered at or above SA 300 require the successful completion of six hours of 200-level coursework in sociology/anthropology, psychology, gender studies or criminal justice, or, with permission of the instructor.
- 3) Only six semester hours of SA 403 (Practicum) may be applied to the major. In order to register, students must check with the department.
- 4) Courses in philosophy, religion, or women's and gender studies with socio-cultural content may be considered as electives in sociology and anthropology upon approval from the chair of the Social Science Department.
- 5) SA 290 Statistics for Social Sciences and SA 291 Research Methods and Design must be taken concurrently.

Sociology and Anthropology Minor Requirements (21 semester hours)

The sociology and anthropology minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (9 semester hours):

SA 200	Introduction to Sociology/Anthropology (3)
SA 340*	Applications in Sociology/Anthropology (3)
SA 350*	Workshop in Sociology/Anthropology (3)

Complete 12 semester hours from the following:

SA 201*	Myth, Symbol and Meaning (3)
SA 203	Childhood and Culture (3)
SA 250	Special Topics in Sociology/Anthropology (1-3)
SA 290*	Statistics for Social Science (3)
SA 291*	Research Methods and Design (4)
SA 300*	Conflict and Cooperation (3)
SA 302*	Topics in Inequality - Race and Ethnicity (3)
SA 303*	Topics in Inequality - Gender (3)
SA 304*	Sport, Culture and Society (3)
SA 305*	People, Resources and the World (3)
SA 306*	Religions and Social Order/Disorder (3)
SA 307*	Biocultural Ecology (3)
SA 309*	Psychosocial Aspects of Gender (3)
SA 310*	Generations: Aging in America (3)
SA 311*	Uncloseting America (3)
SA 390*	Research Link (3)
SA 403*	Practicum (IDS 390 alternative) (3)

Women's and Gender Studies

This program is intended to increase a student's knowledge, interest and appreciation of needs, contributions, problems and aspirations of women – and also of the way that gender shapes the lives of both women and men. Women's and gender studies will illuminate the subject matter of much of the rest of the curriculum from the perspective of women and gender. The courses within this minor emphasize cultural diversity and the varied experiences faced by women in the United States and the world. The interdisciplinary nature of the program provides an opportunity to examine a variety of theoretical/critical perspectives (e.g., historical, sociological, legal, psychological, ethnographic, scientific, political, aesthetic).

NOTE: Courses in philosophy, religion, or sociology/anthropology with gender-related content may be considered as electives in women's and gender studies upon approval from the chair of the Social Science Department.

Women's and Gender Studies Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students understand how social justice is/can be denied.
- Students understand how social justice can be provided.
- Students can describe a subject group.
- Students can describe the reason underlying the need to assist a subject group.
- Students can describe the process whereby they assist a subject group.
- Students can explain rationale for chosen process.
- Students can analyze outcome of process and assess its effectiveness.
- Students can develop collaborative relationships.
- Students understand ethical expectations relevant to the discipline.
- Students can communicate effectively in both qualitative and quantitative realms.

Women's and Gender Studies Minor

Requirements (21 semester hours)

The women's and gender studies minor requires successful completion of 21 semester hours, as outlined below, with a minimum overall grade point average of 2.0, and a minimum minor grade point average of 2.0.

Complete each of the following (12 semester hours):

- HST 341* American Women (3)
- WGS 201 Introduction to Women's and Gender Studies (3)
- WGS 241 Feminist/Womanist Theory I (3)
- WGS 342* Feminist/Womanist Theory II (3)*

Complete 9 semester hours from the following:

- IDS 390* Cooperative Education (1-15)
- JMC 101 Introduction to Mass Communication (3)
- JMC 101 Introduction to Mass Communication (3)
- SA 302* Topics in Inequality – Race and Ethnicity (3)
- SA 303* Topics in Inequality – Gender (3)
- SA 304* Sport, Culture and Society (3)
- SA 309* Psychosocial Aspects of Gender (3)
- SCI 350* Gender, Race and Science (3)
- WGS 220 Women in the Arts (3)
- WGS 255 Women, Health and Sports (3)
- WGS 311* Uncloseting America (3)
- WGS 330 Gender, Sexuality and Religion (3)
- WGS 370* Women in Business (3)
- WGS 399 Perspectives on Masculinity (3)
- WGS 403* Gay, Lesbian, Bisexual and Transgender Studies (3)
- WGS 415* Women in the Bible (3)
- WGS 450* Special Topics (3)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites.
See course descriptions for details.

Undergraduate Course Descriptions

Undergraduate Programs

Aerospace Science (AS)
Aerospace Science Laboratory (ASL)
Biology (BIO)
Business Administration (BUS)
Chemistry (CEM)
Computer Science (CS)
Criminal Justice (CJ)
Economics (ECO)
English (ENG)
Financial Planning (FP)
Global Citizen Honors Program (HON)
Health/Wellness (HWL)
History (HST)
Insurance and Risk Management (IRM)
Interdisciplinary Studies (IDS)
Journalism and Mass Communication (JMC)
Mathematics (MTH)
Music (MUS)
Philosophy (PHL)
Physical Education (PE)
Physics (PHA)
Political Science (POS)
Psychology (PSY)
Recreation (REC)
Religious Studies and Ethics (REL)
Science (SCI)
Sociology and Anthropology (SA)
Theatre (THR)
Visual Arts (ART)
Women's and Gender Studies (WGS)
World Languages (WRL)

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites.
See course descriptions for details.

Undergraduate Course Descriptions

Aerospace Science (Air Force ROTC) Interdisciplinary Studies Department

AS 111 Foundations of the United States Air Force I

Fall Semester. 1 semester hour.

Corequisite: ASL 111.

Introduction to the United States Air Force. Mission and organization; group leadership problems; introduction to communications skills; leadership laboratory.

AS 112 Foundations of the United States Air Force II

Spring Semester. 1 semester hour.

Corequisite: ASL 112.

Introduction to the United States Air Force. Mission and organization; group leadership problems; introduction to communications skills; leadership laboratory.

AS 211 Evolution of the USAF and Space Power I

Fall Semester. 1 semester hour.

Corequisite: ASL 211.

Air Force heritage is explored. Evolution of air power concepts and doctrine; introduction to ethics and values; introduction to leadership; continuing application of communication skills; leadership laboratory.

AS 212 Evolution of the USAF and Space Power II

Spring Semester. 1 semester hour.

Corequisite: ASL 212.

Air Force heritage is explored. Evolution of air power concepts and doctrine; introduction to ethics and values; introduction to leadership; continuing application of communication skills; leadership laboratory.

AS 321 Air Force Leadership Studies I

Fall Semester. 3 semester hours.

Corequisite: ASL 321.

Communication, management and ethical skills for Air Force officers. Emphasizes standards and

professionalism in the modern officer core; leadership laboratory.

AS 322 Air Force Leadership Studies II

Spring Semester. 3 semester hours.

Corequisite: ASL 322.

Leadership theory, traditional Air Force management functions and current practices. Emphasizes the application of leadership concepts by junior officers; leadership laboratory.

AS 421 National Security Affairs

Fall Semester. 3 semester hours.

Corequisite: ASL 421.

Formation and implementation of defense policy and strategy. Bureaucratic interplay and impact of nuclear technology; investigation of current defense issues; leadership laboratory.

AS 422 National Security Affairs and Preparation for Active Duty

Spring Semester. 3 semester hours.

Corequisite: ASL 422.

Role of the professional officer in a democratic society. Global security issues; military justice and the laws of war; leadership laboratory.

AS 490 Independent Study

Summer Semester. 1-3 semester hours.

Independent reading and research on special topics.

Aerospace Science Laboratory (Air Force ROTC)

Interdisciplinary Studies Department

ASL 111 Foundations of the United States Air Force I - Lab

Fall Semester. 1 semester hour.

Corequisite: AS 111.

Introduces new cadets to AFROTC and the Air Force. Provides cadets with basic skill and knowledge to be a functional member of the AFROTC cadet corps. Gives the cadets information to help them decide whether to continue with AFROTC and pursue a commission in the USAF. The laboratory covers five major subject areas.

**ASL 112 Foundations of the United States
Air Force II - Lab**

Spring Semester. 1 semester hour.

Corequisite: AS 112.

Introduces new cadets to AFROTC and the Air Force. Provides cadets with basic skills and knowledge to be a functional member of the AFROTC cadet corps. Gives the cadets information to help them decide whether to continue with AFROTC and pursue a commission in the USAF.

**ASL 211 Evolution of the USAF and Space
Power I - Lab**

Fall Semester. 1 semester hour.

Corequisite: AS 211.

The second year of leadership laboratory provides training to ensure every cadet is mentally and physically prepared to attend field training during the following summer. The course continues and amplifies subject areas from the 100 year.

**ASL 212 Evolution of the USAF and Space
Power II - Lab**

Spring Semester. 1 semester hour.

Corequisite: AS 212.

The second year of leadership laboratory provides training to ensure every cadet is mentally and physically prepared to attend field training during the following summer.

ASL 321 Air Force Leadership Studies I - Lab

Fall Semester. 1 semester hour.

Corequisite: AS 321.

Provides cadets the opportunity to exercise leadership skills in the operation and administration of the cadet wing in a constructive learning environment.

ASL 322 Air Force Leadership Studies II - Lab

Spring Semester. 1 semester hour.

Corequisite: AS 322.

Provides cadets the opportunity to exercise leadership skills in the operation and administration of the cadet wing in a constructive learning environment.

ASL 421 National Security Affairs Lab

Fall Semester. 1 semester hour.

Corequisite: AS 421.

Cadets continue to exercise their leadership skills generally in higher-level corps leadership positions. The focus is on developing skills and knowledge that will be needed at their first duty station.

**ASL 422 National Security Affairs and
Preparation for Active Duty - Lab**

Spring Semester. 1 semester hour.

Corequisite: AS 422.

Cadets continue to exercise their leadership skills, generally in higher-level corps leadership positions.

Arabic

Arts and Humanities Department
(see World Languages)

Biology

Natural and Physical Sciences Department

BIO 105 Human Biology

Fall and Spring Semesters. 3 semester hours.

Satisfies Natural World requirement.

An introduction to the biology of the human body. Topics include overviews of the circulatory, digestive, respiratory, nervous, reproductive, excretory and musculoskeletal systems. Hands-on laboratory activities give practical experience in understanding how the human body functions.

**BIO 111 Principles of Biology - Molecules to
Cells**

Fall Semester. 3 semester hours.

Satisfies Natural World requirement.

Life at the cellular level. Biological molecules, major cell structures and their functions, bacteria and viruses and their role in human health issues, disease, genetics and reproduction. Laboratory investigations provide hands-on experience in basic cell biology.

**BIO 112 Principles of Biology - Organisms to
Ecosystems**

Spring Semester. 3 semester hours.

Satisfies Natural World requirement.

Life at the organismal and population levels. Classical and population genetics, evolution, biological diversity and ecological principles. Human impact on other organisms and the environment. Laboratory investigations provide hands-on experience in basic organismal biology.

BIO 150 Introductory Zoology

Spring Semester, even years. 4 semester hours.

Prerequisites: BIO 111, BIO 112, or SCI 102.

Basic zoological principles as illustrated by selected representatives of the animal kingdom. Topics include a survey of animal types with reference to taxonomy, morphology, ecological relationships and evolution. Laboratory exercises provide hands-on experience.

BIO 160 Introductory Botany

Fall Semester, even years. 4 semester hours.

Prerequisites: BIO 111, BIO 112 or SCI 102.

Principles of plant biology. Functional significance of plant tissues and structures, life cycles, evolutionary patterns and photosynthesis. The aesthetic, economic and environmental significance of plants are discussed. Laboratory exercises provide hands-on experience.

BIO 202 Comparative Vertebrate Biology

Spring Semester, odd years. 4 semester hours.

Prerequisites: C or higher in BIO 111 and BIO 112 or instructor permission.

Survey of chordate types with emphasis on the structure of vertebrate animals and the evolution of vertebrate systems. Laboratory component includes comparative dissections of vertebrates that vary with respect to classification, behavior, and morphology.

BIO 207 Microbiology

Spring Semester. 3 semester hours.

Prerequisites: BIO 111, BIO 112 or SCI 102.

Microbial life, including bacteria, fungi, protists, and viruses. Basic structure and function, antimicrobial drugs, and the roles of microbes in ecology and disease. Includes laboratory exercises in handling and culturing microbes, and in microbial activity.

BIO 208 General Ecology

Fall Semester. 3 semester hours.

Interactions of living things with each other and their environment. Biogeochemical cycles, food webs, predator-prey relationships, competition, population growth, succession and human impact on natural ecosystems.

BIO 209 Ecology for Pre-Service Teachers

As announced. 3 semester hours.

Ecological concepts for pre-service teachers. Includes ecosystems, energy flow, evolution, population dynamics, community ecology, and human impacts on the environment. Content reflects National and Michigan Science Standards.

BIO 210 Entomology

As announced. 3 semester hours.

Prerequisites: BIO 112, SCI 102 or instructor permission.

Morphology, ecology and diversity of insects. Insect evolution, behavior, metamorphosis and biological relationships to the environment are covered. Special attention is given to the importance of insects to humans.

BIO 211 Human Anatomy

Fall Semester. 3 semester hours.

Corequisite: BIO 213.

Prerequisites: C or higher in BIO 111.

Students will immerse into the study of human anatomy, the structure of the human body. Students will examine how the structure of the individual parts human body impacts the function of the entire system. Topics will be discussed during lecture using case studies to expand student knowledge to cover clinical examples. Lecture topics will be reinforced during lab each week, with an in-depth examination of human anatomy. Body systems covered include basic histology, the integumentary system, the skeletal system and articulations, the muscular system, the nervous system, the endocrine system, the cardiovascular system, the lymphatic system, the respiratory system, the urinary system, the digestive system and the reproductive system.

BIO 212 Physiology

Spring Semester. 3 semester hours.

Corequisite: BIO 214.

Prerequisites: C or higher in BIO 211 and CEM 111 or CEM 152.

Students will explore physiological concepts as they relate to the human body. Lecture will be supplemented with guided group learning activities and case based exploration with an emphasis placed on problem solving skills as related to human diseases. Topics covered will include membrane potential, osmosis, neurochemical transmission, fluid, electrolyte and acid – base balance, partial pressures and gas

diffusion, reflexes, the cardiac cycle and conduction system of the heart.

BIO 213 Human Anatomy Laboratory

Fall Semester. 1 semester hour.

Corequisite: BIO 211.

This is the companion course to BIO 211 Human Anatomy and reinforces subject matter discussed in lecture. Students will use slides, models and computer generated dissections to further expand their knowledge of human anatomy.

BIO 214 Physiology Laboratory

Spring Semester. 1 semester hour.

Corequisite: BIO 212.

This is the companion course to BIO 212 Physiology and reinforces subject matter discussed in lecture. Students will complete laboratory activities each week exploring the normal physiology of human body. Students will also gain skills in reading the graphical interpretations of physiological data by building and analyzing their own.

BIO 216 Ornithology

Fall Semester, even years. 3 semester hours.

Avian life, including field identification, behavior, flight, reproduction and ecological importance of birds. Course includes extensive observation of birds in the field.

BIO 305 Ethology

Intensive Learning Term, odd years. 3 semester hours.

Animal behavior, in wild and domestic species. Territoriality, learning, courtship and sexual behavior, play and sociobiology. Includes observation of behavior in the field.

BIO 311 Pathophysiology

Spring Semester, even years. 3 semester hours.

Prerequisites: BIO 212 or instructor permission.

General principles of mammalian disease with emphasis on human illness. Basic mechanisms of disease, immunity, healing, cancer, metabolic disorders and pharmacology. Common diseases of each of the major organ systems are discussed, including cause, effects and general approach to treatment.

BIO 312 Parasitology

Fall Semester, even years. 3 semester hours.

Prerequisites: BIO 111 or BIO 112; BIO 150 or BIO 311 recommended.

A survey of animal parasites with emphasis placed on life histories, pathological effects, control measures and social and economic implications associated with parasites of vertebrate animals. Special attention is given to parasites of humans.

BIO 313 Plant Ecology

Fall Semester, odd years. 3 semester hours.

Prerequisites: BIO 112, BIO 208 or SCI 102.

Ecological adaptations and characteristics of plants, plant and animal interrelationships, endangered plants, toxic and medicinal plants, and non-native plants. Course includes extensive study of plants in the field.

BIO 345 Introduction to Neuroscience

Fall Semester, odd years. 3 semester hours.

Cross listed with PSY 345.

Prerequisites: BIO 111, PSY 201 or instructor permission.

An introduction to the biology of the nervous system and behavior, including nervous system functions and disorders, environmental impacts and genetic development. Topics include nerve transmission, impacts of body cycles on behaviors, psychopharmacology, abnormalities of development, major psychological problems and links between humans and our animal “roots.”

BIO 401 Cell Biology

Fall Semester. 3 semester hours.

Prerequisites: BIO 111, CEM 152 and junior standing.

Major topics in cell and molecular biology with an emphasis of biomolecular features and their physical and functional position within cells. Membrane dynamics, transporters, exo and endocytic pathways, and signal transduction are major themes. The course includes independent research, writing and presentation of an aspect of cell biology.

BIO 402 Ecosystem Ecology

Intensive Learning Term, even years. 3 semester hours.

Prerequisites: BIO 208 or instructor permission.

An examination of the characteristics, flora and fauna of the major ecosystems of the world, including forest, wetland, desert, grassland, dune, tundra, reef and cave. The course includes discussion of human

impact on these habitats as well as study of habitats in the field.

BIO 403 Environmental Health and Toxicology

Spring Semester, odd years. 3 semester hours.

Prerequisites: BIO 111 and BIO 112, SCI 107 or instructor permission.

The interrelationship of environmental damage to the health of humans and other organisms. Topics include an introduction to the principles of toxicology and environmental epidemiology, and sources and medical effects of pollutants, climate change and toxic waste.

BIO 404 Genetics

Spring Semester. 3 semester hours.

Prerequisites: BIO 111 and junior standing.

The major disciplines of genetics: molecular, Mendelian (classical) and population genetics. Topics include: gene theory, linkage, inheritance patterns, mutations and cancer, natural and artificial selection, genetic engineering and genetic disorders.

BIO 406 Biostatistics

Fall Semester. 3 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher and Senior Experience requirement.

Prerequisites: MTH 130 or equivalent, 12 semester hours of biology or other science, and junior standing.

An introduction to the use of statistics for decision making in the biological sciences. Application of basic methods of descriptive and inferential statistics, formulation and testing of hypotheses, and experimental design are explored. Statistics software is used.

BIO 415 Research in Biology

Fall and Spring Semesters, by request. 1–3 semester hours.

Prerequisites: instructor permission.

Special investigations of specific biological problems.

BIO 418 Independent Study

Fall and Spring Semesters, by request. 1–3 semester hours.

Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission, and approval of course outline by the Academic Performance Committee.

Independent reading and research of special topics in biology including field experiences and internships.

BIO 431 Molecular Biology Techniques

Spring Semester. 3 semester hours.

Cross listed with CEM 431.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in CEM 332 or 333.

An introduction to the techniques used in modern molecular biology with an emphasis on DNA manipulation. Students explore the historical developments of molecular biology, restriction endonucleases and DNA electrophoresis. In addition, students work on techniques to create and characterize their own recombinant DNA molecule and investigate strategies in PCR and southern hybridization. The course relies heavily on laboratory work and further development of writing skills.

Business Administration

Business Administration Department

BUS 200 Introduction to Business

Fall and Spring Semesters. 3 semester hours.

Introduction to Business is an examination of the major functional areas of business administration including management, marketing, human resources, finance and accounting. Introduction to Business is designed for non-business administration majors.

BUS 201 Principles of Accounting I

Fall and Spring Semesters. 3 semester hours.

This is the introductory course in accounting with an emphasis on financial reporting for external users of financial statements. The course includes an examination of the recording of business transactions and the measurement of business income, assets, liabilities and equities.

BUS 202 Principles of Accounting II

Fall and Spring Semesters. 3 semester hours.

Prerequisites: BUS 201.

This course is an introduction to management accounting and the use of decision-making tools needed by managers in an organization. The course focuses on financial analysis, manufacturing cost flows, budgeting, and planning for long-term financing and investing activities.

BUS 212 Business Law I

Fall Semester. 3 semester hours.

Business Law I provides an introduction to the law and legal system in the U.S., as well as a thorough examination of the law of contracts and sales. The course includes the study of sales, contracts, bailment and Article II of the Uniform Commercial Code. Also included is the law of negotiable instruments, secured transactions and bankruptcy.

BUS 213 Business Law II

Spring Semester. 3 semester hours.

Prerequisites: BUS 212.

Business Law II examines the law of business associations to include agency, partnerships, limited partnership, joint ventures and corporations including an overview of antitrust law and securities regulation. Business Law II includes law of human resources.

BUS 215 Personal Finance

Fall Semester. 3 semester hours.

Personal Finance introduces the knowledge and techniques associated with major financial planning problems encountered by individuals and families such as savings and investments, insurance, taxes, budgeting and major purchases, retirement and estate planning.

BUS 295 Financial Statement Analysis

Fall Semester. 3 semester hours.

Prerequisites: BUS 202 and ECO 202.

Financial Statement Analysis is a study of the corporate financial statements. The study focuses on three major parts: (1) practical computer-generated problems that analyze the financial statements mathematically; (2) an in-depth study of the meaning of the data that is included in the financial statements; and (3) a study of data that might not be included in the financial statements. The objective entails the student being able to read in-between the lines and separate meaningful data from the corporate fluff that is commonly included in a corporate annual report.

BUS 300 Principles of Management

Fall and Spring Semesters. 3 semester hours.

Prerequisites: sophomore standing.

Management consists of an analysis of business activities designed to manage an organization to efficiently serve employees, customers and the community. Topics studied include planning, organizing, leading and controlling; the business environment, business institutions, government regulations, organizational structure, human resources and human behavior within the framework of the needs of a diverse world.

BUS 301 Intermediate Financial Accounting I

Fall Semester. 3 semester hours.

Prerequisites: BUS 202.

This course is designed to provide an in depth examination of the theory underlying the accumulation of accounting data. It includes a review of Generally Accepted Accounting Principles (GAAP), factors affecting the measurement and recognition of revenue, accounting for receivables, inventory, plant assets, intangibles and investments.

BUS 302 Intermediate Financial Accounting II

Spring Semester. 3 semester hours.

Prerequisites: BUS 301.

This course is a continuation of BUS 301. Accounting principles and reporting requirements for long-term liabilities such as bonds, leases and pensions are studied. Other topics include taxes, owners' equity, earnings per share calculations, comprehensive income and the treatment of accounting changes and errors.

BUS 304 Cost Accounting

Fall Semester. 3 semester hours.

Prerequisites: BUS 202.

An intermediate managerial course focusing on the use of accounting data to plan and control operations and allocate resources. In addition, a framework for measuring managerial performance will be developed by analyzing cost-volume-profit relationships, budgeting, standard cost analysis and profit analysis.

BUS 305 Accounting Information Systems

Fall Semester. 3 semester hours.

Prerequisites: BUS 302.

This is an introductory course in accounting information systems. It includes issues such as transaction processing cycles, the use and effects of computers and other relevant technology on accounting, database and file systems, internal accounting and administrative controls, and information technology audits. The course emphasizes use of common business software, which may include spreadsheets, flowcharting software, communications, general ledger and database management systems.

BUS 306 Governmental and Nonprofit Accounting

Spring Semester, odd years. 3 semester hours.

Prerequisite: BUS 302.

A study of the specialized accounting principles applicable to state and local governments and other non-profit organizations, with an emphasis on fund accounting principles used in the recording of assets, liabilities, equity, revenues and expenditures. Other topics include budgeting, budgeting control, strategic planning, tax levies and preparation of financial statements.

BUS 309 Principles of Marketing

Fall and Spring Semesters. 3 semester hours.

Prerequisites: sophomore standing.

Principles of Marketing is an introduction to the basic functions of marketing. The course includes topics such as consumer behavior, marketing research, marketing planning, physical distribution, selling, promotion, retailing, pricing, wholesaling, purchasing and e-commerce.

BUS 311 Advertising

Spring Semester. 3 semester hours.

Prerequisites: BUS 309.

A comprehensive survey of basic principles and practices of advertising. Topics include: planning and advertising campaigns, creating advertisements and developing media plans.

BUS 312 Sales and Sales Management

Fall Semester. 3 semester hours.

Prerequisites: BUS 309.

The sales and sales management process as it pertains to the marketing environment. Topics addressed include: the sales process, the steps in the sales process, the internal and external sales environment, recruitment and selection of sales persons, motivation, territory and quota management and design, sales forecasting, compensation, and appraisals. Includes case and group work.

BUS 315 Financial Markets and Institutions

Spring Semester. 3 semester hours.

Prerequisites: BUS 202 and ECO 202.

Introduces financial markets and institutions, including a brief review of the financial system of the United States; emphasizes institutions, instruments and procedures for meeting the demand for funds by business (both short and long term), consumers, federal, state and local governments; considers international finance.

BUS 316 Financial Management

Fall and Spring Semesters. 3 semester hours.

Prerequisites: BUS 202 and ECO 202.

This course is designed for the general business student and is intended to provide a theoretical and practical framework for corporate financial management. Most specifically this course will encourage each student to build a foundation of knowledge by examining: (a) financial decision making within the corporate framework; (b) the relationship between risk and return; (c) time value of money; and (d) capital budgeting.

BUS 321 Public Relations

Fall Semester. 3 semester hours.

Prerequisites: BUS 309.

This course is an overview of the functions, practices and growing application of public relations in private industry and the public sector. Emphasis is placed on planning, writing and management functions, working with the media and developing effective public relations strategies. At the end of this course, students should be capable of performing the following public relations activities: analyzing public relations problems and opportunities; understanding and developing concise and targeted public relations messages; and understanding the terminology and theoretical concepts associated with public relations.

BUS 340 Global Marketing Perspectives

Intensive Learning Term. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: BUS 309.

Global Marketing Perspectives is a hands-on class that will explore various aspects of marketing including retailing, e-commerce, personal selling and institutional marketing. The Global Marketing Perspectives class may include a trip so students can experience different marketing activities firsthand. Please contact the instructor the year before to get information about the trip, its cost and possible fund-raising opportunities. This course can be repeated.

BUS 399 Business Service Learning

Spring Semester. 3 semester hours.

Satisfies Service Learning requirement.

The class integrates classroom learning with community service. Student achievement is assessed on related projects as an integral part of the curriculum. Service learning provides community applications for essential business education standards. The activities will help students learn about organizing and carrying out an event and help them develop valuable leadership skills through volunteering and/or event planning. The students will determine the event/project during the semester. Possible service projects include: event for the American Cancer Society, March of Dimes or Fountain Clinic.

BUS 405 Production/Operations Management

Spring Semester. 3 semester hours.

Prerequisites: BUS 300.

Examines the concepts, principles and techniques of production and operations management, and focuses on capacity, location, process, product, materials purchasing and scheduling of resources with an integrated systems approach that includes CIM (Computer Integrated Management), JIT (Just In Time) and MRP (Manufacturing Resource Planning).

BUS 406 Human Resources

Fall Semester. 3 semester hours.

Prerequisites: BUS 300.

This interactive course is a study in human resources. The overlying theme is that humans can be the greatest resource in any venture. This course will demonstrate that the success of a venture is directly related to its human resources.

BUS 407 Marketing Research

Spring Semester. 3 semester hours.

Prerequisites: BUS 309 and MTH 232.

The Marketing Research class includes methods for designing market research studies, methods of collecting data, problem formulation, sampling methods and techniques, data analysis and research reporting.

BUS 408 Organizational Behavior

Fall Semester. 3 semester hours.

Prerequisites: BUS 300.

Organizational Behavior includes a study of individual and group behavior in organizational settings and the processes and skills essential for the success of individuals as members of organizations. Also includes a study of the objectives, functions and organization of personnel programs, with a focus on the diverse culture of the workplace.

BUS 409 Auditing

Spring Semester. 3 semester hours.

Prerequisites: BUS 302 and BUS 305.

This course is a study of the auditing of business and non-business organizations including the roles, responsibilities, and regulation of auditors. It includes an examination of audit objectives/procedures, risk assessment, statistical sampling methods, evidence decisions, control evaluation, transaction cycle analysis, assurance and attestation services and types of audit reports. The ethical and legal responsibilities of auditors are also addressed.

BUS 411 Tax Accounting

As announced. 3 semester hours.

Prerequisites: BUS 302.

This course is an introductory-level study of taxation of individuals and other entities. The course focuses on concepts of income, deductions and credits that apply to all reporting entities, and emphasizes tax planning as well as tax compliance.

BUS 412 Small Business Development Seminar

Spring Semester. 3 semester hours.

Prerequisites: BUS 201, 202, 300, and 309.

This course examines, through the use of case studies, why some businesses are successful while others fail. Guest entrepreneurs will also be invited to speak, and their business ventures analyzed. The goal of this course is to take students through the actual process of initiating a business venture from the

conceptualization phase to the preparation of a detailed business plan. Students are required to present the completed plans to the class.

BUS 418 Independent Study

As announced. 1–3 semester hours.

Prerequisites: 3.0 overall grade point average, junior or senior status, instructor permission, and approval of course outline by Academic Performance Committee.

Independent reading and research on special topics.

BUS 484 International Marketing

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: BUS 309.

Focuses on the international marketer's sphere of operations, dwelling particularly on the uncontrollable environment variables in foreign markets and how they affect the task of international marketing management. Emphasis is placed on how the execution of product strategy, promotion strategy and distribution strategy is different from one country to another.

BUS 490 Business Policy and Strategic Management

Fall and Spring Semesters. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: BUS 202, BUS 300, BUS 309, BUS 316, ECO 202 and senior standing.

Business Policy and Strategic Management is a capstone course in solving the problems of advanced general management. The course develops the concepts and techniques of strategic management as well as providing an analytical approach in understanding and dealing with actual business world situations.

Chemistry

Natural and Physical Sciences Department

CEM 111 Introduction to Chemical Principles

Fall odd years, and Spring Semesters. 3 semester hours.

Corequisite: CEM 113.

Satisfies Natural World requirement.

Prerequisites: C or higher in MTH 120 or MTH 130 (or concurrent) or placement into MTH 150.

A study of major themes in chemistry including atomic structure, chemical compounds, stoichiometry, acids and bases, gas laws, equilibrium and chemical reactions. Students investigate the major themes of chemistry as they relate to culture and society.

This course is a single semester survey of chemistry and is designed for students who seek experience in the chemical sciences. In addition to the more traditional inorganic approach (compounds without carbon), we will also be addressing general themes and concepts in organic and biochemistry. This course will be a mixture of lecture and in-class problem solving.

CEM 113 Introduction to Chemical Principles Laboratory

Fall odd years, and Spring Semesters. 1 semester hour.

Corequisite: CEM 111.

This is the companion laboratory course to CEM 111 Introduction to Chemical Principles and reinforces concepts studied in lecture. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 151 General Chemistry I

Fall Semester. 3 semester hours.

Corequisite: CEM 153.

Satisfies Natural World requirement.

Prerequisite: C or higher in MTH 130, placement into MTH 150, or completion of two years of high school algebra.

Students examine the principles of chemistry beginning with the nomenclature, the chemical mole, stoichiometry, reactions and thermochemistry. Students will also study introductory quantum mechanical models of the atom and Lewis structures. In addition to developing problem solving skills in the lecture, the companion laboratory reinforces concepts studied in lecture, and emphasizes the analysis and interpretation of laboratory experiments through writing.

CEM 152 General Chemistry II

Spring Semester. 3 semester hours.

Corequisite: CEM 154.

Satisfies Natural World requirement.

Prerequisites: C or higher in CEM 151 and CEM 153.

Building on content studied in CEM 151, the course will be a mixture of lecture, independent and group learning activities with an emphasis on problem solving and practice of problem solving skills covering the critical concepts of molecular structure of compounds, molecular forces, equilibria, acid and bases chemistry, solubility and a primer to organic chemistry. This course is more difficult than the first, and even students with a strong high school background in chemistry will largely be unfamiliar with the depth of these topics. The laboratory emphasizes investigations which reinforce concepts studied in lecture, with an emphasis on scientific writing strategies and data analysis.

CEM 153 General Chemistry I Laboratory

Fall Semester. 1 semester hour.

Corequisite: CEM 151.

This is the companion laboratory course to General Chemistry I and reinforces concepts studied in lecture. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 154 General Chemistry II Laboratory

Spring Semester. 1 semester hour.

Corequisite: CEM 152.

Prerequisites: C or higher in CEM 151 and CEM 153.

This is the companion laboratory course to General Chemistry II and reinforces concepts studied in lecture. Laboratory skills are further developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 211 Introduction to Organic Biochemistry

Fall Semester, even years. 3 semester hours.

Corequisite: CEM 213.

Prerequisites: C or higher in CEM 111 or CEM 151.

A study of major themes in organic chemistry and biochemistry including nomenclature, structure and reactions of various classes of organic molecules, a survey of bioorganic molecules and an introductory look at metabolic pathways. Students investigate the major themes of organic chemistry and biochemistry as they relate to allied health.

CEM 213 Introduction to Organic Biochemistry Laboratory

Fall Semester, even years. 1 semester hour.

Corequisite: CEM 211.

This is the companion laboratory course to CEM 211 Introduction to Organic Biochemistry and reinforces concepts studied in the classroom. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 221 Analytical Chemistry

Fall Semester, odd years. 3 semester hours.

Corequisite: CEM 223.

Prerequisites: C or higher in CEM 152 and CEM 154.

Methods of expressing and determining concentration and composition information about chemical systems. The importance of chemical equilibria in governing the composition of chemical systems is emphasized. Topics include general equilibria, acid-base equilibria, solubility, reduction-oxidation and electrochemistry.

CEM 223 Analytical Chemistry Laboratory

Fall Semester, odd years. 2 semester hours.

Corequisite: CEM 221.

Prerequisites: C or higher in CEM 152 and CEM 154.

This is the companion laboratory course to Analytical Chemistry and emphasizes the collection, analysis and interpretation of quantitative data, using traditional titration and gravimetric techniques.

CEM 231 Organic Chemistry I

Fall Semester. 3 semester hours.

Corequisite: CEM 233.

Prerequisites: C or higher in CEM 152 and CEM 154.

This course introduces the concepts, reactions and mechanisms of the chemistry of carbon. Major topics include nomenclature of saturated and unsaturated compounds, cyclic and acyclic compounds, stereochemistry, functional groups and equilibria.

CEM 232 Organic Chemistry II

Spring Semester. 3 semester hours.

Corequisite: CEM 234.

Prerequisites: C or higher in CEM 231 and CEM 233.

This course is the second half of a two-semester sequence designed to introduce the concepts, reactions and mechanisms of the chemistry of carbon. Major topics include aromaticity, spectroscopy and reactions of alkenes, carbonyl compounds, and benzene rings.

CEM 233 Organic Chemistry I Laboratory

Fall Semester. 2 semester hours.

Corequisite: CEM 231.

Prerequisites: C or higher in CEM 152 and CEM 154.

This is the companion laboratory course to Organic Chemistry I and reinforces concepts studied in the classroom. Basic laboratory skills are developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 234 Organic Chemistry II Laboratory

Spring Semester. 2 semester hours.

Corequisite: CEM 232.

Prerequisites: C or higher in CEM 231 and CEM 233.

This is the companion laboratory course to Organic Chemistry II and reinforces concepts studied in the classroom. Laboratory skills are further developed with analysis and interpretation of laboratory experiments emphasized through writing.

CEM 301 Inorganic Chemistry

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in CEM 152 and CEM 154.

Review of atomic structure, multi-electron atoms, the periodic table and periodicity, valence bond and molecular orbital approaches to bonding in inorganic molecules; acid-base chemistry; properties of the representative elements; coordination chemistry of the transition elements.

CEM 332 Biochemistry: Biomolecules and Metabolism

As announced. 3 semester hours.

Prerequisites: C or higher in CEM 231 and CEM 233.

This course offers a detailed examination of biomolecules with an emphasis on amino acids, protein chemistry and enzyme kinetics. Students also explore themes in proteomics through exercises which utilize protein imaging software and databases. Principles in protein chemistry then serve as a reference point for the detailed study of major metabolic pathways such as glycolysis, krebs cycle, ETS, photosynthesis and fatty acid metabolism.

CEM 333 Biochemistry: Molecular Genetics and Biosyntheses

As announced. 3 semester hours.

Prerequisites: C or higher in CEM 231 and CEM 233.

A continuation of the themes of metabolism, catabolism and protein chemistry as it relates to molecular genetics. Major themes include DNA and RNA structure and synthesis, protein synthesis, and functional aspects of genes and their regulation. Students will also examine fatty acid and carbohydrate biosynthetic pathways.

Bioinformatics is a unifying principle in a student project centered on a specific genetic disease. Students will work exclusively from primary source materials, and present a 10-minute talk and write a major paper on their topic.

NOTE: CEM 332 Biochemistry: Biomolecules and Metabolism, and CEM 333 Biochemistry: Molecular Genetics and Biosyntheses are offered on a rotation basis. Consult with Natural and Physical Sciences Department faculty.

CEM 401 Physical Chemistry

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in PHA 201, PHA 203 and MTH 151.

This course aims to provide an understanding of selected aspects of physical chemistry including the kinetic molecular theory of gases, classical thermodynamics and an introduction to chemical kinetics.

CEM 418 Independent Study in Chemistry

Fall and Spring Semesters, by request. 1-3 semester hours.

Prerequisites: 3.0 overall grade point average, junior standing, Instructor permission, and approval of course outline by the Academic Performance Committee.

Independent reading and research of special topics.

CEM 420 Chemical Instrumentation

Spring Semester, even years. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in CEM 221 and 223.

Theory and practice of modern quantitative chemical analysis. Statistics, electronics, electrochemistry, spectrophotometry, and chromatography are discussed. State of the art instrumentation is utilized in the laboratory. The course relies heavily on laboratory work and further development of writing skills.

CEM 431 Molecular Biology Techniques

Spring Semester. 3 semester hours.

Cross listed with BIO 431.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in CEM 332 or 333.

An introduction to the techniques used in modern molecular biology with an emphasis on DNA manipulation. Students explore the historical developments of molecular biology, restriction endonucleases and DNA electrophoresis. In addition, students work on techniques to create and characterize their own recombinant DNA molecule and investigate strategies in PCR and southern hybridization. The course relies heavily on laboratory work and further development of writing skills.

CEM 440 Topics in Chemistry

As announced. 1-3 semester hours.

Prerequisites: instructor permission.

Advanced specialized topics in chemistry and related areas. Topic titles may vary from semester to semester.

CEM 450 Independent Research in Chemistry

Fall and Spring Semesters, by request. 1-3 semester hours.

Prerequisites: departmental approval.

An independent research experience that includes preparation of a research proposal.

Computer Science

Mathematics and Computer Science Department

CS 110 Computer Information Systems

Fall and Spring Semesters. 3 semester hours.

Introduction to computer information systems. Literacy, hardware and software concepts, history, social and ethical issues, elementary systems software and applications software such as word processor, spreadsheet, database, communications and graphics packages. Does not count toward a major or minor in Computer Science.

CS 116 Web Design and Development

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Students will learn basic HTML scripting, use of Web editors to create various styles of Web pages (single and multi-page sites, online forms, CSS, etc.), management of Web sites and use of animated Web programming. CS 116 does not count toward a major or minor in Computer Science.

CS 130 Principles of Computing

Fall Semester. 4 semester hours.

Prerequisites: MTH 130 or concurrent, placement into MTH 150, or instructor permission.

Students will learn to identify problems that programs can solve and how to design programs that solve problems. Program design involves a series of smaller skills, including information design, logic design, testing, and documentation. Improved skills in these areas should help with general problem solving even outside the programming paradigm.

CS 140 Computer Science I

Spring Semester. 4 semester hours.

Prerequisites: C or higher in MTH 150, placement into MTH 151, or instructor permission.

Introduction to algorithm development and structured programming using the C++ programming language. I/O, arithmetic and logic operations, selection and looping structures, subprograms, parameter passing techniques, strings, and one and two dimensional arrays.

CS 150 Competition Programming

Fall and Spring Semesters. 1 semester hour.

Prerequisites: C or higher in CS 130.

Students will learn how to compete successfully in a programming competition, create programming problems from start to finish, and how to plan a programming competition to be executed by the students as the final. Elements of problem design and implementation, and a selection of possible programming environments, will also be discussed.

CS 210 Advanced Computer Information Systems

Fall and Spring Semesters. 3 semester hours.

Prerequisites: CS 110 with C or higher or equivalent.

Students will gain an advanced level of competency in computer hardware, operating systems, and applications software such as word processor, spreadsheet, database, HTML, and presentation programs. CS 210 is designed to progress advanced students towards completion of Microsoft Office Applications Certification (MOS). Users will become familiar with all components of the Microsoft Office Suite. CS 210 does not count toward a major or minor in computer science.

CS 240 Computer Science II

Fall Semester. 4 semester hours.

Prerequisites: C or higher in CS 140.

Continuation of CS 140. Recursion, elementary searching and sorting techniques and intermediate data structures such as records, arrays of records, stacks, queues, linked lists and introduction to binary trees.

CS 270 Software Engineering

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in CS 240.

Introduction to software engineering as a discipline with an emphasis on design patterns. The course will cover the stages of the software life cycle, requirements analysis, structured and object-oriented analysis and design methods. It also discusses verification/validation, quality assurance, testing methods, maintenance, documentation, project management and team structure.

CS 310 Seminar in Computer Ethics

Fall Semester, even years. 1 semester hour.

Prerequisites: C or higher in CS 140.

Social, legal and ethical issues in computer science including privacy, piracy and responsibility.

CS 340 Data Structures & Algorithms

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in CS 240.

Advanced data structures including doubly linked lists, binary trees, binary search trees, heaps, B-trees, graphs, advanced searching and sorting techniques, and elementary algorithm analysis.

CS 350 Database Programming

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in CS 240.

Database design principles, relational data models, query languages and optimizations, transaction processing, recovery techniques. Object-oriented databases, distributed databases. Storage and access methods including indexing, hashing and range accesses.

CS 360 Computer Organization and Assembly Language

Spring Semester, even years. 4 semester hours.

Prerequisites: C or higher in CS 240.

Logic circuits, digital components, data representation, register transfer, micro-operations, organization, design, machine language and micro code.

CS 380 Topics in Programming

As announced. 1- 3 semester hours.

Prerequisites: C or higher in CS 240 or instructor permission.

Examination of a paradigm and/or programming language such as C / C++, Fortran, Python, Java, SQL, Go, and/or a methodology such as object oriented, functional or scientific programming. May be repeated for credit provided the subject matter is different.

CS 402 Computer Graphics

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in CS 240.

Introduction to computer graphics programming including lines, curves, windows, clipping, two and three dimensional transformations, projections and hidden line removal.

CS 408 Introduction to Cognitive Programming

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in CS 340 or concurrent.

Artificial intelligence, knowledge representation, inference methods, and expert system shells and programming.

CS 410 Introduction to Network Programming

Fall Semester, odd years. 3 semester hours.

Prerequisites: C or higher in CS 340 or concurrent.

Digital communication theory, network structures and components, switching techniques, network functions, layered network architectures, data link protocols, network control, and examples of LAN and WAN networks. Hardware and software support for networking.

CS 412 Operating Systems

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in CS 360 or concurrent.

Operating systems principles, including processes, concurrent processes, deadlock, storage, virtual storage, scheduling and distributed computing. Examples from MS-DOS, Windows, and UNIX-like operating systems.

CS 418 Independent Study in Computer Science

As announced. 1-3 semester hours.

Prerequisites: C or higher in CS 340, 3.0 overall grade point average, junior or senior status, instructor permission, and approval of course outline by the Academic Performance Committee.

Independent reading and research in the field of Computer Science.

CS 450 Special Topics in Computer Science

As announced. 1-3 semester hours.

Prerequisites: instructor permission.

Developed by individual faculty and approved by the department to meet the needs of the instructor's special interest, student interest and/or a rapidly changing curriculum.

CS 470 Advanced Software Engineering

Fall Semester, odd years. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in CS 270.

Advanced topics in software engineering and design, including database support and web-based applications.

**Criminal Justice
Social Science Department**

CJ 110 Introduction to Criminal Justice

Fall and Spring Semesters. 3 semester hours.

Introduction to Criminal Justice offers the first-year student a foundation to concepts of prevention, social justice, and the origins of crime (U.S. and globally).

CJ 111 Corrections, Punishment and Crime

Fall and Spring Semesters. 3 semester hours.

A historical overview of American correctional systems with an emphasis on punishment ideologies and their impact on probation, parole, imprisonment, and sentencing objectives.

CJ 220 Terrorism and Homeland Security

Spring Semester. 3 semester hours.

An introductory course in the social and political aspects and origins of international and domestic terrorism. Includes a historical review of the roots of terrorism worldwide and impacts on current conditions, as well as America's response to 9/11, the Patriot Act and its impact on American society, and the overall homeland security strategy.

CJ 230 Police Operations

Intensive Learning Term. 3 semester hours.

Prerequisites: C or higher in CJ 110 or 111.

An introduction to basic police tactics and procedures with a focus on street level interactions and daily activities of a police officer. The student will learn, through active participation, demonstrations and role playing, techniques and strategies to successfully address difficult people and situations. The student will also explore the moral and ethical responsibilities of power and authority as they interact with the citizens of their community.

CJ 280 Criminal Law & Jurisprudence

Fall Semester. 3 semester hours.

Prerequisites: C or higher in CJ 110 or 111.

This course examines the history of criminal law and the elements of crime in our society and in Michigan.

CJ 285 Legal Issues in Corrections

Spring Semester. 3 semester hours.

Prerequisites: C or higher in CJ 110 or 111.

Legal Issues provides the student with the basic understanding of legal issues surrounding the role of corrections personnel in the criminal justice field. Liability in the use of force, religious rights, medical care, and communication access are covered in depth.

CJ 290 Criminal Procedures

Spring Semester. 3 semester hours.

Prerequisites: C or higher in CJ 280.

Building on the foundation of criminal law, this course provides a legal format of how the processing of crime must occur and the legal ramifications involved in crime control in Michigan.

CJ 320 Client Relations

Intensive Learning Term. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: C or higher in IDS 111 and CJ 110 or CJ 111.

This course examines the impact and meaning of discrimination in the context of the criminal justice field. An in depth look at minorities in the prison system (prisoners and practitioners) will be addressed along with attitude formation and professional responsiveness by correctional personnel. In addition, this course will provide an opportunity to contribute to the greater community through volunteerism with at-risk youth in a non-profit organization.

CJ 321 Criminology

Fall and Spring Semesters. 3 semester hours.

Prerequisites: C or higher in IDS 112 and CJ 110, CJ 111, SA 201, or PSY 201, and junior standing.

Psychological perspectives regarding violence and criminal behavior will be discussed. The interactions of social and psychological factors which influence or produce violent, antisocial, or other criminal behavior will be analyzed. Victimization theories, along with theories of criminal behavior, will be covered.

CJ 330 Juvenile Delinquency

Spring and Summer Semesters. 3 semester hours.

Prerequisites: C or higher in CJ 110 or 111.

Violent crime among youth, including an analysis of the influence of socialization, economic conditions and the criminal justice system are addressed.

CJ 340 Police & Community

Spring Semester. 3 semester hours.

Prerequisites: C or higher in CJ 110 or 111.

Compares differing systems of relationships between police and the communities they patrol.

CJ 360 Criminal Investigations

Fall and Spring Semesters. 3 semester hours.

Prerequisites: C or higher in CJ 280 and 290.

This course offers students in the law enforcement track practical experience in writing tickets, police reports and warrants.

CJ 370 Police Administration

Fall Semester. 3 semester hours.

Prerequisites: C or higher in IDS 111 and CJ 110 or 111.

An introduction to the concepts of administration of police administration with an emphasis on leadership and responsibility. Includes explorations of organizational culture and the impacts of politics, strategies for budgeting and communications, and differences between leadership and management. Critical issues in law enforcement as they relate to administration will be covered.

CJ 400 Ethical and Moral Issues

Fall Semester. 3 semester hours.

Prerequisites: C or higher in CJ 280 and 290.

Explores moral dilemmas associated with punishment, the death penalty, incarceration and the use of force.

CJ 410 Medicolegal Death

As Announced. 3 semester hours.

Prerequisites: C or higher in IDS 112 and junior standing.

An introductory course designed to expose the student to proper methodology of a death investigation. The student will be exposed to various investigative tools, techniques and scientific knowledge required to ensure a proper investigation and will learn about the laws and statutes which guide their actions.

CJ 430 Crime Scene Investigation

Fall Semester. 3 semester hours.

Prerequisites: C or higher in CJ 280 and 290.

Crime Scene Investigation provides students with foundations in fingerprinting analysis, the use of forensic science, and accident reconstruction.

CJ 440 Defense Tactics/Physical Training

Intensive Learning Term. 2 semester hours.

Prerequisites: junior standing and six semester hours of CJ with a C or higher.

This course provides hands-on instruction to assist the student in performance of arrest and restraint, and to increase the margin of safety for both the law enforcement officer and the suspect. Physical training is included to prepare the student to pass the MCOLES and MCOTC physical tests.

CJ 450 Probation and Parole

Spring Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112 and CJ 110 or 111, and junior standing.

An overview of the history and philosophical foundations of probation and parole in the United States will be discussed. A thorough examination of the pre-sentence investigation (PSI), standard conditions of supervision, and the recommendations commonly provided to the judge will be covered. Analysis of criminal behavior and the application of determinate and indeterminate sentencing will be applied by students through critical thinking skills administered within the PSI.

CJ 470 Criminal Justice Internship

Fall, Spring and Summer Semesters. 3-6 semester hours.

Prerequisites: junior standing and six semester hours of CJ, with a C or higher.

The internship provides the student with practical experience at an assigned location with supervision by criminal justice practitioners.

CJ 490 Senior Seminar in Criminal Justice

Fall and Spring Semesters. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in CJ 330 and 340 and senior standing.

This course prepares the student for entry into the criminal justice system as a professional. Interviewing skills and a mock interview are used as learning tools to gain knowledge of the “real world.”

Economics

Business Administration Department

ECO 201 Principles of Microeconomics

Fall and Spring Semesters. 3 semester hours.

Microeconomics is the study of elementary supply and demand, the production function, individual firm behavior, and institutional effects of government and labor business operations.

ECO 202 Principles of Macroeconomics

Fall and Spring Semesters. 3 semester hours.

This course examines economics from the aggregate perspective. National, regional and international issues, policies and effects will be explored. Topics include inflation, GDP, unemployment, recessions, growth and development, government strategies such as fiscal and monetary policy, international trade and trading blocks.

ECO 301 Intermediate Microeconomics

Spring Semester. 3 semester hours.

Prerequisites: ECO 201, ECO 202 and MTH 150, or instructor permission.

Economic theory with emphasis on the theory of consumer behavior, the theory of the firm and factor pricing with emphasis on capital theory.

ECO 302 Intermediate Macroeconomics

Fall and Spring Semesters. 3 semester hours.

Prerequisites: ECO 201 and ECO 202 or instructor permission.

An examination of macroeconomics theory with particular emphasis on business cycles, economic growth and price instability. The interplay between theory and policy is analyzed.

ECO 315 Studies in Economic Problems: Variable Topics

As announced. 3 semester hours.

Prerequisites: ECO 201 and 202, or instructor permission.

Selected area of concern not intensively covered in other courses. The focus of the course will be substantive as well as analytical. Topics may include poverty, the war industry, farm problems, misallocation of resources, welfare programs, unemployment, health and human services, urban economy, energy and environmental economics, and others. May be repeated for credit with a different topic.

ECO 320 Environmental Economics

Spring Semester, even years. 3 semester hours.

Prerequisites: ECO 201 or SCI 107 and junior standing.

This course will provide students with an understanding of the theoretical paradigm of environmental economics, the economics of pollution control, and issues relating to environmental ethics and justice.

ECO 401 Money, Credit and Banking

Fall Semester. 3 semester hours.

Prerequisites: ECO 201 and 202.

Financial institutions and their role in the determination of interest rates and the volume of money and credit. Topics include commercial banking and the Federal Reserve System and methods and goals of monetary policy.

ECO 490 Managerial Economics

Spring Semester. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: ECO 301.

The primary goal of this course is to provide a unifying theme of managerial decision making around the theory of the firm, to introduce an international dimension into managerial economics to reflect the globalization of tastes, production and distribution in today's world, and to show how managerial decisions are actually made in the real world.

English

Arts and Humanities Department

ENG 105 Text and Culture

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

Introduction to fundamental techniques of literary analysis through the study of texts from a variety of world cultures. This course also introduces some of the issues surrounding the idea of culture, in particular how literature plays a role in how cultures are defined and understood. Text and Culture stresses the importance of writing in the learning process, and the course includes instruction in the writing process.

ENG 145 Introduction to Creative Writing

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Guided assignments for beginning writers in drama, fiction and poetry. Features stressed are plot, point of view and imagery. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

**ENG 202 Cultural Theories of Representation:
American Literature I**

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

This course explores the various literary creations of the “myths” behind American literature. It questions, explores, and eventually may demystify the historical and political reasons behind such creations.

**ENG 203 Theories of Form: Early British
Literature**

Fall Semester. 3 semester hours.

The course introduces students to the relationship between the literary and the form through which it has been recorded and through which it represents its themes and concerns. It is a highly historically oriented course insofar as it perceives the form as continually changing.

**ENG 204 Defining Literary Thinking: British
Literature II**

Spring Semester. 3 semester hours.

This course aims to introduce students to the chief terms in the practice of literary studies. The course addresses the question of how and why we read literature, not by providing an answer to the course title, but by considering the historical and cultural implications of reading. The course introduces students to the purpose and function of literary criticism as well as to an understanding of how we are everywhere interpreting, with special emphasis on Romantic, Victorian and Modernist texts.

**ENG 205 Reading and Interpretation:
American Literature II**

Spring Semester. 3 semester hours.

This course covers basic reading in literary theory, the relationship between critical theory and literature, and the principles of evaluation, appreciation and understanding. American texts from the mid 19th-century to the present will serve as a point of departure for critical analysis.

ENG 215 Shakespeare through Performance

Spring Semester, odd years. 3 semester hours.

Satisfies Creative Experience requirement.

Students combine active learning, close reading and performance study to gain a greater understanding of Shakespearean drama and poetry. Like all Creative Experience courses, Shakespeare through Performance is a hands-on experience in which the student is actively engaged in the creative process.

ENG 220 The English Language

Spring Semester. 3 semester hours.

An overview of the major issues in the history of the English language, basic linguistics, and applied sociolinguistics. Topics covered include beginning linguistics, including phonology, phonetics, and orthography; principles of language variance and change; the historical development and migration of the English language; and issues in contemporary English usage.

ENG 230 Introduction to Film

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: IDS 111 or concurrent.

Prepares students to be more astute, knowledgeable critics of film, centered on building a greater understanding of how film is made and works. While approaches to the class may vary—one section may be organized historically, another by genre, and another by country. Introduction to Film stresses points of cultural differences and similarities with regard to filmmaking techniques and filmic content.

ENG 240 Advanced Composition

Fall Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112.

A writing workshop designed to help students improve their ability to write clear, unified and interesting prose and to refine their appreciation and understanding of the English language. The course stresses the writing process and how to apply writing strategies effectively to a range of writing tasks, including argumentation, analysis, and research-supported essays. Also addresses issues of style, grammar, mechanics and usage.

ENG 245 Fiction Writing I

Spring Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Creative Experience courses offer hands on experience—students are actively engaged in the creative process.

ENG 247 Poetry Writing I

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Writing poetry of many types. Workshop setting with sharing students' works; attention to the poetic process. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 249 Creative Non-Fiction Writing

Spring Semester. 3 semester hours.

Satisfies Creative Experience requirement.

An introductory course in creative writing which applies the literary qualities of fiction and poetry to non-fiction essays. Through journals, drafting, and revision, students will construct reflective essays on the lived experiences which have the most meaning for them.

ENG 251 Travel Writing

Intensive Learning Term, even years. 3 semester hours.
Satisfies Creative Experience and Global Diversity requirements.

A travel-based, experiential course, studying various forms of travel writing with an emphasis on the writing process. In-class exercises, workshops, guided assignments, projects and presentations. Note: Travel may be required for the course involving expenses in addition to course tuition.

ENG 301 Transgressions and Transformations in 19th Century Thought

Fall Semester, odd years. 3 semester hours.
Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].

When most people think of a particular century, they think of its most sweeping movements. But often those arose out of authors' discontents with the particular conventions of those same movements. Much of 19th century thought arises because authors perceived current ideas as too limiting, too frustrating, too conservative. This course examines the conventions governing such thought. But it also looks at some of the criticism of the period, which may have helped (or not) create the conventions the authors sometimes opposed.

ENG 302 Transgressions and Transformations in 20th Century and Contemporary Thought

Fall Semester, even years. 3 semester hours.
Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].

When most people think of a particular century, they think of its most sweeping movements. But often those arose out of authors' discontents with the particular conventions of those same movements. Much of 20th century thought arises because authors perceived current ideas as too limiting, too frustrating, too conservative. This course examines the conventions governing such thought. But it also looks at some of the criticism of the period, which may have helped (or not) create the conventions the authors sometimes opposed.

ENG 303 International Literatures

Spring Semester. 3 semester hours.
Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].
Satisfies Global Diversity requirement.

Appreciation of the rich tradition of international literature and understanding the culture in which a literature has emerged. Awareness of the impact and contribution of international literature to world society.

ENG 345 Fiction Writing II

As announced. 3 semester hours.
Satisfies Creative Experience requirement.
Prerequisites: ENG 245.

Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 347 Poetry Writing II

As announced. 3 semester hours.
Satisfies Creative Experience requirement.
Prerequisites: ENG 247.

Writing poetry of many types. Workshop setting with sharing students' works; attention to the poetic process. Creative Experience courses offer hands-on experience—students are actively engaged in the creative process.

ENG 350 Children's Literature

Fall Semester. 3 semester hours.
Prerequisites: ENG 105 and ENG 240.

A study of important texts for children with attention to the use of literature, including illustrated books, in elementary teaching. Emphasis is on using literature to teach subjects across the curriculum.

ENG 352 Adolescent Literature

Fall Semester. 3 semester hours.
Prerequisites: ENG 105 and ENG 240.

A study of important texts for adolescents with attention to the use of literature in secondary teaching. Emphasis is on using literature to teach subjects across the curriculum.

ENG 401 Ethnicities

Spring Semester. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].

Many writers of different ethnic roots have created images of the individual's relationship to his/her community. Indeed, much of the work of writers from various ethnic groups, be they Asian American, Native American, Latino, African American or others, grapples with the issue of identity, whether self-identity or social and political identities within society. This course will speculate on the following questions: How do these writers determine who we are, that is, how do they come to define their, and by extension, our sense of "self"? How do they distinguish between the many communities to which we all belong (our genders, families, races, religions and ethnic backgrounds)? What effects do these memberships have on their/our lives? In discussing these works, we will examine the way writers work within forms that often blur the distinction between reality and fiction, between genres. (Are we dealing with an autobiography or a social document, a history, a memoir, or a novel?) We will also explore the dynamics of that blurring and the social implications for society as a whole, for the academic disciplines, and for the "imagined community" that makes up our nation.

ENG 402 Philosophical Literature

Fall Semester, odd years. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].

This course explores key interpretations between philosophy and literature. How is the literary a primary form of knowing about the self and about subjectivity? Or is this a statement that belongs only to philosophy? What are literary critics to do with primarily philosophical texts, like those of Derrida and Foucault, but also with authors such as Whitman or Blake? Or is it, as postmodernism would like it, that there are in fact no boundaries among disciplines, just texts? The course explores these and other philosophical-literary issues.

ENG 404 Studies in Literary Topics

Fall Semester, even years. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: [ENG 105, ENG 240 and ONE of the following: ENG 202, 203, 204 or 205] OR [ENG 240 and TWO of the following: ENG 202, 203, 204 or 205].

The exploration of a literary topic ordinarily outside the scope of more traditional courses in literature. Topics might include such subgenres of literature as the detective novel or science fiction, or literary trends of current interest. Topics will change every semester.

ENG 445 Fiction Writing III

As announced. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ENG 345.

Writing short stories, from the basics to the finer points. In-class exercises, guided assignments and free projects. Creative Experience courses offer hands on experience—students are actively engaged in the creative process.

ENG 447 Poetry Writing III

As announced. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ENG 347.

Writing poetry of many types. Workshop setting with sharing students' works, attention to the poetic process. Creative Experience courses offer hands on experience—students are actively engaged in the creative process.

Financial Planning

Business Administration Department

FP 200 Fundamentals of Financial Planning

Fall Semester. 3 semester hours.

This course provides an overview of the financial planning process, including communication techniques, ethics, risk tolerance, time-value-of-money concepts, financial planning applications, regulatory issues, and the legal and economic environment for financial planning. The student will gain an understanding of the role and responsibilities of a financial planner along with some analytical skills to aid in financial decision-making.

FP 323 Life and Health Insurance Licensing

Fall Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, IRM 221, FP 200, MTH 232 and BUS 212 recommended.

This course describes how to determine an individual's needs for economic security, the techniques to provide for those needs and life insurance company operations and regulation. Topics include a review of statutes on licensing, unfair trade practices, and insurers' authority to write business in the State of Michigan. This course will also help students prepare for the State of Michigan Life and Health Insurance Agents Licensing Examination.

FP 328 Investments

Fall Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, FP 200.

Covers various aspects of the principles of investments and their application to financial planning. Discusses risk analysis and risk and return computations. Looks at stocks, bonds, investment companies, options and futures contracts. Includes an extended discussion of tax issues in investing, as well as issues in the practice of portfolio management, including strategic and tactical asset allocation. Provides many examples of ethical and practical issues in managing a client's portfolio.

FP 350 Prospecting & Meeting Client Needs

Spring Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, FP 200, FP 323 and IRM 221.

This course offers an introduction to the life insurance sales career and the sales/planning process in the personal market. This course also examines industry proven methods for successfully identifying, selecting, and approaching prospects for financial products and services. The course will conclude with a simulated client presentation judged by professional financial planners.

FP 351 Health and Long-Term Care Financing

Spring Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA and FP 200.

This course provides a thorough analysis of the alternatives available for senior clients to finance medical and long-term care, including private resources, government programs and private insurance. Emphasizes the need for care, the settings

in which health care services are provided and the types of resources available to finance them.

FP 421 Income Taxation

Fall Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, FP 200.

This course examines the federal income tax system with particular reference to the taxation of individuals. Covers such items as items of gross income, exclusions from gross income, deductions, tax credits, capital gains and losses, taxation of life insurance and annuities, income taxation of partners, partnerships, corporations, and shareholders.

FP 425 Employee Benefits

Spring Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, FP 200 and IRM 221.

This course analyzes group insurance benefits including the governmental environment, contract provisions, marketing, underwriting, rate making, plan design, cost containment and alternative funding methods. Covers the various private programs related to the economic problems of death, old age and disability. Discusses cafeteria plans.

FP 426 Planning for Retirement

Spring Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, FP 200.

This course focuses on retirement planning for the business, the business owner, and the individual. Covers qualified plans, nonqualified plans, and IRAs; the second part deals with retirement needs for individual clients. Emphasizes the practical knowledge needed for choosing the best retirement plan and designing a plan that will meet a client's needs. Discusses personal retirement planning and retirement distribution planning.

FP 430 Fundamentals of Estate Planning

Spring Semester. 3 semester hours.

Prerequisites: 3.0 or higher GPA, FP 200.

This course covers various aspects of estate and gift tax planning, including the nature, valuation, transfer, administration, and taxation of property. Provides a basic understanding of the estate and gift tax system, including strategies of estate planning. Discusses gratuitous transfers of property outright or with trusts, wills, and powers of appointment; use of the marital deduction; valuation of assets; and buy-sell agreements. Covers the client interview, fact-finding,

ethical standards and development of personal estate plans.

French

Arts and Humanities Department
(see **World Languages**)

Global Citizen Honors Program

Interdisciplinary Studies Department

HON 499 Honors Seminar

Fall and Spring Semesters. 3 semester hours.

As a component of the Global Citizen Honors Program, the seminar is intended to be interdisciplinary in nature and centered on a problem-solving approach to the issue(s) under consideration. Topics for honors seminars change each semester. Please consult the GCHP course offerings for further information.

Health/Wellness

Health and Human Performance Department

HWL 240 Basic Athletic Training

Fall Semester. 3 semester hours.

Prerequisites: BIO 260 and PE 107.

For students pursuing careers in athletic training, sports medicine and physical therapy. The responsibilities of an athletic trainer, health care liability and basic components of an athletic training program. Basic concepts of sports injury recognition, management, and rehabilitation as well as issues in nutrition, drugs and professionalism.

HWL 250 Nutrition

Fall and Spring Semesters. 3 semester hours.

Identification, function and food sources of required nutrients. Mechanisms through which nutrients meet biological needs of humans. Applications of principles of normal nutrition to special issues (e.g., physical performance, obesity, pathology).

HWL 252 Substance Use and Abuse

Fall Semester and Intensive Learning Term. 3 semester hours.

Physiological and pharmacological study of chemical substance effects on the human body, with emphasis on the common lifestyle drugs such as alcohol, nicotine, tranquilizers, and those used to enhance physical performance.

HWL 255 Women, Health and Sports

As announced. 3 semester hours

Cross listed with WGS 255.

A study of health practices and attitudes in women's sports. Special focus will be given to the unique physiology and anatomy of women, as well as health care utilization and advocacy. Topics include: consumer health awareness, health practices, consumer practices, aging, stress, cancer, drugs, mental health, and sexuality.

HWL 260 Human Anatomy

Fall and Spring Semesters. 3 semester hours.

Prerequisites: BIO 105, BIO 111, or SCI 102.

Major systems of the body and their functions. Course work involves the use of charts, models and slides, but no dissection.

HWL 300 Organization and Administration in Athletic Training

As announced. 3 semester hours.

Insight into the organization and administrative issues of athletic training. Topics include job placement, facility design and management, public relations and legal issues as they pertain to athletic training and the sports medicine setting.

HWL 353 Stress Management

Spring Semester. 3 semester hours.

Stress, sources of stress, the manner in which various psychological systems are involved and affected by stress, diseases that are associated with stress, and a variety of intervention strategies. Includes preventative health behaviors and behavior modification.

HWL 354 Wellness Program Management

Fall Semester. 3 semester hours.

Management of facilities and personnel, program development, budget preparation and application of public relations techniques.

HWL 355 Rehabilitation Techniques

As announced. 4 semester hours.

Prerequisites: BIO 206, BIO 307, HWL 240, HWL 241 and PE 107. C average or higher required in prerequisites; could be taken concurrently.

Introduction to therapeutic exercise as it relates to the prevention and rehabilitation of athletic injuries. Lecture and laboratory exercises will involve selecting, developing and implementing appropriate rehabilitation programs for sports-related injuries.

HWL 400 Therapeutic Modalities

As announced. 4 semester hours.

Prerequisites: BIO 206, BIO 307, HWL 240, HWL 241 and PE 107. C average or higher required in prerequisites; could be taken concurrently.

Modalities available in helping nature heal injuries; theory and practice as to dosage, time and frequency of different modalities.

History

Social Science Department

HST 201 History of the United States I

Fall Semester. 3 semester hours.

American history: founding of the colonies through the period of Reconstruction.

HST 202 History of the United States II

Spring Semester. 3 semester hours.

Continuation of HST 201. American history: 1877 to present.

HST 203 Sub-Saharan African History

Fall Semester, even years. 3 semester hours.

Satisfies Global Diversity requirement.

An introduction to Sub-Saharan African history from 2000 BCE to the present. The regions of the West, East, Central and Southern Africa will be discussed, and set this history within an international context that emphasizes the Atlantic and Oceanic worlds, and the interplay with geography. We will also discuss the contemporary relevance of this history, specifically how this history shapes our world today and how we can use this knowledge to reshape our own ideas about Africa.

HST 204 African-American History

Spring Semester, even years. 3 semester hours.

Satisfies Global Diversity requirement.

A survey of African-American history from the origins of the slave population, slave societies, Civil War, Reconstruction, Jim Crow, Harlem Renaissance, Civil Rights Movement, Black Power, to the election of Barack Obama.

HST 205 East Asian History

Fall Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

A survey of Japanese, Korean, Chinese, and Vietnamese history.

HST 206 Latin American History

Spring Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

An introduction to Latin American history from 1400 to the present. We will discuss the regions of the Caribbean, Central America and South America, and set this history within an international context that emphasizes the Atlantic world and the U.S. We will also discuss the contemporary relevance of this history, specifically how this history shapes our world today and how we can use this knowledge to analyze solutions to current issues.

HST 210 World History: Prehistory to 1500

Fall Semester, even years. 3 semester hours.

A course designed to familiarize students with the multi-faceted nature of world history from Prehistory to 1500.

HST 211 World History: 1500 to Present

Spring Semester, odd years. 3 semester hours.

A course designed to familiarize students with the multi-faceted nature of world history from 1500 to the present.

HST 213 World Geography Through Time

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

This course is an introduction to the human, cultural and physical geography of the world. Student analysis will go beyond finding locations on a map to instead understanding how and why different human and cultural landscapes are located where they are. Students will utilize a global perspective in order to compare the geographic realms in the contemporary political, social, cultural, and physical landscapes of the world through the complex interplay of these factors over time and their manifestation in history. Students will analyze contemporary issues and the complexity of resolving these issues through use of geographical, interdisciplinary knowledge.

HST 220 Michigan History

Spring Semester, odd years. 3 semester hours.

Political, social and cultural history of Michigan from aboriginal peoples of the area to the present.

HST 241 Michigan Copper and Iron Mining History

Intensive Learning Term, even years. 2 semester hours.

Charting the development of copper and iron mining in Michigan's Upper Peninsula and the accompanying cultural, environmental, political, and economic ramifications.

HST 302 Civil War and Reconstruction

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112, HST 201 or instructor permission.

The administrations of Buchanan, Lincoln, Johnson and Grant with regard to secession, Civil War and reunion.

HST 303 Colonial America

Fall Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112, HST 201 or instructor permission.

The English Empire in North America, the interaction of cultures, and the development of the United States of America. Emphasis on the American Revolution.

HST 304 America in the 20th Century

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112, HST 202 or instructor permission.

Changes in government, society and the economy since the end of World War I.

HST 305 American Constitutional History

Fall Semester, odd years. 3 semester hours.

Cross listed with POS 305.

Prerequisites: C or higher in IDS 112 and three hours of American history or government.

American constitutional development with emphasis on the 20th century.

HST 316 Modern Russia

Fall Semester, even years. 3 semester hours.

Cross listed with POS 316.

Prerequisites: C or higher in IDS 112 and sophomore standing or instructor permission.

From the Romanovs through to the Bolshevik Revolution, the emergence of the Soviet Union as a world power, and the breakup of the Soviet Union.

HST 317 American Foreign Policy in the 20th Century

Fall Semester, odd years. 3 semester hours.

Cross listed with POS 317.

Prerequisites: C or higher in IDS 112, HST 202 or instructor permission.

Emergence of the U.S. as a world power from 1898 to the present.

HST 319 The Modern Middle East

Fall Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112, sophomore standing or instructor permission.

The Middle East from the 19th century to present. Islam and Islamic civilization, the impact of European control, independence movements of the early 20th century, Egyptian and Iranian Revolutions, and the Arab-Israeli dispute.

HST 320 Ancient Greek and Roman History

Summer Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112.

Histories of Greece from the Bronze Age until 336 BCE and Rome from 753 BCE until 476 CE emphasizing political, intellectual, social, economic, and cultural themes. This survey will introduce the student to breakthrough thinking and action of Greece and Rome including revolutionary adaptations in the areas of literature, science, philosophy, art, governance, engineering, and law.

HST 341 American Women

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112.

This course will cover gender through American political, social and cultural history including American women from pre-Columbian to women of various immigrant groups.

HST 350 Medieval History

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112.

Political, social and economic changes from 450 to 1500.

HST 351 Europe Since 1500 C.E.

Fall Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112.

A survey of disease, science, monarchies, nation-state competition, global economic integration, scientific discovery, and cultural development throughout Europe from 1500 to 2000 C.E.

HST 375 Topics in History

As announced. 3 semester hours.

Prerequisites: C or higher in IDS 112.

These are courses developed by department faculty and approved by the department: (1) in the instructor's special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs.

HST 403 Practicum

As announced. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: C or higher in IDS 112.

Practicum encompasses internships or service entailing practical application of the skill and knowledge learned in the course of a student's study.

HST 418 Independent Study

As announced. 1–3 semester hours.

Prerequisite: 3.0 overall grade point average, junior or senior standing, C or higher in IDS 112, instructor permission and approval of Academic Performance Committee.

Independent reading and research of special topics.

HST 421 Senior Seminar

Fall Semester. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in IDS 112, senior standing or instructor permission

Research methods and directed individual research.

HST 422 Readings in History

As announced. 3 semester hours.

Prerequisites: C or higher in IDS 112 and instructor permission.

In-depth selected topics in American and European history.

Insurance and Risk Management Business Administration Department

IRM 221 Principles of Insurance & Risk Management

Fall and Spring Semesters. 3 semester hours.

Prerequisites: BUS 212 recommended.

An introduction to the concept of risk, the process of risk management, and the field of insurance, including fundamental doctrines, historical background, social value, economic influence, loss exposures and protection, insurance regulation, insurance carriers, reinsurance, marketing, underwriting and claims adjusting. This course includes examination of the Michigan Essential Insurance Act and how this law addresses the social responsibility of the insurance business and its attempt to address social injustice. This course will also help students prepare for the INS 21 national examination administered by the Insurance Institute of America.

IRM 322 Personal Insurance

Fall Semester. 3 semester hours.

Prerequisites: IRM 221, cumulative GPA 3.0; BUS 212 recommended.

Designed to cover policy provisions and concepts common to various personal multiple-line property, casualty, life and health contracts. This course will also help students prepare for the INS 22 national examination administered by the Insurance Institute of America.

IRM 323 Commercial Insurance

Spring Semester. 3 semester hours.

Prerequisites: IRM 221, cumulative GPA 3.0; BUS 212 recommended.

Designed to cover policy provisions, and concepts common to various commercial multiple-line property and casualty contracts. This course will also help students prepare for the INS 23 national examination administered by the Insurance Institute of America.

IRM 324 PC Insurance Licensing

Spring Semester. 3 semester hours.

Prerequisites: IRM 221, cumulative GPA 3.0.

This course will prepare students to pass the Michigan PC Insurance Producers licensing exam. Areas to be reviewed include insurance basics such as contract law, basics of property and casualty insurance, personal lines, commercial lines insurance. This course

will also analyze the Michigan Insurance Code as it relates to the general provisions of insurance regulation and laws pertaining to property and casualty insurance.

IRM 330 Ethics and Presentations

Spring Semester. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: IRM 221, cumulative GPA 3.0, junior standing or instructor approval; JMC 203 recommended.

This course explores the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning with a major emphasis on oral presentation is designed to enhance skills in critical thinking and professional business communication. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment. The course culminates in presentations to groups outside of the Olivet College community.

IRM 340 Insurance Claims Principles and Practices

Fall Semester. 3 semester hours.

Prerequisites: IRM 221 and cumulative GPA 3.0.

The course will introduce the student to the operations of professional claims handling. Two fundamental principles will be emphasized in all aspects of the class. They are customer service and utmost good faith. The course gives students the opportunity to build a strong foundation for effective investigative and litigation techniques. The student will also learn how to avoid costly lawsuits by practicing good-faith claims handling and effective communication and negotiation skills. A general claims overview will be followed with specific topic areas of Property and Liability claims handling.

IRM 350 Negotiation and Persuasive Presentations

Fall Semester. 3 semester hours.

Prerequisites: IRM 323, cumulative GPA 3.0.

An examination of negotiating techniques, construction of a persuasive argument, assembly of information to support positions and proposals, use of spreadsheets and presentation software to create professional documents and presentations to support positions and proposals, such as the development of a new product or the sale of new insurance coverage to a risk manager or new exposure to an insurance/reinsurance underwriter.

IRM 418 Independent Study

As Announced. 1 – 3 semester hours.

Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Offered as announced. Independent readings and research on special topics.

IRM 454 Risk Management

Fall Semester. 3 semester hours.

Prerequisites: IRM 221, IRM 323, BUS 316, and MTH 232; cumulative GPA 3.0.

This course examines the process of risk management for a private firm in-depth using many of the concepts and tools studied in other insurance courses. Topics include the identification and analysis of loss exposures; examination of alternatives to traditional insurance; the use of forecasting, cash flow analysis and information systems in the risk management process. This course will incorporate the use of case studies and a risk management simulation “game” exercise. This course will also help students prepare for the ARM 54 national examination administered by the Insurance Institute of America.

IRM 480 Project Management for P&C Insurance

Spring Semester. 3 semester hours.

Prerequisites: IRM 221, IRM 322, IRM 323, and MTH 232; cumulative GPA 3.0.

This project management course examines project management in theory and practice and the roles and responsibilities of the project manager. The course offers a practical approach to managing projects, focusing on organizing, planning, and controlling the efforts of the project. Case studies, active participation in team exercises, and practical information reinforce learning. At the end of the course, students will understand why project management requires a high degree of professionalism, reasoning and critical thinking, oral and written communication skills, and how to manage successful future projects. **NOTE:** Students are expected to integrate information from prior insurance, risk management, accounting, finance, mathematics, and computer science courses in order to successfully complete the class project.

IRM 482 Studies in Insurance & Risk Management: Variable Topics

As announced. 3 semester hours.

Prerequisites: IRM 221, 322, and 323; cumulative GPA 3.0; and senior standing or instructor permission.

An examination of selected areas of concern or interest not intensively covered in other courses. The focus will be substantive as well as analytical. Topics may include such areas as further investigation into reinsurance, claims, commercial underwriting, surplus lines insurance, employee benefits, estate planning, ethics, financial analysis and management of insurance companies, risk management alternatives – financing or control, international risk management, or any other insurance topics where there is student interest or business community need. May be repeated for credit with a different topic.

IRM 483 Agency Operations

Fall Semester. 3 semester hours.

Prerequisites: IRM 221, cumulative GPA 3.0.

This course is designed to cover the operational management of an insurance agency. It examines all aspects of management such as personnel, sales and marketing. Further topics are agency image, legal and ethical practices. This course will also help students prepare for the AAI 83 national examination administered by the Insurance Institute of America.

IRM 490 Strategic Management of Insurance Enterprise

Spring Semester. 3 semester hours.

Prerequisites: IRM 221, MTH 232, and cumulative GPA 3.0; IRM 322 and 323 recommended.

Satisfies Senior Experience requirement.

This course examines the strategic management of an insurance company with a focus on financial management, U.S. regulation, and an overview of operations in a global marketplace – including consideration of differences in culture, language, regulations, laws and political risks. The core operations of marketing, underwriting, reinsurance, ratemaking and claims adjusting are studied. This course will incorporate the use of an insurance company financial management simulation “game” exercise. This course will also help students prepare for the CPCU 520 national examination administered by the American Institute for Chartered Property Casualty Underwriters.

Interdisciplinary Studies
Interdisciplinary Studies Department

IDS 101 College 101

Fall Semester. 1 semester hour.

This course is designed with three goals: to help students set realistic expectations for college life; allow students to learn and practice academic skills using various tools to enable success; and support students as they become engaged, responsible members of our learning and living community.

IDS 102 Strategies for Academic Success

Spring Semester. 1 semester hour.

This course is designed to support and strengthen the development of effective work habits and to prepare students for an intensive college environment. Students taking this course will acquire essential skills needed for academic success.

IDS 109 Foundations of Writing I

Fall and Spring Semesters. 3 semester hours.

A course that assists in developing effective written communication and critical reading skills. The focus is on enhancing grammar and mechanics skills and building awareness of techniques for developing paragraphs in various styles to accomplish specific communication goals. Essay development is also introduced.

IDS 110 Foundations of Writing II

Fall and Spring Semesters. 3 semester hours.

Prerequisites: placement or a grade of C or higher in IDS 109.

A course that assists in developing effective written communication and critical reading skills. The focus is on enhancing grammar and mechanics skills and building awareness of techniques for developing paragraphs and essays in various styles for the accomplishment of specific communication goals. Note: Must pass with a C or higher to register for IDS 111 Writing and Rhetoric I.

IDS 111 Writing and Rhetoric I

Fall and Spring Semesters. 3 semester hours.

Grammar, reading, writing and reasoning. In addition to these communication skills, both values-clarification and self-awareness are explored. To qualify for admission to Writing and Rhetoric I, students must demonstrate a command of basic reading and writing techniques.

IDS 112 Writing and Rhetoric II

Fall and Spring Semesters. 3 semester hours.

Prerequisites: C or higher in IDS 111.

Grammar, reading, writing and reasoning. In addition to these communication skills, both values-clarification and self-awareness are explored. To qualify for admission to Writing and Rhetoric II, students must demonstrate a command of basic reading and writing techniques.

IDS 151 Self and Community

Fall and Spring Semesters. 3 semester hours.

A micro-community in the exploration of diverse points of view through small and large group dialogue. Through multiple pedagogies such as oral communication, writing, reading, listening and thinking, students will explore local and global connectors between individual and social responsibility in the context of “who am I?” and “who am I in the community?”.

IDS 211 Civilization Studies

Fall and Spring Semesters. 3 semester hours.

Prerequisites: sophomore standing.

Training in research and geography with the study of major ideals, events and personalities from recorded history. The examination of social institutions is designed to enhance student skills in political analysis and critical thinking.

IDS 230 How to Change the World

As announced. 3 semester hours.

Satisfies Service Learning requirement.

Offers an introduction to philanthropy and social entrepreneurship. Students will study the world of non-profits, the grant proposal process, solicit RFPs and award funds to area charities from grant funds received for that purpose. The exploration of case studies where social entrepreneurs changed society for the better will also be included.

IDS 390 Cooperative Education

Fall and Spring Semesters, Intensive Learning Term and Summer.

1–15 semester hours.

Prerequisites: completed 30 semester hours with a 2.25 or higher cumulative GPA. Students must arrange this experience with the appropriate department chairperson before registering for this course. A Cooperative Education Work Experience Application must be completed prior to beginning work.

An optional academic experience integrating classroom theory with practical work experience.

Participating students are employed off-campus with businesses/organizations related to their career choice, or in an on-campus experience while completing their undergraduate course work. Students must register and pay for internship credits in the same semester as they are working. Credits cannot be deferred to a later semester.

IDS 399 Service Learning

Fall and Spring Semesters. 1-3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: C or higher in IDS 112 and IDS 151.

A service learning course that addresses community need and reinforces the college’s focus on *Education for Individual and Social Responsibility*. With approval from advisor, students must determine a hands-on service project for a specific community as part of registering for this course which must be completed during a semester. Prior to starting the service project, students are taught the definition of service learning, how service learning satisfies liberal arts core requirements, and how service learning differs from volunteerism.

IDS 498 Portfolio Workshop

As announced. Non-credit course.

The purpose of the Portfolio Workshop is to provide an opportunity for students who are no longer enrolled at the college but have completed all other graduation requirements to receive assistance in completing and validating their Portfolio. IDS 498 is a non-credit-bearing course that carries a fee equivalent of a half credit of tuition.

IDS 499 Seminar

Fall and Spring Semesters. 1 semester hour.

The objective of seminar is to help students successfully navigate their college experience, understand and build connections to supportive and professional communities and to prepare for their future careers. Through seminar, students will develop skills and abilities necessary for success in college and beyond. Seminar is an important mechanism for personal growth and development and an essential point of connection for students and faculty mentors and as such seminar is required by all students in his or her declared major each semester.

**Journalism and Mass
Communication**
Arts and Humanities Department

**JMC 101 Introduction to Mass
Communication**

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Overview of mass communication roles in global society, exploring books, newspapers, magazines, radio, television, film and new technologies. Emphasis on media literacy, impact and ethics.

JMC 105 Introduction to Oral Communication

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

Purposes, functions and methods of oral communication. Practical application of both formal and informal oral communication.

JMC 200 Basic Reporting

Spring Semester. 3 semester hours.

Prerequisites: IDS 111 or instructor permission.

Observing, reporting and writing under deadline. Story types and structures, research, writing styles and interviewing, in addition to media law and ethics.

JMC 203 Public Speaking

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

The study of oral communication in the public setting through understanding of the rhetorical skills of delivery, organization, language, and the application of this knowledge in presentation and evaluation of prepared informative and persuasive speeches.

JMC 205 Broadcast Production

Spring Semester. 3 semester hours.

Prerequisites: JMC 101.

Introduction to radio, television, Web and film broadcast production formats, techniques and equipment. Text and lab work.

JMC 210 Basic Reporting II

Fall Semester. 3 semester hours.

Prerequisites: C or higher in IDS 111 and JMC 200.

A continuation of Basic Reporting I, advancing professional writing skills in print and all other media, including beat reporting and investigative/critical thinking skills.

JMC 230 Broadcast Writing and Announcing

Fall Semester, odd years. 3 semester hours.

Prerequisites: JMC 200.

Instruction and critiques in the skills involved in writing and announcing in professional broadcast venues. Students will explore informational writing skills in a variety of professions, from news to public relations, incorporating research techniques, project coordination, collaborative work, deadlines, critical analysis, and oral presentations. Students will also be introduced to broadcast announcing techniques as well as broadcasting equipment.

**JMC 240 Photography and Visual
Communication**

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Planning, taking, and editing photographs and visuals for mass communication. Includes the impact of photo and visual selection and layout as well as ethical decisions facing visual communicators. Students must provide materials and have a digital camera.

JMC 250 Photoshop

Spring Semester. 3 semester hours.

Cross listed with ART 250.

Prerequisites: JMC 200 or instructor permission; pre-requisite waived for Graphic Design majors.

Introduction to the functions, components, terminology, features and uses of Adobe Photoshop, focusing on the essential techniques and functions of the program. Course offers hands-on lectures, demonstrations and student projects. Students must have electronic storage media.

JMC 290 Practicum in Mass Communication

Fall and Spring Semesters. 1–6 semester hours.

Prerequisites: Instructor permission.

Guided practical on-campus experience in mass communication production. No more than six semester hours will count toward graduation for Journalism and Mass Communication majors.

JMC 300 Video Production

Fall and Spring Semesters. 3 semester hours.

Prerequisites: JMC 101 or instructor permission.

Introduction to digital videography and digital video editing skills and techniques. Students will receive classroom instruction and work individually or in teams to conceive, script, shoot and edit video projects related to journalism and mass communication.

JMC 305 Publication Design

Fall Semester, even years. 3 semester hours.

Satisfies Service Learning and Creative Experience requirements.

Prerequisites: JMC 200 or 290.

Readings, discussions and practice in publication design, in print and online publications. Conceiving and executing finished layouts and graphics. Appropriate software exploration.

JMC 310 Editing

Fall Semester, odd years. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: JMC 200 or instructor permission.

Critiquing and editing copy for print and broadcast. Focusing on accuracy (fact checking), grammar and layout.

JMC 390 Internship

Fall, Spring and Summer Semesters. 3–15 semester hours.

Prerequisites: JMC 101 or chairperson permission.

Professional experience with any appropriate communications-oriented organization. Proposed and initiated by student with approval from faculty adviser, department chair and prospective employer.

JMC 400 Mass Communication Theory

Spring Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: JMC 101, 200 and 300 or instructor permission.

The study and analysis of theories and processes of mass communication. Lectures, research, presentations and projects will assist in learning how we communicate, motivate and advocate within our own society and within other cultures through mass media. Learn, analyze and test current theories and practices and apply that knowledge to prospective careers and endeavors.

JMC 418 Independent Study

As announced. 3 semester hours.

Prerequisites: JMC 101, 200 and 300; 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Independent reading and research on some aspect of mass communication culminating in an individual project. Under the guidance of a journalism/mass communication instructor.

JMC 421 Mass Communication Law and Ethics

Spring Semester, even years. 3 semester hours.

Prerequisites: JMC 101, 200 and 300 or instructor permission.

Lecture and research into mass communication law and ethics with emphasis on libel, privacy, free press, copyright, broadcast and advertising regulation, court systems, indecency and obscenity, as well as ethical standards.

JMC 450 Special Topics in Media

As announced. 1-3 semester hours.

Prerequisites: JMC 101, 200 and 300, or instructor permission.

Courses developed by individual faculty members in order to: a) serve a specific student's needs; b) meet unforeseen or one-time curriculum, industry or college needs; or c) make use of an extraordinary staffing opportunity. Topics will be announced in advance of course registration.

Mathematics

Mathematics and Computer Science Department

MTH 120 The Nature of Mathematics

Fall and Spring Semesters. 4 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

A survey course for non-mathematics majors. Number theory, combinatorics, probability, statistics, geometry, mathematics history and mathematical modeling.

MTH 130 College Algebra

Fall Semester. 4 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Linear and quadratic equations, operations and equations involving polynomials, rational expressions, radicals, graphing equations, systems of equations, exponentials and logarithms.

MTH 150 Precalculus

Fall and Spring Semesters. 4 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher. Serves as prerequisite for many mathematics and science courses.

Prerequisites: C or higher in MTH 130, placement evaluation, or instructor permission.

Theory and application of trigonometric functions and their graphs, trigonometric identities and equations, inverse trigonometric functions. Polynomial, rational, exponential and logarithmic functions with an introduction to limits.

MTH 151 Calculus I

Fall and Spring Semesters. 4 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Prerequisites: C or higher in MTH 150 or placement evaluation.

Limit theory, differentiation, curve sketching, maxima and minima, related rates, definite and indefinite integrals and area and volume applications.

MTH 152 Calculus II

Spring Semester. 4 semester hours.

Prerequisites: C or higher in MTH 151 or instructor permission.

Transcendental and hyperbolic functions, sequences and series, techniques of integration and polar coordinates.

MTH 232 Statistics

Fall and Spring Semesters. 4 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Prerequisites: MTH 130, placement into MTH 150 or instructor permission.

Statistics and probability. Including measures of central tendency and dispersion, normal and binomial probability distributions, hypothesis testing, confidence intervals, correlation, regression and nonparametric tests. Statistical software introduction.

MTH 242 Discrete Mathematics

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in MTH 150.

Discrete and combinatorial mathematics including: sets and relations, symbolic logic and Boolean algebra, graphs, digraphs, trees and their applications and finite state machines.

MTH 253 Calculus III

Fall Semester. 4 semester hours.

Prerequisites: C or higher in MTH 152 or instructor permission.

Vector analysis, partial differentiation, multiple integration, Green's Theorem and an introduction to differential equations.

MTH 320 Linear Algebra

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in MTH 152.

Matrix algebra and its applications, determinants, vector spaces, linear transformations, orthogonality and eigenvalues.

MTH 341 Probability

Fall Semester, odd years. 3 semester hours.

Prerequisites: C or higher in MTH 232 and MTH 253 or concurrent.

Sample spaces, counting techniques, random variables, discrete and continuous probability distributions, expectation and conditional probability.

MTH 354 Differential Equations

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in MTH 253 and MTH 320.

First order equations, linear second order equations, series solutions, systems of differential equations, higher order linear equations, numerical methods, applications, the Laplace Transform and an introduction to partial differential equations.

MTH 402 Complex Analysis

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in MTH 253.

Complex functions, series representation, analytic and harmonic functions, complex differentiation and integration, residue theory and conformal mapping.

MTH 404 Math History

As announced. 2 semester hours.

Prerequisites: MTH 151 or instructor permission, sophomore standing.

History, development and significance of mathematical ideas.

MTH 405 Advanced Calculus

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in MTH 253, instructor permission and junior standing.

A rigorous topological approach to differential and integral calculus including Bolzano-Weierstrass and Heine-Borel Theorems, continuity, uniform continuity, and convergence and uniform convergence of series and functions.

MTH 418 Independent Study in Math

As announced. 1–3 semester hours.

Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Independent reading and research of special topics.

MTH 421 Seminar in Mathematics

As announced. 1–4 semester hours.

Prerequisites: instructor permission.

Research in varied areas of mathematics.

MTH 430 Abstract Algebra

Fall Semester, odd years. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in MTH 152 and 242, junior standing.

Introduction to groups, rings, fields, congruence classes and unique factorization of polynomials.

MTH 441 Mathematical Statistics

Spring Semester, even years. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in MTH 341 or instructor permission.

Random sampling, statistical inference, sampling distributions, estimation and properties of estimators, confidence intervals, hypothesis tests and likelihood ratio tests.

Music

Arts and Humanities Department

MUS 111 Theory I

Fall Semester. 3 semester hours.

Corequisite: MUS 113.

Theory I is an introductory class to the technical elements of music. Basic elements of pitch, rhythm, melody, harmony and musical structure are explored in this class. This class will focus on the fundamental aspects of major and minor key signatures, simple triads and seventh chords, voice leading and basics of functional harmony.

MUS 112 Theory II

Spring Semester. 3 semester hours.

Corequisite: MUS 114.

Prerequisites: MUS 111 and 113.

All the elements of rhythm, melody, harmony and structure are studied in this class. This class will also explore aspects of harmonic progressions, seventh chords, modulations, secondary dominants and basic musical forms.

MUS 113 Aural Skills I

Fall Semester. 1 semester hour.

Corequisite: MUS 111.

This is an introductory course in the skills of sight singing and dictation, concentration upon simple diatonic melodies within the octave and basic rhythmic structures.

MUS 114 Aural Skills II

Spring Semester. 1 semester hour.

Co-requisite: MUS 112.

Prerequisites: MUS 111 and MUS 113.

Students will further develop their sight singing and dictation skills. Emphasis is given to minor keys and more complex rhythmic structures.

MUS 118/218/318/418 Private Lessons

Fall and Spring Semesters. 1 semester hour.

Prerequisites: audition for the Music Program; academic credit can only be earned by persons who are currently enrolled at Olivet College.

The student will take private lessons in his/her major instrument, voice or in musical composition.

MUS 120 Music and Culture

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

This course is a survey and analysis of global music that will examine the various aspects of music and culture in both western and non-western music, and in art music as well as selected popular culture music and folk music idioms. It will also include an investigation of musical terminology, the structure of music and the various instruments.

MUS 130 Keyboard Experiences

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Keyboard Experiences is a hands-on class in which the student is actively engaged in the creative process through playing the piano, listening to performances, giving an oral presentation, and reflecting on musical experiences through speaking and writing. It is designed to develop basic music reading skills as well as the technical ability to perform elementary repertoire pieces on the keyboard. This class is designed for those with no, or little, music background.

MUS 141 Piano Class I

Fall Semester. 1 semester hour.

This class will focus on principles and techniques of classical, folk and popular piano. This course is open to all students.

MUS 142 Piano Class II

Spring Semester. 1 semester hour.

Prerequisites: MUS 141 and instructor permission.

This class will focus on advanced principles and techniques of classical, folk and popular piano.

MUS 150/250/350/450

Olivet College Choir

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition and director approval is required.

Through the variety of repertory performed by this ensemble, students will obtain a basic understanding and appreciation of all historical periods and styles of choral music. Students will also learn accuracy of performance of both pitch and rhythm, as well as basic techniques of proper vocal production. In addition, students will also learn the skills required to sing various foreign languages including, but not limited to, Latin, German, and Italian. This course may be taken for credit or without credit by permission of the instructor only.

MUS 151/251/351/451

Olivet College Chamber Singers

Fall and Spring semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition required.

Members of the Chamber Singers perform traditional music for chamber choirs as well as explore rarely performed music that requires a high level of technical and musical proficiency. The Chamber Singers perform at on- and off- campus events. This course is open to all students. Enrollment is subject to audition.

MUS 152/252/352/452

Olivet College Women's Chorale

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition required.

Open to all women in the Olivet College community. This ensemble performs music of all historical periods and styles throughout the academic year both on and off campus. The ability to read music is not mandatory, but basic singing ability is necessary, and experience in this type of ensemble is preferred.

MUS 153/253/353/453

Olivet College Gospel Choir

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition and director approval is required.

Students in the Gospel Choir will learn the art of Gospel music by studying spiritual principles, the roots of Gospel music, artists who have successfully performed Gospel music, and genres that Gospel music has helped influence. Auditions are required for students to assess their ability to sign or play an instrument, and sing/play by ear.

MUS 157 Diction and Repertoire Class

As announced. 2 semester hours.

This course will address the many intricacies and idiosyncrasies of the pronunciation of major European languages including Italian, German and French, as well as Latin. Students will become acquainted with the IPA system to help them learn foreign language pronunciation on their own. In addition, students will investigate the musical repertoire unique to their own voice as well as those of others.

MUS 160/260/360/460

Olivet College Wind Ensemble

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition and director approval is required.

The Wind Ensemble rehearses and performs repertoire encompassing the Renaissance to Contemporary style periods featuring a variety of styles and levels of difficulty, while striving to maintain the highest standards of performance. The Olivet College Wind Ensemble offers numerous performance opportunities throughout the school year and

represents the college in a variety of settings both on and off campus.

MUS 161/261/361/461

Olivet College Chamber Ensembles

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition required.

The Olivet College Chamber Ensemble offers students and community members the opportunity to perform chamber music with a wide variety of instruments. Students will develop skills of balance, leadership, control and independence. This course will demand practice outside of class meetings. Enrollment is subject to audition.

MUS 163/263/363/463

Olivet College Athletic Band

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition and director approval required.

The athletic band performs a contemporary repertoire and marching technique suitable for fall and winter athletic events, while striving to maintain high standards of performance. The Olivet College Athletic Band offers numerous performance opportunities throughout the school year and represents the college in a variety of settings both on and off campus.

MUS 164/264/364/464

Olivet College Drum Line

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition required.

This percussion group performs a wide variety of music written for drum line, and will represent the college at various gatherings, such as sporting events. Enrollment is subject to audition.

MUS 165/265/365/465

Olivet College Jazz Ensemble

Fall and Spring Semesters. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition required.

Members of the Olivet College Jazz Ensemble will explore the various styles and stages of development of jazz. It will focus on development of improvisation and jazz performance techniques. This course is open to all students and community members, and acceptance is subject to audition.

MUS 166/266/366/466

Opera and Musical Scenes Practicum

Fall and Spring Semesters (as announced). 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Prerequisites: Audition required.

In this course students will learn, rehearse and perform scenes from opera, operetta and musical theatre in fully staged performances. Students will also be responsible for costuming, sets, props and working together as the stage crew. There will be public performances.

MUS 211 Theory III

Fall Semester. 3 semester hours.

Corequisite: MUS 213.

Prerequisites: MUS 112 and MUS 114.

This class will focus on chromatic harmony, altered chords, advanced secondary harmony, modal mixture and simple musical forms, as well as set theory and atonal music.

MUS 212 Theory IV

Spring Semester. 3 semester hours.

Corequisite: MUS 214.

Prerequisites: MUS 211 and MUS 213.

This class will explore aspects of advanced composition and analyses techniques with an introduction to Set Theory, and other methods of contemporary music theory analyses. Elements of musical form will also be addressed.

MUS 213 Aural Skills III

Fall Semester. 1 semester hour.

Corequisite: MUS 211.

Prerequisites: MUS 112 and 114.

Students will focus in the perception of rhythmic, melodic and harmonic changes, through sight singing and aural dictation. Emphasis is given to modulation to related keys and syncopation.

MUS 214 Aural Skills IV

Spring Semester. 1 semester hour.

Corequisite: MUS 212.

Prerequisites: MUS 211 and 213.

Students will focus in perception of rhythmic, melodic, harmonic changes, through sight singing and aural dictation. Emphasis is given to mode, advanced modulations and complex rhythmic structures.

MUS 220 Women in the Arts

Spring Semester, even years. 3 semester hours.

Cross listed with ART 220, THR 220 and WGS 220.

Satisfies Global Diversity requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

MUS 221 Comprehensive Music History I

Fall Semester, odd years. 3 semester hours.

Prerequisites: MUS 112.

This course will focus on music and literature from the Middle Ages and Renaissance through 1600. There is a strong emphasis on reading, listening, musical analysis, research and citing writing.

MUS 222 Comprehensive Music History II

Spring Semester, even years. 3 semester hours.

Prerequisites: MUS 112.

This course will focus on music and literature from the Baroque and Classical periods. There is a strong emphasis on reading, listening, musical analysis, research and critical writing.

MUS 231 Introduction to Music and Computers

Spring Semester. 3 semester hours.

This course introduces students to the role of computers in the discipline of music. Topics include basic IBM and Macintosh personal computer skills, a thorough exploration of MIDI, music sequencing software, music publishing software and orchestration with electronic/digital instruments. Software to be examined may include, but is not limited to Score, Finale, Performer and Master Tracks Pro. Students will be required to spend time in the computer lab working on individual and group projects for presentation to the class and for a final public performance.

MUS 311 Form and Analysis

Fall Semester. 3 semester hours.

Prerequisites: MUS 212 or instructor permission.

This course is an introduction to the analysis of musical form, beginning with structural elements and proceeding to the analysis of classical forms, from simple song forms to smaller compound forms such as Minuet and Rondo. Other more advanced forms to be examined include: Sonata Form, Theme and Variations and Fugue.

MUS 312 Introduction to Composition and Orchestration

Spring Semester. 3 semester hours.

Prerequisites: MUS 212 or instructor permission.

An introduction to composition, students will be exposed to phrase structure, review aspects of harmony, counterpoint, and form in a variety of idioms through the composition of exercises and short compositions. Students will be required to compose musical works demonstrating a variety of techniques and skills. Principles of orchestration and instrumentation along with techniques in musical arrangements will be examined.

MUS 321 Comprehensive Music History III

Fall Semester, even years. 3 semester hours.

Prerequisites: MUS 112.

This class will focus upon music and literature from the Romantic era (19TH century) through the present day. There is a strong emphasis on reading, listening, score analysis, research and critical writing.

MUS 322 Comprehensive Music History IV

Spring Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: MUS 112.

This class will focus on ethnomusicology: music of the world's people. Course will concentrate on non-western art music as well as various folk music idioms. There is a strong emphasis on reading, listening, score analysis, research and critical writing.

MUS 480 Special Topics in Music History and Literature

As announced. 3 semester hours.

Prerequisites: MUS 212 or instructor permission.

This provides an in-depth discussion of unique and timely issues in music history and literature, such as women in music, gender in music, music in the popular culture, the works of an individual composer (Bach, Beethoven, Richard Wagner, etc.), or of a specific genre (opera, symphony, American musical theatre).

MUS 497 Senior Experience

Fall and Spring Semesters. 3 semester hours.

Satisfies Senior Experience requirement.

This course will help the student in preparation for and performance of a Senior Recital or a Senior Music Project approved by the faculty and Music Program Director.

MUS 498 Music Honors Course

Fall Semester. 3 semester hours.

This course is one in the sequence of two courses that students will take in the departmental honors program. It is designed by the individual student in conjunction with his/her faculty advisor in an advanced area of study.

MUS 499 Music Honors Course

Spring Semester. 3 semester hours.

This is the second course in the sequence of two courses that students will take in the departmental honors program. It is designed by the individual student in conjunction with his/her faculty advisor in an advanced area of study. Meeting times with the faculty instructor/advisor will be arranged at a time convenient to both student and faculty. There is paperwork to be filed by the student for this course.

Philosophy

Arts and Humanities Department

PHL 101 Introduction to Philosophy

Fall semester. 3 semester hours.

A study of the meaning, scope and history of philosophy from ancient to modern times. The major problems with which philosophy has concerned itself are surveyed, including such questions as: What is knowledge? How is truth established? What is the mind? Are ethics relative? Are human beings free?

PHL 102 Introduction to Ethics

Spring semester. 3 semester hours.

Discusses questions about right, virtue and happiness, including the question, “Why be moral?” The work of contemporary philosophers will be examined along with the work of great philosophers of the Western tradition, including Plato, Aristotle, Aquinas, Hume, Kant and Mill. The course will also serve as an introduction to various religious approaches to ethics.

PHL 250 Visionary Thinkers

Fall Semester. 3 semester hours.

This course explores the thought of an important figure in history whose work has had a significant impact on civilization, either through politics, economics, philosophy, science, the arts, religion, or other fields. The course will systematically study the seminal works and thoughts of this individual with a special emphasis on how his or her work is still pertinent today. The visionary thinker addressed will vary each year. The course may be repeated for credit.

PHL 290 Special Topics in Philosophy

As announced. 3 semester hours.

Exploration of a special topic in philosophy that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

PHL 360 Biomedical Ethics

Fall Semester, even years. 3 semester hours.

Cross listed with SCI 360.

Prerequisites: PHL 102, an introductory course in the sciences, or instructor permissions.

A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous

actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life-sustaining medical treatment, and the allocation of medical resources.

PHL 490 Advanced Topics in Philosophy

As announced. 3 semester hours.

Prerequisites: Instructor permission.

Exploration of an advanced topic in philosophy that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

Physical Education

Health and Human Performance Department

PE 101 Personal Fitness

Fall and Spring Semesters. 1 semester hour.

The practical knowledge of, and means by which to attain and assess, the desired level of cardiovascular fitness, body composition, flexibility, muscular endurance and muscular strength.

PE 102 Aerobics

Fall and Spring Semesters. 1 semester hour.

An activity-oriented class with group exercise routines. Emphasis is placed on improving physical fitness. Assessment techniques will be introduced so that individual progress can be monitored.

PE 103 Weight Training

Fall and Spring Semesters. 1 semester hour.

Basic aspects of proper weight training principles and techniques through lecture and laboratory sessions.

PE 104 Swimming

Fall and Spring Semesters. 1 semester hour.

An activity-oriented class - basic swimming principles, stroke and conditioning techniques. Skill work, games, other water activities and lectures.

PE 105 Pilates

Fall and Spring Semesters. 1 semester hour.

An activity-based class with focus on the body's core strength. Emphasis is placed on increasing flexibility while creating long and lean muscles.

PE 106 Principles and Foundations of Health, Physical Education, and Recreation

Fall and Spring Semesters. 3 semester hours.

An overview of historical, philosophical, sociological and psychological foundations of physical education and health. Topics include health and fitness promotion, lifestyle assessments, cardiovascular risk factors, lifestyle choices and professional competencies. Emphasis is placed on physical fitness and wellness, behavior and relationships, prevention and treatment of diseases/accidents/suicide, environmental issues, and health and legal aspects of physical education and health.

PE 107 First Aid

Fall and Spring Semesters. 2 semester hours.

The guidelines of the American Red Cross will be followed in providing certification in Standard First Aid, Cardio-Pulmonary Resuscitation (adult/child/infant), Automated External Defibrillators (AEDs) and preventing disease transmission. American Red Cross certification will be awarded to students completing the necessary requirements.

PE 108 Ballroom and Hustle

Fall and Spring Semesters. 1 semester hour.

This course is designed to teach two types of dancing, urban ballroom and hustle. Urban ballroom dancing is a couple or partner dance based on a four-step cha-cha. Hustle is a type of line dance done individually, but in a group. Dances are taught in a “step-by-step” instructional method. These dances are fun and provide a social way of doing gentle exercises that will enhance both the mind and the body.

PE 110 Lifeguard Training

Intensive Learning Term. 2 semester hours.

Prerequisites: proficient swimming skills and instructor permission.

Minimum skill training for a person to serve as a non-surf lifeguard. American Red Cross certification will be awarded to students completing the necessary requirements.

PE 111 Yoga

Fall and Spring Semesters. 1 semester hour.

An activity-based class designed to build the foundation of the beginning postures, alignment and breath awareness.

PE 112 Professional Rescuer

Intensive Learning Term. 2 semester hours.

Professional Rescuer meets the requirements for American Red Cross certification for individuals who have the job-related duty to respond in an emergency. The course will include instruction in Emergency Response, CPR for the professional rescuer, Automated External Defibrillator essentials, oxygen administration, and preventing disease transmission.

PE 115 Water Safety Instructor (WSI)

Spring Semester, odd years. 3 semester hours.

Prerequisites: water safety skills and demonstration of stroke capability.

Skills necessary for swimming instructor qualification. American Red Cross certification will be awarded to students completing the requirements.

PE 120 Scuba Diving

As announced. 3 semester hours.

Prerequisites: equipment rental.

Certification in open water scuba diving. National Aquatics Underwater Instruction (NAUI) certification will be awarded to students completing the requirements.

PE 121 Boxing

Fall and Spring Semesters. 1 semester hour.

This is an introductory course. This class requires no previous knowledge of boxing. Students will learn the basics of the sport of boxing. This class will teach no-contact, light contact and may have strictly controlled full contact sparring.

PE 122 Karate

Fall and Spring Semesters. 1 semester hour.

This is an introductory Karate course. This class requires no previous knowledge of martial arts or boxing. Students will learn the basics of self-defense traditional martial arts. This class will teach no-contact and light contact sparring only.

PE 200 Theory of Coaching Basketball

Intensive Learning Term, as announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of basketball.

PE 201 Theory of Coaching Baseball

Intensive Learning Term, 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of baseball.

PE 202 Theory of Coaching Football

Intensive Learning Term, as announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of football.

PE 203 Theory of Coaching Soccer

Intensive Learning Term, as announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of soccer.

PE 204 Athletic Officiating

Fall Semester. 2 semester hours.

Procedures, techniques and ethics of officiating. Accommodates physical education teachers, coaches and those in recreational settings.

PE 206 Theory of Coaching Swimming and Diving

Intensive Learning Term, as announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of swimming and diving.

PE 208 Theory of Coaching Wrestling

Intensive Learning Term, as announced. 2 semester hours.

Technical, tactical, functional, psychological and physiological aspects of wrestling.

PE 217 Theory of Teaching Physical Fitness

Fall and Spring Semesters. 3 semester hours.

The benefits of the components of physical fitness (cardiovascular endurance, muscular strength, muscular endurance, body composition and flexibility), instructional techniques necessary to develop the individual components of physical fitness.

PE 280 Social Psychology in Sport

Spring Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112.

This course is intended to develop student understanding of social psychology in sport as well as advance student's knowledge of theory and practice in the psychological preparation of performance. It will provide an overview of the major social factors and theories affecting those participating in sport and exercise with particular attention given to coach-athlete relationships, team cohesion, group dynamics and motivational climate.

PE 301 Sports Psychology

Fall and Spring Semesters. 3 semester hours.

Fundamental concepts of coaching and underlying psychological factors of performance in competition. Topics include assessment, preseason, mid-season, and post-season evaluation, audience effects and aggression and violence in sports.

PE 305 Organization and Administration of Physical Education

Fall and Spring Semesters. 3 semester hours.

Prerequisites: junior standing or instructor permission.

Designed to give students insight into the administrative aspects of physical education, intramural and interscholastic sports.

PE 307 Principles and Techniques of Conditioning

Spring Semester. 3 semester hours.

Prerequisites: PE 217.

Conditioning techniques and the application of those principles. Includes the training to perform physical fitness testing, interpretation of test results, and writing exercise prescriptions for clients who wish to improve cardiovascular conditioning and/or strength conditioning.

PE 310 Measurement and Evaluation in Health, Physical Education and Recreation

Fall Semester. 3 semester hours.

Prerequisites: PE 217, MTH 130 or instructor permission.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Evaluation principles and techniques in the fields of Health, Physical Education and Recreation. Topics covered include criteria for selecting tests, descriptive, inferential and predictive statistical techniques and their applications; and tools for assessing health fitness, fundamental skills, sport skills, cognitive skills and psychological attitudes.

PE 320 Motor Learning

Spring Semester. 3 semester hours.

Prerequisites: Junior standing or instructor permission.

Psychological and neurological mechanisms involved in the acquisition of motor skills. Emphasis on designing classes and practices which optimize the acquisition of motor skills.

PE 400 Strength and Conditioning Instructor Training

As announced. 3 semester hours.

Prerequisites: PE 307.

Prepares students to sit for the certification exam (National Strength Conditioning Association). Examines proper techniques and training in the use of various types of weight training equipment. Combines theory and the application of training methods and regimens.

PE 401 Kinesiology

Fall and Spring Semesters. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in BIO 211, BIO 213, BIO 212 and 214, or C or higher in HWL 260, junior standing or instructor permission.

Applied anatomy and physics examining the specific functions of the musculoskeletal system and the physical laws which govern human motion.

PE 404 Practicum in Physical Education and Athletics

Fall and Spring Semesters or Intensive Learning Term.

1-2 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: junior standing.

Designed to allow the physical education major or minor to attain the practical experience (hands-on) in teaching, coaching, and leadership skills prior to student teaching.

PE 405 Exercise Physiology

Fall and Spring Semesters. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: PE 217, junior standing or instructor permission.

In-depth examination of the physiological systems of the body, and their responses and adaptations to specific stresses placed on them during exercise.

PE 410 Sport Philosophy and Ethics

Spring Semester. 3 semester hours.

Prerequisites: PE 301, junior standing or instructor permission.

Understanding and application of ethical theory and principles of moral reasoning to the analysis of issues and dilemmas in physical education, leisure and sport.

PE 415 Exercise Psychology

Fall Semester. 3 semester hours.

Prerequisites: PE 280 and PE 301.

This course covers the psychological theories for predicting exercise behavior, understanding exercise behavior, mental and physical responses to exercise, and interventions for adhering to and increasing exercise.

PE 420 Biomechanics

As announced. 3 semester hours.

Prerequisites: PE 401.

Mechanical laws as they relate to the human body in motion, and the study of techniques as they relate to internal and external forces acting on the body during performance.

PE 425 Sports Law

Fall Semester. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: PE 106, PE 305, junior standing or instructor permission.

Legal aspects in teaching, coaching and administrative physical education, recreation and athletic programs in secondary, post-secondary and community settings. The nature of the athletic system and the law pertaining to sport activities with an emphasis placed on prevention of lawsuits through planning, policy development and communication.

Physics

Natural and Physical Sciences Department

PHA 201 College Physics I

Fall Semester. 3 semester hours.

Corequisite: PHA 203.

Satisfies Natural World requirement.

Prerequisites: C or higher in MTH 150.

This is an algebra-based course which provides a rigorous examination of the following physical phenomena and systems: 1) mechanics (forces, kinematics of motion, conservation of energy and momentum, collisions and rotational systems); and 2) selected topics from molecular physics and heat (physics of solids and fluids, thermal physics and thermodynamics).

PHA 202 College Physics II

Spring Semester. 3 semester hours.

Corequisite: PHA 204.

Prerequisites: C or higher in PHA 201 and 203.

A continuation of College Physics I. This course is algebra-based and provides a rigorous examination of the following physical phenomena and systems: 1) electricity and magnetism, 2) geometric optics, 3) light and color, and 4) selected topics from waves and sound.

PHA 203 College Physics Laboratory I

Fall Semester. 1 semester hour.

Corequisite: PHA 201.

Prerequisites: C or higher in MTH 150.

This is the companion laboratory course to College Physics I and reinforces concepts studied in lecture. Basic laboratory skills are developed. Students use modern instrumentation methods to explore and analyze scientific measurements. Students will be able

to study quantitatively, and in detail, many of the mechanical systems presented in the lecture.

PHA 204 College Physics Laboratory II

Spring Semester. 1 semester hour.

Corequisite: PHA 202.

Prerequisites: C or higher in PHA 201 and 203.

This is the companion laboratory course to College Physics II and reinforces concepts studied in lecture. The topics of electricity and magnetism, electrical circuits and optics are explored. Physical phenomena are studied and measured at a more advanced level, including techniques currently employed in modern physics. A major goal of the course is to develop skills in the measurement of physical phenomena.

PHA 251 Physics I

As announced. 5 semester hours.

Prerequisites: MTH 151 or equivalent.

The first of a two-course sequence for students of the quantitative sciences, mathematics or engineering. Mechanics, thermodynamics, waves, electricity and magnetism using applied Calculus.

PHA 252 Physics II

As announced. 5 semester hours.

Prerequisites: PHA 251.

Electromagnetic waves, optics, special relativity, elementary particles, quantum phenomena and atomic structure using applied Calculus.

Political Science Social Science Department

POS 201 American Government - National

Fall Semester. 3 semester hours.

Fundamentals of the national government.

POS 202 American Government – State and Local

Spring Semester. 3 semester hours.

Fundamentals of state and local government.

POS 305 American Constitutional History

Fall Semester, odd years. 3 semester hours.

Cross listed with HST 305.

Prerequisites: C or higher in IDS 112 and three hours of American history or government.

American constitutional development with emphasis on the 20th century.

POS 310 Michigan Government and Politics

Fall Semester, even years. 3 semester hours.

Prerequisites: POS 201 and 202.

The structure and activity of public agencies in the executive branch, personnel management, budgeting, the judicial system, the legislative system, and the role of the public and private interests which inhabit the Michigan Capitol.

POS 316 Modern Russia

Fall Semester, even years. 3 semester hours.

Cross listed with HST 316.

Prerequisites: C or higher in IDS 112 and sophomore standing or instructor permission.

From the Romanovs through to the Bolshevik Revolution, the emergence of the Soviet Union as a world power, and the breakup of the Soviet Union

POS 317 American Foreign Policy in the 20th Century

Fall Semester, odd years. 3 semester hours.

Cross listed with HST 317.

Prerequisites: C or higher in IDS 112, HST 202 or instructor permission.

Emergence of the U.S. as a world power from 1898 to the present.

POS 320 The Legislative Branch: The Working Congress

Fall Semester, odd years. 3 semester hours.

Prerequisites: POS 201 and 202.

Process and factors which comprise the legislative process. Including the media, interest groups, lobbyists, the party structure, the people and other influences.

POS 321 The Judicial Branch: the Supreme Court, Law, and the Legal Process

Spring Semester, even years. 3 semester hours.

Prerequisites: POS 201 and 202.

Courts, litigation, the law as a body of information and specific issues of law. The relationship of the judiciary to the executive and legislative branches of the national government.

POS 330 Public Administration, the Courts, Law Enforcement and the Police

Spring Semester, even years. 3 semester hours.

Prerequisites: POS 201 and 202.

The structure and activity of public agencies, personnel management, budgeting, the judicial system, courts, litigation and the law.

POS 418 Independent Study

As announced. 1-3 semester hours.

Prerequisites: 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Reading and research of special topics.

Psychology Social Science Department

PSY 150 Psychology of Everyday Life

Fall Semester. 3 semester hours.

This course, designed for non-majors, introduces students to psychological theory and research regarding important aspects of human life (e.g. social relationships, gender, face recognition). Suitable for students interested in psychology, but not necessarily wanting to major or minor in psychology.

PSY 201 Introduction to Psychology

Fall and Spring Semesters. 3 semester hours.

This is a survey course introducing students to the discipline's major subfields (e.g., developmental, neuroscience, learning, cognition, social, abnormal) with an emphasis on psychology as a science. Most suitable for those interested in the psychology major or minor.

PSY 220 Cinematic Portrayal of Psychology

Intensive Learning Term, every second year. 3 semester hours.

Prerequisites: C or higher in PSY 150 or 201.

This course addresses the ways that psychological topics have been depicted in film. Students watch several films followed by discussions of the actual theory and research connected to the topics, and an analysis of the accuracy of their depictions in the media.

PSY 225 Cross-Cultural Psychology

Intensive Learning Term, as announced. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in PSY 150 or 201.

This course investigates the role cultural factors play in influencing patterns of behavior. Specifically, students will learn about the diversity of human behavior in different cultural settings and countries. Travel to observe different cultures may be a part of the course.

PSY 230 Psychology, Communication, and Culture

Spring semester, even years. 3 semester hours.

This course explains how our culture shapes the way we perceive the world and the people in it, and how these perceptions impact upon our behavior. A focus on how communication, culture, and behavior are connected is threaded through the various topics of the course.

PSY 250 Biopsychology

Spring Semester. 3 semester hours.

This course introduces students to the study of how human behavior is connected to genetics and to particular brain regions and functions. Methods and research approaches from a wide variety of scientific disciplines are discussed, with the central topic of the course being the relationship between the brain and human behavior.

PSY 260 Special Topics in Psychology

As Announced. 1- 3 semester hours.

Prerequisites: C or higher in PSY 201 and instructor permission. Courses at the 200 level developed by individual faculty members and approved by the department: (1) in the instructor's special field or interest, (2) by student's request, or (3) to meet rapidly changing curriculum and/or college needs.

PSY 270 Social Psychology

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201.

Social Psychology is the scientific study of how social situations influence the thoughts, feelings, and behaviors of individuals. Topics covered include attitude development and change, obedience and conformity, aggression, social perceptions of others, discrimination, conflict, and conflict resolution. The course will involve opportunities for students to engage in their own research study.

PSY 290 Statistics for Psychology

Fall Semester. 3 semester hours.

Cross listed with SA 290.

Corequisite: PSY 291 or SA 291.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Prerequisites: C or higher in IDS 112 and PSY 201.

Students learn how psychologists use statistics as a "tool" when conducting psychological research. The course focuses on both descriptive and inferential statistics as well as the logic underlying hypothesis testing. Students learn how to write APA "Results" sections similar to those published in psychology scholarly journals as well as learn how to use SPSS and interpret its output.

PSY 291 Research Methods and Design

Fall Semester. 4 semester hours.

Cross listed with SA 291.

Corequisite: PSY 290 or SA 290.

Prerequisites: C or higher in IDS 112 and PSY 201.

Students learn how to conduct research in psychology. Students will design their own study, collect data, and write a research report.

PSY 305 Cognition

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

Students learn about the mental processes involved in perception, attention, and memory, as well as how we solve problems and make decisions.

PSY 306 Learning and Behavior

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

Students learn the basic principles of learning and behavior modification. Theories such as classical conditioning and operant conditioning are emphasized.

PSY 309 Psychosocial Aspects of Gender

Spring Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in IDS 112, six semester hours of 200-level coursework in Sociology/Anthropology, Psychology, Gender Studies, Criminal Justice, or instructor permission.

Students will explore the connection between sex-based differences in men and women, and the way in which that psychology affects their behavior in social and cultural settings across cultural lines.

PSY 314 Development Across the Lifespan

Spring Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

This course focuses on the biopsychosocial development across the lifespan (from birth to death). Major theories in the field of developmental psychology are explored.

PSY 319 Personality Theories

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

The course surveys various theoretical conceptions of personality and the different types of data upon which they are based. Each approach is evaluated critically in light of its ability to scientifically explain both the uniqueness of individual patterns of behavior and the personality characteristics common to all humans.

PSY 325 Abnormal Psychology

Fall Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

A survey of psychological disorders, with a special emphasis upon disorders of thought, affect, and personality. Discussion includes biological, genetic, and social precursors, historically important views and theories, and the stigma associated with mental illness.

PSY 345 Introduction to Neuroscience

Fall Semester, odd years. 3 semester hours.

Cross listed with BIO 345.

Prerequisites: BIO 111 and PSY 201, or instructor permission.

An introduction to the biology of the nervous system and behavior, including nervous system functions and disorders, environmental impacts and genetic development. Topics include nerve transmission, impacts of body cycles on behaviors, psychopharmacology, abnormalities of development, major psychological problems and links between humans and our animal “roots.”

PSY 350 Health and Communication

Spring Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112.

An introduction to the study of how communication theory and research can be applied to physical health topics. Major concepts are patient / provider interaction, the relationship between our physical health and talking about problems, and creating health advertising.

PSY 403 Psychology Practicum

Fall and Spring Semesters. 1-6, with only 3 credits applying to psychology major requirements.

Satisfies Service Learning requirement.

Prerequisites: C or higher in PSY 201, junior standing and instructor permission.

This course provides undergraduate psychology students the opportunity to gain hands-on experience. Working under the supervision of a qualified professional, students will be given tasks that are within the scope of their abilities and training. This course will also expose students to professional issues and problems in the delivery of psychological services. Class time will primarily be spent discussing experiences, challenges, and personal and professional accomplishments related to the practicum.

PSY 410 Psychology and Language

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in PSY 201 and junior standing.

A broad course on the connections between language and human behavior. Topics covered include brain structure and language production and comprehension, the connections between language and thought, and social use of language.

PSY 418 Independent Study: Readings

Fall and Spring Semesters. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201, 3.0 overall grade point average, junior or senior standing, instructor permission and approval of Academic Performance Committee.

Under direct supervision of a faculty mentor, students learn about a specific area of study in the field of psychology through primary source readings.

PSY 419 Independent Research

Fall and Spring Semesters. 1–6 semester hours.

Prerequisites: C or higher in IDS 112, PSY 201, PSY 290, and PSY 291, junior standing and instructor permission.

Students design and carry out their own research project under the supervision of a faculty mentor. Students fulfilling Honors Program requirements are advised to take this class.

PSY 420 Counseling and Psychotherapy

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112, PSY 201, PSY 325, and junior standing.

A survey of individual and group counseling techniques and theories, including psychodynamic, humanistic, behavioral and cognitive therapies. Activities include discussions, demonstrations of methods, and applications to different ages, the developmentally disabled and cross-cultural counseling. Activities include discussion and demonstrations to understand techniques, treatment and practitioner ethics.

PSY 425 Industrial/Organizational Psychology

Fall Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112, PSY 201 and PSY 270.

Industrial-organizational psychology is the scientific study of the workplace. Students learn how psychologists assist with issues of critical relevance to business, such as personnel selection, worker productivity, job satisfaction, leadership, and group behavior within organizations.

PSY 430 Health Psychology

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and instructor permission.

Understanding the role psychological factors play in the prevention and treatment of physical illness is the focus of health psychology. Topics discussed include stress and coping, and the psychological and behavioral aspects of physical and mental health.

PSY 440 Qualitative Research Methods

Spring Semester, odd years. 4 semester hours.

Prerequisites: C or higher in IDS 112, PSY 291 and junior standing.

A survey of the major qualitative research methods used in the social sciences, how to collect qualitative data such as interview data or video recordings, and the ways in which qualitative methods compare to quantitative methods. Specific topics and methods covered include interviewing skills, transcription skills, ethics in interviewing, conversation analysis, grounded theory, thematic analysis, and discourse analysis. Suitable for all students regardless of their major discipline.

PSY 450 Special Topics in Psychology

As announced. 1–3 semester hours.

Prerequisites: C or higher in PSY 201 and instructor permission. Courses at the 400 level developed by individual faculty members and approved by the department: (1) in the instructor's special field or interest, (2) by student's request, or (3) to meet rapidly changing curriculum and/or college needs.

PSY 460 Historical and Philosophical Roots of Psychology

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

Students learn the history of psychology as well as contemporary issues in the field.

PSY 461 Critical Approaches to Psychology

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

This course focuses on critical and contemporary challenges to psychological research and theory. Discussion, readings, and debate will allow students to see the arguments against traditional, mainstream approaches to psychology. The course will focus in particular on criticisms of how psychological research is conducted, and of how we classify psychological disorders.

PSY 460 Historical and Philosophical Roots of Psychology

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and PSY 201 and junior standing.

Students learn the history of psychology as well as contemporary issues in the field.

PSY 470 Advanced Research Project in Psychology

Spring Semester. 4 semester hours.

Prerequisites: C or higher in PSY 201, PSY 290, and PSY 291.

This course requires students to design and conduct their own large-scale research project. The course also looks at ways for students to disseminate the findings of undergraduate research projects.

PSY 485 Assessment, Intervention, and Prevention of Suicide

Spring Semester, even years. 3 semester hours.

Prerequisites: C or higher in PSY 201 and PSY 325, and senior standing or instructor permission.

This course addresses the factors associated with suicidal thoughts and behaviors, comparing them to other forms of intentional harmful behaviors, and examining the research on how to intervene in and to prevent suicidal behavior. Specific topics such as military suicides and media contagion are also covered.

PSY 490 Senior Seminar in Psychology

Fall Semester. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: C or higher in PSY 201 and senior standing.

This capstone course prepares students for graduate study and/or employment. Students also integrate their learning of psychology to date through assigned readings and discussions. Reflection on their undergraduate experience at Olivet College is also a central focus of the course.

Recreation

Health and Human Performance Department

REC 120 Introduction to Leisure Services and Administration

Fall Semester. 3 semester hours.

An overview of recreation definitions, theories, practices and organization. Principles and practices of program planning, implementation and evaluation will be combined with discussions of leadership styles and administrative duties. Community and school recreational programming and leadership are emphasized.

REC 250 Outdoor Recreation – Wilderness/Commercial

Intensive Learning Term. 2 semester hours.

Skills required to survive in, enjoy, and preserve our outdoor resources will be explored. Attention to trip preparation, equipment needs, packing efficiently, humans in nature and outdoor recreation/survival skills. Emphasis on outdoor recreational activities such as hiking, biking, camping, fishing, canoeing and backpacking.

REC 400 Leisure Activities for Special Populations

Spring Semester. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: REC 120 or 250, junior standing or instructor permission.

Understanding physical and mental challenges that some of our population face. Examines how these challenges affect motor learning, performance, and ultimately, the ability to participate in recreational activities. Challenge without humiliation. Motivate and encourage participation.

Religious Studies and Ethics
Arts and Humanities Department

REL 101 Religion, Culture and Society

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

This course is designed to explore the complex relationships between religion, culture and society and to introduce students to religion as an academic field of study. Through a study of the diverse religious practices and beliefs throughout the world in their cultural and social contexts as well as an introduction to classic theories in the study of religion, students will explore what religion means to others while beginning to understand what religion means in their own lives. Exploring the customs, rituals and everyday practices of major religions of the world will help students discover the complex ways in which religion impacts the everyday lives of people throughout the world.

REL 210 Introduction to the Old Testament/ Hebrew Bible

Fall Semester, even years. 3 semester hours.

A critical introduction to the Old Testament/Hebrew Bible, examining its key theological themes, literary forms, and critical content. Attention will be given to the institutions, religion and national life of the Hebrew people, including the history of Israel from the Exodus to the rise of the Pharisees.

REL 211 Literature of the New Testament

Spring Semester, odd years. 3 semester hours.

An introduction to the critical study of the New Testament, including investigation into the historical background and messages of the New Testament books. Students will examine the Synoptic Gospels, Paul's Epistles, Revelation, and other books of the New Testament. The compilation of writings into what we now consider as the Christian canon will also be explored, asking the questions: what was included; what was excluded; and why?

REL 220 History of Christianity

Fall Semester, odd years. 3 semester hours.

This course explores the journey of Christianity from the earliest Christian communities through the Reformation to Christian life in contemporary times. Turning points of Christian history will be covered, as well as the varied beliefs of early Christians and the spread of the religion beyond the Roman Empire via conquest, conversion and monastic life. The movement of Christianity via missionaries into Asia, Africa, and the Americas will be covered, as well as the expressions of Christianity in today's global context.

REL 260 World Religions I: Eastern Traditions

Fall Semester, even years. 3 semester hours.

Satisfies Global Diversity requirement.

An investigation into the history and beliefs of contemporary Eastern religions and their relationship to the societies in which they have developed. Particular focus upon Hinduism, Buddhism, Jainism, Confucianism, and Shinto.

REL 261 World Religions II: Western Traditions

Spring Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

An investigation into the history and beliefs of contemporary Western religions and their relationship to the societies in which they have developed. Particular focus upon Judaism, Christianity, and Islam, and the indigenous traditions of the West.

REL 265 Earth-Based Religions and Spirituality

Fall Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

An exploration of historical and contemporary expressions of religions and spiritualities based upon a reverence for the earth or nature. Topics covered will include the contemporary earth-based religions. Particular attention will be given to modern expressions of Pagan, Heathen, shamanistic, and Wiccan traditions and will include a review of the philosophies, worldviews, theologies/theologies, ethical systems, and practices of these religious and spiritual pathways. Pantheistic and syncretic strains in traditional Eastern and Western religions will also be explored.

REL 290 Special Topics in Religious Studies

As announced. 3 semester hours.

Exploration of a special topic in religious studies that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

REL 306 Religions and Social Order/Disorder

Spring Semester, odd years. 3 semester hours.

Cross listed with SA 306.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/anthropology, psychology, gender studies or criminal justice or instructor permission.

Course explores the role of religion in the development of cultures, society and institutions within those cultures, emphasizing the effect religion and institutions have on socio-cultural relationships.

REL 315 Jesus, Politics & Ethics

Fall Semester, odd years. 3 semester hours.

Prerequisites: One 100-200 level course in religious studies, or instructor permission.

This course explores the unique political and social circumstances of life in the time of Jesus and how the teachings of Jesus challenged the dominant political powers and social mores. It examines the ethical and theological framework that undergirds these teachings and examines how they are expressed in contemporary Christian ethics.

REL 330 Gender, Sexuality and Religion

Spring Semester, even years. 3 semester hours.

Cross listed with WGS 330.

Satisfies Global Diversity requirement.

The interaction of religion, gender and sexuality will be explored through a cross-cultural, multi-religious perspective. Religious approaches to the ethics of sexuality and gender will be examined. The complexities of these relations as they are impacted by the politics of race, class, colonialism, and the globalization of religions will also be explored.

REL 360 Islamic Tradition

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

A broad overview of the religion of Islam and Muslims. Includes a study of Islamic beliefs, rituals, sacred texts and sacred places, the history of Islam, its relationship with Christianity and other religions, as well as its modern challenges. The course will focus on the central figure of Muhammad the Prophet as well as later historical developments, such as the split between the two major sects of Islam, i.e., the Sunni and the Shi'a. The course will also explore issues of modern fundamentalism and reform.

REL 470 Independent Study

As announced. 1-3 semester hours.

Prerequisites: 3.0 overall grade point average, junior or senior status, instructor permission and approval of Academic Performance Committee.

Independent reading or research on special topics in religious studies and ethics.

REL 490 Advanced Topics in Religious Studies

As announced. 3 semester hours.

Prerequisites: Instructor permission.

Exploration of an advanced topic in religious studies that falls outside of the roster of regularly offered courses. Topic will be announced in advance.

Science

Natural and Physical Sciences Department

SCI 102 Biological Science

Fall and Spring Semesters. 3 semester hours.

Satisfies Natural World requirement.

Introduction to the major concepts of biology at the cellular, organismal and population levels. Topics include the basics of cell structure and function, physiology, genetics, biological diversity and ecological and evolutionary principles. Emphasis is given to the place of humans in the biological world. SCI 102 does not count towards biology major or secondary integrated science major.

SCI 103 Introductory Astronomy

Fall and Spring Semesters. 3 semester hours.

Satisfies Natural World requirement.

An introduction to modern astronomy. Topics include stars, constellations, galaxies, planetary systems and cosmology. Laboratory experiences incorporate the use of the planetarium and Beman Observatory.

SCI 105 Introductory Geology

Fall Semester. 3 semester hours.

Satisfies Natural World requirement.

An introduction to science through geology: the study of the composition and structure of the earth, the geologic processes affecting the earth's crusts and interior, and the major principles and theories of the discipline. Laboratory includes examination of rocks and minerals and the interpretation of geological maps.

SCI 107 Environmental Science

Fall and Spring Semesters. 3 semester hours.

Satisfies Natural World requirement.

A survey of the major environmental issues of today, including pollution, toxic and solid waste, endangered species, habitat destruction and global warming. The course includes scientific, political, social and economic aspects of these issues and emphasizes problem-solving and solutions on a global, national and individual level. Field trips and laboratory exercises are an important part of the learning process.

SCI 111 Introduction to Chemistry

As announced. 3 semester hours.

Satisfies Natural World requirement.

A study of major themes in chemistry including atomic structure, chemical compounds, stoichiometry, acids and bases, gas laws, equilibrium and chemical reactions. Students investigate the major themes of chemistry as they relate to culture and society.

SCI 112 Introduction to Physics

Spring Semester. 3 semester hours.

Satisfies Natural World requirement.

A single semester survey of physics designed for students who seek experience in the physical sciences. It provides study of major themes in physics including mechanics, electromagnetism, optics, waves and thermodynamics. The course is a mix of lecture, in-class laboratory exercises and demonstrations, and is particularly designed to prepare the elementary science teacher.

SCI 201 Physical Geography

Spring Semester. 3 semester hours.

Basic knowledge of the earth in relation to the physical environment. Climate, soil, solar energy, atmospheric pressure systems, weathering, glacial systems and coastal landforms.

SCI 251 Nature, Technology and Humanity

Fall and Spring Semesters. 3 semester hours.

Satisfies Natural World requirement.

Prerequisites: C or higher in IDS 112.

A thematic look at the relationship among nature, technology and our everyday lives. Topics explored include contemporary health and environmental issues from a personal, local and global viewpoint. Emphasis is on critical analysis of information and application of knowledge to solutions for real world problems.

SCI 302 Environmental Law

As announced. 3 semester hours.

Satisfies Service Learning requirement.

An introduction to laws, regulations, rules and statutes that pertain to the environment and how and why many of these laws came into effect. The object is to give the student a basic understanding of environmental law. The student will get a basic introduction to the judicial system of the United States and to the International Courts. Students will also consider the effect that the controversy surrounding environmental issues has on the law and society.

SCI 350 Gender, Race and Science

As announced, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: BIO 111, BIO 112, IDS 111 and 112.

The impact of science on societal perceptions of race and gender, and the impact the social constructs of race and gender have on scientists and the conduct of science. Historical and modern treatments of gender and race by the scientific community as well as the experiences of women and other underrepresented groups in the sciences.

SCI 360 Biomedical Ethics

Fall Semester, even years. 3 semester hours.

Cross listed with PHL 360.

Prerequisites: PHL 102, an introductory course in the sciences, or instructor permission.

A study of the ethical principles, paradigms and values informing decisions in the medical and biological sciences, with a focus on the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered could include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, termination of life-sustaining medical treatment, and the allocation of medical resources.

SCI 410 Topics in Science

As announced. 1–3 semester hours.

Variable topics course focusing on current issues in science.

SCI 415 Service Learning in Science

Fall and Spring Semesters. 1 semester hour.

Satisfies Service Learning requirement.

The purpose of this course is to deliver a more coherent and meaningful service learning experience to junior and senior students. In addition to fulfilling the Liberal Arts Core requirement of service learning, the course offers students a context for what it means to engage in service and provides an opportunity to discuss and share with others their personal experiences. The course allows for active engagement, feedback and oversight with the instructor.

SCI 416 Service Learning in Allied Health

Fall, Spring and Summer Semesters. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: approval from the Health Science program director.

The purpose of this class is to deliver a meaningful allied health service learning experience to junior and senior students. In addition to fulfilling the Liberal Arts Core requirements to service, the course offers a context for what it means to engage in service and provides an opportunity to discuss and share with others their personal experiences with their chosen service activity.

Sociology and Anthropology Social Science Department

SA 200 Introduction to Theory in Sociology/Anthropology

Fall Semester. 3 semester hours.

Introduction to historic and current theory in Sociology/Anthropology. Students will also begin to inquire into how theory applies to social justice by applying theory to various areas of concern within society.

SA 201 Myth, Symbol and Meaning

Intensive Learning Term, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Students will be expected to develop awareness of:

1) The message below the medium and the effect on society/culture. 2) How manipulation of symbols affects individuals, society and culture. 3) How myths and rituals provide infrastructure and support for society/culture.

SA 203 Childhood and Culture

Spring Semester, even years. 3 semester hours.

Students will assess how children become members of particular societies and cultures and the effect of society and culture (and subculture) on children.

**SA 250 Special Topics in
Sociology/Anthropology**

As announced. 1-3 semester hours.

Introductory level courses developed by department faculty and approved by the department: (1) in the instructor's special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs. Some classes may require travel and have associated fees/costs for which the student is responsible.

SA 290 Statistics for the Social Sciences

Fall and Spring Semesters. 3 semester hours.

Cross listed with PSY 290.

Corequisite: SA 291 or PSY 291.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Prerequisite: C or higher in IDS 112.

Introduction to statistics and appropriate statistical software in the field of social sciences.

SA 291 Research Methods and Design

Fall and Spring Semesters. 4 semester hours.

Cross listed with PSY 291.

Corequisite: SA 290 or PSY 290.

Prerequisite: C or higher in IDS 112.

Students learn how to conduct research. Students will design their own study, collect data, and write a research report.

SA 300 Conflict and Cooperation

Fall Semester, even years. 3 semester hours.

Prerequisites: C or higher in IDS 112 and sophomore standing.

Course is practice based. Focus is on managing and resolving conflicts between groups. Students learn how to facilitate dialogue groups in the course of the semester. This course is highly recommended for education and business students.

**SA 302 Topics in Inequality: Race and
Ethnicity**

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Course explores causes of cultural and social inequality that are based on race and/or ethnicity. Students will look at the effect of inequality on individuals, societies and cultures.

SA 303 Topics in Inequality: Gender

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Course explores causes of cultural and social inequality that are gender-based. Students will study the effect of inequality on individuals, societies and cultures.

SA 304 Sport, Culture and Society

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in IDS 112.

Cross-cultural study of the role of sport in societies. This class is a recommended elective for the HHP Department.

SA 305 People, Resources and the World

Spring Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Micro and macro explorations of resource-related issues including development, environment, health and social justice.

SA 306 Religions and Social Order/Disorder

Spring Semester, odd years. 3 semester hours.

Cross listed with REL 306.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Course explores the role of religion in the development of cultures, society and institutions within those cultures, emphasizing the effect religion and institutions have on socio-cultural relationships.

SA 307 Biocultural Ecology

Fall Semester, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Focus on reciprocal relations between and influences on cultures, societies and the environment.

SA 309 Psychosocial Aspects of Gender

Spring Semester, odd years. 3 semester hours.

Prerequisites: C or higher in IDS 112, six semester hours of 200-level coursework in Sociology/ Anthropology, Psychology, Gender Studies, Criminal Justice, or instructor permission.

Satisfies Global Diversity requirement.

Students will explore the connection between sex-based differences in men and women, and the way in which that psychology affects their behavior in social and cultural settings across cultural lines.

SA 310 Generations: Aging in America

Fall Semester, odd years. 3 semester hours.

Prerequisites: IDS 112 with C or higher, six semester hours of 200-level coursework in sociology/ anthropology, psychology, gender studies, criminal justice or instructor permission.

Students will examine social, political and economic issues affecting North America's aging population in the context of family relationships.

SA 311 Uncloseting America

Spring Semester, odd years. 3 semester hours.

Cross listed with WGS 311.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Interdisciplinary course examining queer theory, identity, history, and activism. This course will explore the intersections of race, class, gender and sexual orientation through a "queer" lens. We will focus on increasing personal awareness, expanding knowledge, and encouraging action.

SA 340 Application of Sociological and Anthropological Theory

Spring Semester, even years. 3 semester hours.

Prerequisites: IDS 112 with C or higher, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.

Students will revisit theory in Sociology/ Anthropology, focusing on how that theory gets applied in social institutions.

SA 350 Workshop in Sociology and Anthropology

Fall Semester. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: IDS 112 with C or higher and six semester hours in Sociology/ Anthropology 300 level or higher.

This is a seminar class which analyzes current ethical and theoretical issues in the social sciences. Topic is developed by Social Science faculty each academic year.

SA 390 Research Link

Fall Semester. 3 credit hours.

Prerequisites: C or higher in IDS 112, SA 290, and SA 291 and junior standing.

Students develop a literature review for a research project based on an issue in which they have an interest in pursuing. A student may build off of research which originated in SA 290 Social Science Statistics/SA 291 Research Methods and Design. Students will focus on qualitative writing and a literature review designed to inform their senior project.

SA 403 Practicum

Arranged with instructor. 1-6 semester hours.

Satisfies Service Learning requirement.

Prerequisites: C or higher in IDS 112, junior status, and six semester hours of work in SA 300 level or higher.

Practicum encompasses internships or service entailing practical application of the skill and knowledge learned in the course of a student's study. Off-campus internships and internships for more than 6 credit hours may be registered as IDS 390 Cooperative Education Internship.

SA 410 Senior Project

Fall Semester. 3 semester hours.

Prerequisites: C or higher in IDS 112, SA 290, SA 291, and SA 390 and senior standing.

Students complete a qualitative, quantitative, or mixed method research project based on an issue in which they have an interest. This project should build off of research which originated in SA 390 Research Link.

SA 418 Directed Readings

Arranged with instructor. 1-6 semester hours.

Prerequisites: Sophomore standing with nine semester hours of work in major above 200 level and a GPA of 3.0 or higher in major.

A program of coordinated and selected readings between student(s) and faculty member(s).

SA 419 Directed Advanced Research

Arranged with instructor. 1-6 semester hours.

Prerequisites: C or higher in IDS 112, nine semester hours of work in major 300 level or higher, junior standing and a GPA of 3.0 or higher in major.

Program of research designed and implemented under the guidance of/or in coordination with faculty members. At completion, the student presents his or her findings in a scholar's lecture.

SA 450 Advanced Topics in Sociology and Anthropology

As Announced. 1-3 semester hours.

Prerequisites: Sophomore standing with nine semester hours of work in a Social Science major above 200 level or instructor permission.

Courses developed by department faculty and approved by the department: (1) in the instructor's special field of interest, (2) of student interest, or (3) to meet rapidly changing curriculum or college needs. Some topics may require further prerequisites. Some classes may require travel and have associated fees/costs for which the student is responsible.

Spanish

Arts and Humanities Department
(see World Languages)

Theatre

Arts and Humanities Department

THR 106 Theatre and Culture

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

Theatre as entertainment and a reflection of human behavior. Basic principles, goals and objectives as well as theatrical production and history.

THR 111 Acting

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Voice and movement skills. Relaxation, trust, discipline, criticism and artistic freedom.

THR 121 Introduction to Dance

As announced. 1 semester hour.

Satisfies one of three semester hours of Creative Experience requirement.

Basic dance steps, routines and techniques used in theatrical and musical presentations. Tap, jazz, ballet and modern dance may be included as they relate to stage performances.

THR 202 Survey of Dramatic Literature

Spring Semester. 3 semester hours.

Plays throughout history and from around the world, the societies they reflect and their meanings for us today.

THR 205 Oral Interpretation of Literature

As announced. 3 semester hours.

Analyzing and performing classical and contemporary literature in the oral tradition.

THR 206 Creative Drama In The Classroom

As announced. 3 semester hours.

Theatrical techniques used for classroom teaching. Imagination, sensory awareness, movement, mime, oral interpretation of literature and improvisation. Helping young children be creative through self-expression, use critical thinking and promote social growth.

THR 220 Women in the Arts

Spring Semester, even years. 3 semester hours.

Cross listed with ART 220, MUS 220, and WGS 220.

Satisfies Global Diversity requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

Visual Arts

Arts and Humanities Department

ART 101 Image and Culture

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

Art appreciation course divided into three areas: an introduction to the principles of organization and elements of design, a thematic study of how those concepts have been applied across times and cultures to communicate specific meaning, and student (group) developed thematic research and class presentations of non-Western art forms.

ART 105 Drawing Skills Laboratory

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

An introductory drawing class with a focus on traditional drawing techniques that include line quality, proportion and shape gauging and one-and two-point perspective.

ART 107 Visual Foundations

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

A two-dimensional design course that focuses on traditional elements such as composition, value and color. Students choose subject matter that reflects their personal and political/social interests. Ceramic forms are created using pinch, coil and slab techniques.

ART 108 Introduction to Graphic Design

Fall Semester. 3 semester hours.

This course will provide a basic overview of the many processes involved in gathering and arranging written and visual messages and graphic elements to produce high quality, professional documents for printed communications. It will provide a hands-on experience using Macintosh computers and the current industry standard software Adobe Creative Suite CS6.

ART 200 Ceramics: Fundamental

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Introductory ceramics class that includes traditional hand building, wheel work, firing and glazing.

ART 205 Portrait Sculpture: Fundamental

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Traditional portrait sculpture where students model in clay from a live model. Attention is paid to skeletal/muscle anatomy and proportion. Clay heads are then cast into plaster through a waste-mold process.

ART 208 Layout and Typography

Fall Semester. 3 semester hours.

Prerequisite: ART 108.

This course involves understanding the various stages of developing layouts for print. A focus on the organization of visual information: type, photographs and graphic elements will be emphasized through the creation of specific visual communication exercises. Students will be exposed to current design issues and be expected to expand their understanding of formal design principles, type as imagery, creative brainstorming, critical thinking, presentation, and craftsmanship.

ART 209 Layout and Typography II

Spring Semester. 3 semester hours.

Prerequisite: ART 208.

This course further develops the skills introduced in ART 208 Layout & Typography I and continues to explore the interaction of text and image. Students will be guided to be more independent in their use of fundamental components of graphic communication design and problem solving.

ART 220 Women in the Arts

Spring Semester, even years. 3 semester hours.

Cross listed with MUS 220, THR 220, and WGS 220.

Satisfies Global Diversity requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

ART 221 Sculpture: Fundamental

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Basic sculpture class that engages students in traditional bar-relief (clay) and carving (plaster). Students choose subject matter that reflects their personal interests.

ART 231 Printmaking: Fundamental

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Basic printmaking where students explore one medium (woodcut, intaglio, serigraphy or lithography). Personal responses are developed to an assigned technique and subject matter through sketches and trial proofs that are then used to create the final print. Four prints in editions will be accomplished over the course of the semester.

ART 240 History of World Art I

Fall Semester, odd years. 3 semester hours.

Survey of art, architecture and craft from prehistory to medieval Europe through illustrated discussions and readings. The relationships between art, craft, culture and environment is explored from cultures around the world, including Chinese, Japanese, Indian, South-East Asian, Mesoamerican and Islamic art.

ART 241 History of World Art II

Fall Semester, even years. 3 semester hours.

Survey of art, architecture and craft from Renaissance Europe to Post Impressionism through illustrated discussions and readings. The relationships between art, craft, culture and environment is explored from cultures around the world from this time-frame including Chinese, Japanese, Native American, Oceanic and Sub-Saharan Africa art.

ART 242 Modern and Contemporary Art History

Spring Semester. 3 semester hours.

Survey of modern and contemporary art, architecture and design through illustrated discussions and readings. Modern movements and styles and their relationships are explored from late 19th century European art through the 20th century to America. Also included are works of African American, Native American, Hispanic American and women artists, as well as art from China, Japan, Central and South America, India and Africa.

ART 243 Art and Culture of Tuscany

Intensive Learning Term, odd years. 3 semester hours.

Satisfies Global Diversity requirement.

Two weeks of travel through Tuscany, Umbria and the Marches regions of Italy, including the cities of Florence, Siena, Assisi and Urbino. In addition to viewing the art, participants are expected to open themselves up to the language, cuisine and customs of the area. One week of in-class preparation included.

ART 245 Figure Drawing: Fundamental

Spring Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion.

ART 250 Photoshop

Spring Semester. 3 semester hours.

Cross listed with JMC 250.

Prerequisites: JMC 200 or instructor permission; pre-requisite waived for Graphic Design majors.

Introduction to the functions, components, terminology, features and uses of Adobe Photoshop, focusing on the essential techniques and functions of the program. Course offers hands-on lectures, demonstrations and student projects. Students must have electronic storage media.

ART 251 Painting: Fundamental

Fall and Spring Semesters, odd years. 3 semester hours.

Satisfies Creative Experience requirement.

Fundamental problems in painting. Still life format is utilized to develop a technological command of the oil medium. In-depth work with the principles of organization focuses each assignment.

ART 271 Biological Illustration: Fundamental

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Traditional drawing course with emphasis on rendering light on form. Subjects progress from simple geometric shapes to more complex still life.

ART 300 Ceramics: Intermediate

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 200 or instructor permission.

Students enhance skills learned at the 200 level with additional processes and materials introduced. While both hand building and wheel throwing abilities are expected to increase, students may begin to determine what areas of clay interest them most. Students focus on developing skill at wheel thrown ceramics and continuing glaze and decorating techniques.

ART 305 Portrait Sculpture: Intermediate

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 205 or instructor permission.

Students further pursue their interest in the portrait genre while developing a personal form vocabulary as they work from a live model.

ART 308 Electronic Publication and Web Design

Fall Semester. 3 semester hours.

Prerequisite: ART 209.

The first half of this course provides introduction instruction for the digital publication for e-books, electronic articles, magazines, newsletters, and other forms of online communications. The course will focus on applying good design with the technical skills needed to define content, metadata required for search engines, etc. The second half of this course will introduce students to the fundamental principles, theory, and concepts of web site design and creation.

ART 321 Sculpture: Intermediate

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 221 or instructor permission.

Students, in consultation with the instructor, choose their own subject matter from observable forms and engage in more sophisticated materials such as stone, wood and metal.

ART 331 Printmaking: Intermediate

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 231 or instructor permission.

Students explore a second medium (woodcut, intaglio, serigraphy or lithography) or further technically develop a previous medium in which they have worked. Four prints in editions will be accomplished over the course of the semester.

ART 345 Figure Drawing: Intermediate

Spring Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 245 or instructor permission.

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion.

ART 351 Painting: Intermediate

Fall and odd Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 251 or instructor permission.

Intermediate problems in painting using the still life format to develop a technological command of the oil medium. In-depth work with the principles of organization and elements of design focuses each assignment.

ART 371 Biological Illustration: Intermediate

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 271 or instructor permission.

Traditional rendering class with emphasis on close observation and accurate description of natural forms in wash, colored pencil, water color and pen and ink.

ART 381 Visual Arts Service Learning

Fall and Spring Semesters. 1 semester hour.

Satisfies Service Learning requirement.

Prerequisites: junior standing and ART 209 or ART 371; or any other 300-level student course or above in painting, sculpture, ceramics or printmaking.

A service learning course that addresses an art-related community need and reinforces the college's focus on *Education for Individual and Social Responsibility*. Students, with the approval of the course instructor, arrange to fulfill the college's service learning requirement working at a venue where they provide art-related support under the direction of an on-site supervisor. A minimum of 40 hours of verifiable

service is required; students that do not complete the minimum number of hours cannot pass the course.

ART 400 Ceramics: Advanced

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 300 or instructor permission.

Students consult with the instructor to decide on projects in hand building and/or wheel throwing. Frequent conferences follow with students keeping a detailed log of hours, processes and work accomplished. Appreciation of the diverse history of ceramics across many cultures would be evidenced by research and writing.

ART 405 Portrait Sculpture: Advanced

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 305 or instructor permission.

Students work from a live model and are expected to be self-directed in their approach to portrait sculpture. They may choose to work in a highly representational manner or they may investigate alternative ways to interpret the human form.

ART 408 Professional Preparation for Graphic Designers

Fall Semester. 1 semester hour.

Prerequisite: ART 308.

This course provides the essential skills and instruction required for setting up and managing a graphic design business. Students will be guided through everything from how to present your portfolio, find work, and market themselves, to an introduction into registering a company name, billing and accounting systems, and how to get started in setting up their own corporation. Students will have the opportunity to create a business plan, learn how to respond to a Request For Proposal (RFP), test-drive accounting software, create a budget, and customize their own business forms.

ART 421 Sculpture: Advanced

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 321 or instructor permission.

Students, in consultation with the instructor, determine their projects and are expected to be self-directed in the subjects they choose, the manner in which they choose to interpret the subjects (from highly representational to non-objective) and the materials selected to house their ideas.

ART 431 Printmaking: Advanced

Fall Semester. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 331 or instructor permission.

Students develop technical mastery over one medium (woodcut, intaglio, serigraphy or lithography). They are expected to be self-directed, to explore personal subject matter and issues of personal style (from highly representational to non-objective). Five prints in editions will be accomplished.

ART 445 Figure Drawing: Advanced

Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 345 or instructor permission.

Drawing in pencil and charcoal from the live model (gesture and extended poses, including portrait work). Attention is paid to anatomical structure and proportion, however, students are encouraged to explore and expand their personal attitude toward figure drawing.

ART 451 Painting: Advanced

Intensive Learning Term, Fall and odd Spring Semesters.

3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART or instructor permission.

Advanced problems in oil painting where students are expected to be self-directed in the subjects they choose, the manner in which they choose to interpret the subjects, and the materials they select to house their ideas.

ART 471 Biological Illustration: Advanced

Fall and Spring Semesters. 3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: ART 371 or instructor permission.

Traditional rendering class with emphasis on close observation and accurate description of natural forms. Media is expanded to include gouache and colored pencil.

ART 490 Advanced Independent Work

Fall and Spring Semesters. 2-3 semester hours.

Satisfies Creative Experience requirement.

Prerequisites: 9 semester hours in one studio discipline (200, 300 and 400-level courses).

Students develop their own ideas and manner of communication in the studio discipline of their choice (painting, sculpture, printmaking or ceramics). Work from this course may be incorporated in the student's senior project which is a graduation requirement and forms the hub of their senior exhibition.

Women's and Gender Studies

Social Science Department

WGS 201 Introduction to Women's and Gender Studies

Fall Semester, even years, 3 semester hours.

Satisfies Global Diversity requirement.

Interdisciplinary course examining the cultural meaning given to gender. This course will explore the conditions and events that affect women's lives. Emphasis on women's roles in, and perspectives on, education, economics, politics, law, religion and health care. Will include a review of women in the arts and feminist philosophy.

WGS 220 Women in the Arts

Spring Semester, even years. 3 semester hours.

Cross listed with ART 220, MUS 220, and THR 220.

Satisfies Global Diversity requirement.

Women in the Arts explores the role of women in performing arts, visual arts and literature. Historical and contemporary personalities will be examined in terms of their contributions, and the evolution of roles will be addressed in terms of socio-cultural changes.

WGS 241 Feminist / Womanist Theory I

Fall Semester, odd years. 3 semester hours.

Interdisciplinary course that traces the historical emergence of feminist scholarship across topics such as work and family, health and sexuality, creativity and politics. Along with the focus on the U.S., the course incorporates international perspectives on women and feminism.

WGS 255 Women, Health and Sports

As announced. 3 semester hours.

Cross listed with HWL 255.

A study of health practices and attitudes in women's sports. Special focus will be given to the unique physiology and anatomy of women, as well as health care utilization and advocacy. Topics include: consumer health awareness, health practices, consumer practices, aging, stress, cancer, drugs, mental health, and sexuality.

WGS 311 Uncloseting America

Spring Semester, odd years. 3 semester hours.

Cross listed with SA 311.

Prerequisites: C or higher in IDS 112, six semester hours of 200 level coursework in sociology/ anthropology, psychology, gender studies or criminal justice or instructor permission.
Satisfies Global Diversity requirement.

Interdisciplinary course examining queer theory, identity, history, and activism. This course will explore the intersections of race, class, gender and sexual orientation through a "queer" lens. We will focus on increasing personal awareness, expanding knowledge, and encouraging action.

WGS 330 Gender, Sexuality and Religion

Spring Semester, even years. 3 semester hours.

Cross listed with REL 330.

Satisfies Global Diversity requirement.

The interaction of religion, gender and sexuality will be explored through a cross-cultural, multi-religious perspective. Religious approaches to the ethics of sexuality and gender will be examined. The complexities of these relations as they are impacted by the politics of race, class, colonialism, and the globalization of religions will also be explored.

WGS 342 Feminist/Womanist Theory II

As announced. 3 semester hours.

Satisfies Global Diversity and Service Learning requirements.

Prerequisites: IDS 112 or instructor permission.

Interdisciplinary course that reviews contemporary feminist scholarship across topics such as work and family, health and sexuality, creativity and politics. A service learning placement is required at the SIREN/Eaton Shelter in Charlotte or at a mutually agreed upon placement. This work helps to connect the theory of feminist and womanist work to the lives of real people.

WGS 370 Women and Business

As announced. 3 semester hours.

Prerequisites: IDS 112 or instructor permission.

The course will examine how women communicate in business, gender role development, managing work and family, networking and mentoring, trends in self-employment, women working abroad and other issues concerning women in the workplace.

WGS 399 Perspectives on Masculinity

Fall Semester, even years. 3 semester hours.

Examination of the construction of masculinity in sports, family, work and other social relationships, showing how it affects and is affected by people, institutions and society. Masculinity is defined and described in this course as a social concept that impacts everyone, both socially and personally. The course will assist students in understanding how masculinity as a social construction is related to the development of individuals.

WGS 403 Gay, Lesbian, Bisexual and Transgender Studies

As announced. 3 semester hours.

Prerequisites: WGS/SA 311 or instructor permission.

GLBT (Gay, Lesbian, Bisexual and Transgender) Studies is designed to provide students with a survey of the interdisciplinary study of sexual orientation and gender identity, with attention to race, ethnicity, and class. We will examine the theories, methods, and major issues of this field, focusing on the complex interdisciplinary influences at work in the development of the theory and research in GLBT Studies.

WGS 415 Women in the Bible

As Announced. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: IDS 112 or instructor permission.

This course is a critical analysis of women figures in biblical texts and contexts, using historical, anthropological, sociological, feminist/womanist, literary, and theological methodologies.

WGS 450 Special Topics

As announced. 3 semester hours.

Prerequisites: IDS 112 or instructor permission.

Courses developed by individual faculty members in order to: a) serve a specific student's needs; b) meet unforeseen or one-time curriculum, industry or college needs; or c) make use of an extraordinary staffing opportunity. Topics will be announced in advance of course registration.

World Languages

Arts and Humanities Department

WRL 101 Introductory World Languages I

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

In introductory language courses, students learn the basic concepts of a foreign language. Practical vocabulary, pronunciation, and grammar are emphasized so that the student is able to achieve one of the primary goals of the course – meaningful communication in the language. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 102 Introductory World Languages II

Fall and Spring Semesters. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: WRL 101 in same language, or placement equivalent.

Continuation of WRL 101. The approach continues to integrate cultural study while students are exposed to the four basic language skills: reading, speaking, listening and writing. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 201 Intermediate World Languages I

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in WRL 102 in same language or placement equivalent.

A continuation of first-year language study. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 202 Intermediate World Languages II

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in WRL 201 in same language or placement equivalent.

A continuation of WRL 201. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 301 Advanced World Languages I

Fall Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in WRL 202 in same language or placement equivalent.

A continuation of second year language study. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 302 Advanced World Languages II

Spring Semester. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: C or higher in WRL 301 in same language or placement equivalent.

A continuation of WRL 301. The approach continues to integrate the study of foreign cultures while students are exposed to the four basic language skills: reading, writing, listening and speaking. The emphasis is on meaningful oral communication. Appreciation, awareness and an understanding of others is also of great importance, and therefore various aspects of the culture(s) associated with the language will be examined.

WRL 420 Independent Study in World Languages (Readings)

Fall and Spring Semesters. 1-6 semester hours.

Prerequisite: WRL 202.

The student has the opportunity and responsibility for setting up a program of coordinated and selected readings with faculty members. A written proposal must be submitted by the student.

WRL 450 Special Topics in World Languages

As announced. 1-3 semester hours.

Prerequisites: Instructor permission.

Course developed by individual instructor and/or students.

NOTE: Course numbers followed by an asterisk (*) have prerequisites. Course numbers followed by a dagger (†) have corequisites.
See course descriptions for details.

Adult Professional Undergraduate Programs

Olivet College's adult professional undergraduate programs serve working adults who wish to complete their undergraduate degree in specialized areas. Students enroll in courses offered through an online or blended online delivery approach and primarily enroll in one or two courses each term.

Admission, Financial Aid and Charges

Admission

Students interested in Olivet College's adult professional programs are encouraged to apply online at www.olivetcollege.edu. Students must submit an official high school transcript and a copy of SAT or ACT test scores to the Office of Admissions, Olivet College, 320 S. Main St., Olivet, MI 49076. Applications are reviewed by the Admissions Office staff, and students are notified of their admission status via letter.

Students who meet the general admission requirements may submit unofficial transcripts to be considered for conditional admittance. Students who are conditionally admitted can deposit and register for orientation but will be required to submit official transcripts.

Upon receiving notice of acceptance for admission to Olivet College, a student must confirm his or her intention to enroll by paying a \$75 confirmation deposit. **This deposit is non-refundable.**

Readmission

Upon receipt of an application for readmission, the Office of Admissions will seek clearance for readmission from the Office of Academic Affairs and Student Services (including collections, any outstanding balances, and financial aid status). Providing the student is cleared by all areas, the Office of Admissions will notify the student of his or her readmission status.

Financial Aid

Award Package

Olivet College will attempt to meet a student's financial need up to direct cost. A financial aid package will be awarded to all interested students and may include both need-based and merit-based assistance. Students will be notified of aid eligibility in a timely fashion upon receipt of the need analysis document or financial aid application from the student. Requests for any additional materials needed to finalize the financial aid package will be included with the award letter.

It is recommended that all students investigate aid from nontraditional sources including high schools, churches, community organizations, local foundations, businesses and industries.

Eligibility

In order to be eligible to receive federal or state of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state of Michigan and Olivet College regulations and policies affecting financial aid. Students may apply after Oct. 1 each year and all students are encouraged to apply no later than March 1. The FAFSA form can be completed online at www.fafsa.gov.

Undergraduate students must be enrolled for and attend a minimum of six semester hours per semester to receive federal or state financial aid. Graduate students must be enrolled for and attend a minimum of three semester hours per semester. For purposes of financial aid, "half-time" is defined as being enrolled in at least six semester hours at the end of the drop and add period each semester. "Full-time" is defined as being enrolled in 12 or more semester hours at the end of the drop and add period each semester. An average of 15 semester hours per semester is necessary to graduate in four academic years. In addition, students must not be in default of a Federal Student Loan(s) and must maintain satisfactory academic progress in order to be eligible for financial aid.

Financial aid is offered on the basis of both need and merit. Eligibility for need-based aid is calculated using federal methodology with need being defined as the difference between cost of education and the amount the student and his or her family is expected to pay. Sources of aid include the federal and state governments as well as Olivet College. Aid may be

awarded as scholarships, grants, loans or a combination of any or all of these. Scholarships and grants are defined as “gift” aid and do not have to be repaid. Loans must be repaid in accordance with program specifications. Work-study awards must be earned. Students must apply for work-study positions and be hired. Students are not automatically awarded an opportunity to work. For detailed policies regarding financial aid eligibility and awards, see Rights and Responsibilities.

Rights and Responsibilities

Olivet College reserves the right to change its scholarship and financial aid policies at any time. Written or verbal representations by anyone contradictory to the policies stated in the Olivet College Academic Catalog are not binding. The college uses olivetcollege.edu e-mail addresses as the primary communication method with students. Students are expected to check their e-mail on a regular basis for pertinent information. The following list of statements defines the rights assured, and the responsibilities required, of all students applying for and receiving financial aid while attending Olivet College during the academic year. Throughout this document “Internal Aid” refers to funds Olivet College provides in the form of grants and scholarships.

Annual Renewal of Financial Aid — Students who wish to qualify for federal and/or state aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility. The college reserves the right to limit the internal aid awarded to students who do not comply with the March 1 FAFSA deadline. The financial aid package may be adjusted annually based on the renewed FAFSA application.

Document Requirements — Students have the right to reject or accept any financial aid award. Students must electronically accept their financial aid award online at <https://my.olivetcollege.edu/ics>. Absolutely no aid will be released to the student’s tuition account until the awards are electronically accepted.

Outside Financial Aid Awards — Any recipient of outside scholarships or grants of \$100 or more that are not listed on the financial aid award letter must report the amount and source to Student Services. Adjustments in the aid package will occur only when it is necessary in order to comply with federal and state regulations. Any necessary adjustment to an individual’s award will occur first with the state of Michigan grant and then student loans. Adjustments for adult professional undergraduate degree program students will happen with the state of Michigan grant first and then to student loans.

Tuition Remission — Tuition remission will apply to remaining tuition charges after all other resources (e.g., state and federal grants, scholarships) have been applied.

Federal Financial Aid Eligibility for Students Pursuing Minors, Dual Majors, and Post-Baccalaureate Coursework

Once a student has completed all requirements for one baccalaureate degree, the eligibility for federal aid, including federal loans, is no longer available for any further undergraduate coursework. It is expected that most students will complete all requirements for graduation, including remaining required coursework and the completion of a portfolio, in the same semester. **Courses taken after this time must be paid for by the individual student without federal financial aid assistance.** Therefore, students should work closely with their academic advisor to ensure that all requirements for chosen majors and minors are completed in such a way as to maintain eligibility for federal financial aid, should this aid be necessary or desired.

Financial aid eligibility for the following two groups of students demands close attention to the timing of the completion of their academic programs:

A. Students Completing a Minor

Students who are completing both a major and minor must be sure to complete the coursework for their minor in the same semester or prior to the completion of the degree requirements for their major. This will ensure that federal financial aid continues for the duration of their academic program. **Should the student complete all graduation requirements for his or her major prior to the completion of coursework for the minor, the courses remaining to be completed for the minor will need to be paid for by the student without the benefit of federal financial aid assistance.**

B. Students Completing Dual Majors

Students completing more than one major (“dual majors”) should officially submit the portfolios for both majors to Student Services **at the time of completion of the final coursework for the second degree program.** This will ensure that federal financial aid continues for the duration of their academic program.

Sources of Financial Aid

Federal Aid

There are four major federal assistance programs for students: Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG), Federal Work-Study (FWS), and subsidized and unsubsidized Federal Direct Stafford Loans. Eligibility for these programs is determined by a methodology established by the United States Department of Education. In addition, Federal Direct Parent Loan (PLUS) exists for graduate students and parents of dependent students and is not based on need.

1. **Federal Pell Grant** — a maximum award of \$6,095 for 2018-19 that does not have to be repaid. Students are notified of eligibility through receipt of the Student Aid Report (SAR).
2. **Federal Supplemental Educational Opportunity Grant (FSEOG)** — additional aid for students who demonstrate exceptional financial need. The maximum award is \$4,000 per academic year and, as a grant, it does not have to be repaid. Funds for this program are limited and are only offered to Federal Pell Grant recipients.
3. **Federal Direct Stafford Loan**
 - **Subsidized** — a low interest loan available to students who demonstrate financial need. The interest rate is determined annually by the U.S. Department of Education and is currently 5.05 percent. Interest does not accrue nor does repayment begin until six months after the recipient leaves school or drops below half-time status. Applications are available online by visiting Student Services at www.olivetcollege.edu.
 - **Unsubsidized** — a low interest loan with a current interest rate of 5.05 percent similar to the Federal Direct Stafford Loan (subsidized). The difference between the loans is interest begins accruing on this unsubsidized loan while the student is still in school and the interest will compound quarterly.

Maximum amounts for Federal subsidized and unsubsidized loans vary by grade level/academic class as follows:

	Subsidized	Unsubsidized
Freshmen (0 – 23 semester hours)	\$3,500	\$2,000
Sophomores (24 – 55 semester hours)	\$4,500	\$2,000
Juniors (56 – 87 semester hours)	\$5,500	\$2,000
Seniors (88 + semester hours)	\$5,500	\$2,000

Federal Direct Parent Loan for Undergraduate Students (PLUS) — a loan available to graduate students and to parents of dependent undergraduate students. Eligible participants can borrow up to the cost of education. The interest rate is currently 7.6 percent as determined by the U.S. Department of Education. Applications are available online by visiting www.studentloans.gov. More detailed information on aid programs is available from Student Services.

State Aid

Prospective students from Michigan are eligible to apply for aid from the following state program by filing the Free Application for Federal Student Aid (FAFSA).

State of Michigan Competitive Scholarship/Tuition Grants — an estimated maximum award of \$2,400 for 2018–19 awarded by the Michigan Department of Education to Michigan residents who have financial need and are attending or plan to attend a Michigan private college. Olivet College must be listed as a first choice on the FAFSA form.

Private Student Loan Options

Private loans are additional loan options beyond scholarships, grants and federal loans. Private loans provide a convenient alternative for many college students. Student Services assists students in finding private loan options. Olivet College recommends students research alternative sources of scholarships and grants before pursuing private loan options. Student Services certifies several private loans for students to help meet costs not covered by grants, scholarships and federal loans. A list of private lenders Olivet College students have used in the past is available at www.olivetcollege.edu. This list is for informational purposes only and does not constitute an endorsement or preference by Olivet College. Borrowers may choose any lender, including one not included on this list.

Charges

Tuition and Fees

Adult Professional Undergraduate Degree Program students pays a special per semester hour rate. Tuition charges and fees for study at Olivet College are listed below.

Tuition:

Per semester hour of study \$525 per semester hour

Fees:

Technology Fee \$100 per semester

Special Fees

The following are special fees currently in effect at Olivet College. Additional fees may be added at the discretion of the college.

- **Audit Fee** — \$120 per semester hour.
- **Confirmation Deposit** — payable upon receiving notice of admission, this \$75 **non-refundable** fee confirms a student's intent to attend Olivet College.
- **Cooperative Education Program Fee** — cooperative education programs are charged at the regular rate of tuition.
- **Credit for Life Experience Fee** — fees are charged on a per credit basis for students who are awarded life experience credit. Charges vary based upon the program the student is following.
- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **Laboratory Fee** — certain courses carry a small lab fee for materials used.
- **Late Registration Fee** — \$75.
- **Returned Check Fee** — \$25 for each occurrence.
- **Transcript Fee** — no charge for currently enrolled students; \$5 per transcript if not currently enrolled.

Late Registration

Current students are required to register online during the designated registration period each semester. Students who fail to register during this period will be assessed a late registration fee. New or returning students who wish to register after the payment due date will not be eligible to register until the following requirements are fulfilled:

- A financial aid file is completed which includes the FAFSA and any required documentation.
- An entrance counseling session is held.
- Any Direct Loan Master Promissory Note is signed.
- Payment in full is made, or acceptable payment arrangement is established.

Payment of Accounts

Approximately a month before the initial tuition bill is due each semester, students will receive a statement of account at their billing address as well as forms to complete if necessary including but not limited to outside sources of funding and payment plan options. Please see www.olivetcollege.edu for specific semester due dates. **Students will be dropped from course registration if payment is not made by the specified due dates.**

Terms of Payment

Payment for the fall or spring semester is due approximately one month before the beginning of the semester. Any additional charges incurred during the semester must be paid before the student is allowed to register for the subsequent semester. Payment for summer courses is due two days prior to the beginning of the summer session. Final grades will be withheld until an account is paid in full. A one percent finance charge is assessed each month on an unpaid balance that is 30 days past due. Failure to make payment when due cancels the student's privilege of attending classes. **No diploma, record of grades, academic transcript, letter of honorable dismissal, or recommendation will be granted to students who have outstanding balances with the college.**

Payment Options

Olivet College accepts cash, checks, Visa, MasterCard, American Express, Discover and Olivet College-approved tuition payment plans. Credit card and e-check payments may be made online at <https://my.olivetcollege.edu/ICS/>. Students must create a PIN number to allow a parent or guardian to make online payments within this system.

Olivet College Payment Plans

Olivet College offers installation payment plans for the balance of tuition accounts not covered by financial aid. Please visit the website for terms of the payment plans available. Registration for a payment plan may be done through the online portal at my.olivetcollege.edu. All payment plans require a \$30 activation fee.

Defaulting on Payment Plans – Students and parents or guardians who default on payment plans will not be allowed to re-register in payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the semester will be due immediately.

Payment of Balances Due After Leaving Olivet College

Students who have left Olivet College with a balance due on their student account will need to make satisfactory payment arrangements immediately by contacting Student Services to arrange payment. It is the policy of Olivet College to refer unpaid balances to a collection agency after 90 days. Transcripts and other official records will not be released for students who fail to meet their financial obligations to the college.

International Students

Prospective international students who wish to apply for a Federal I-20 Certificate of Eligibility for Non-Immigrant Student Status and students with immigrant status via issuance of a Federal I-9 are required to prepay all estimated charges pertaining to one full year of study as a prerequisite to formal admittance to the college and again prior to each subsequent year of study. Proof of external scholarship(s), sponsorship(s) or financial aid is required if it is to be considered as part of the annual payment.

Accessing Financial Aid Funds for the Purchase of Textbooks

Student Services has worked with the Olivet College Bookstore to facilitate the purchase of textbooks at the beginning of each semester. This process applies only to students who have been awarded financial aid in excess of their charges for the semester, and thus have a balance to be refunded to the student. Eligible students will receive an email from Student Services prior to the beginning of each semester informing them of the amount available. Up to \$600 of this balance, depending upon the individual aid award, will be available at the Bookstore through the end of the drop and add period to purchase textbooks.

Students should present their student ID at the Bookstore to access these funds. The amount of the textbooks purchased will be deducted automatically from the balance in their student account. Students should contact Student Services at 269-749-7645 with any questions.

Guest Semester

All students must be enrolled and complete the last 30 semester hours toward their degree at Olivet College. However, during a guest semester, a student may take course(s) at another institution which count toward the fulfillment of graduation requirements at Olivet College. Unlike transfer credits, guest semester credits are accepted with letter grades and are calculated into the student's cumulative grade point average. NOTE: Courses completed at another educational institution cannot be coded as a repeat with an Olivet College course. Applications for a guest semester must be approved by Student Services and the appropriate academic advisor prior to enrollment at the guest institution. Application forms are available from Student Services and must be submitted before the end of Olivet College's drop and add period. Registration for guest semesters must occur during Olivet College's stated registration periods. Guest registrations will not be processed without proof of enrollment from the other institution.

When registered as a guest student, financial aid is handled through Olivet College. The student will be billed the full tuition rate at Olivet College. Upon receipt of the detailed billing statement from the guest institution to Student Services, the student's Olivet account will be reduced by the tuition and course-specific fees the student has paid to the guest institution. The student will be responsible for paying the difference in tuition between the guest institution and Olivet College. Regardless of whether or not the course work is completed successfully, the student must fulfill their financial obligations to Olivet College.

Refund Policy

In order for a student to receive a refund from his or her student account in any semester, all of the following requirements must be met:

- The student's account must show a credit balance;
- The student must have indicated on his or her award letter that he or she wishes to have his or her credit balance refunded;
- All financial aid requirements must be met;
- If student has been awarded a Pell Grant, the student must have this paperwork on file in Student Services;
- If the student has a Michigan Tuition Grant, a student's name must appear on the verification roster; and
- Any loan proceeds must be received by Olivet College.

The refund process will begin after the drop and add period each semester. Only the Chief Financial Officer of the college is authorized to make adjustments on the refund provisions, and all such requests should be directed to him or her.

Tuition and Fee Adjustment Policy (Upon Formal Withdrawal)

Upon formal withdrawal from the college prior to the end of a semester, a student may be eligible for a tuition and fee adjustment. The adjustment will be based upon the date on which Student Services is informed in writing of the withdrawal by the student (see Withdraw/Leave of Absence under Academic Procedures).

Academic withdrawal and financial withdrawal are distinct and separate procedures, each with its own policy. For instance, a student withdrawing after the 30th calendar day following the drop and add period may receive a grade of "W" (see Academic Procedures). However, the student would not receive a tuition and fee adjustment.

The college policy for tuition and fee adjustment for students who financially withdraw is in accordance with federal regulations, and is as follows:

Tuition and Fees — Olivet College will adjust tuition and fees on the following basis:

- Prior to the end of drop and add period, the student will receive a full tuition adjustment;
- During the 14 calendar days following the drop and add period, the student will receive a 50 percent tuition adjustment;
- After the 14th calendar day following the drop and add period and up through the 30th calendar day, the student will receive a 25 percent tuition adjustment; and,
- Withdrawal after 30 calendar days following drop and add period results in no tuition adjustment.

Summer Session — No refunds are available for withdrawals from summer session courses once the student formally registers for the course(s). However, refunds are given for courses canceled by the college after registration only for students who were officially registered for the course.

Financial Aid Adjustment Policy

This policy applies to students who receive financial aid assistance while enrolled at Olivet College. Olivet College complies with the U.S. Department of Education and Michigan Department of Education regulations regarding refunds of student charges and financial aid. Examples of all policies are available at the student's request in Student Services, Mott 205. Students who drop from full-time to part-time status will have their tuition prorated based on the criteria outlined for an institutional withdrawal. When a student's enrollment status drops below full time (12 semester hours), it may necessitate a reduction in financial aid.

If a student receiving Title IV (Federal) Financial Aid withdraws from the college, his or her funds must be adjusted in accordance with the policy established by the U.S. Department of Education. This calculation may result in the student owing the college. In the case of a student who has received additional Internal Aid, the tuition and fee adjustment will be an amount not to cause a credit balance on the student account. The adjustment policy is as follows:

- The percentage of Federal Financial Aid that has been earned by the student is equal to the percentage of the semester that the student completed as of the withdrawal date. If this date occurs after the completion of 60 percent of the semester, the student is considered to have earned 100 percent of the Federal Financial Aid funds for that semester and no Federal funds must be returned.
- The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:
 - Federal Unsubsidized Stafford Loan
 - Federal Subsidized Stafford Loan
 - Federal Direct PLUS (Parent) Loan
 - Federal Pell Grant
 - Federal Supplemental Educational Opportunity Grant (FSEOG)
 - Other federal loan or grant assistance
- In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:
 - State aid – in accordance with state regulations
 - Private aid
 - Internal aid
 - The student

The institution will return Internal Aid to its source at the same percentage rate as is used for Federal Financial Aid funds under the Federal policy. However, private aid generally has criteria and guidelines pertaining to withdrawals specific to the funding source and these criteria and guidelines will be honored.

In addition, students will have funds returned to them only if remaining aid and cash payments exceed charges as determined under the Tuition and Fee Adjustment Policy.

Adult Professional Undergraduate Program Information and Graduation Requirements

Graduation Requirements – Adult Professional Undergraduate Programs

To graduate from Olivet College with a Bachelor of Arts (B.A.) or Bachelor of Science in Nursing (B.S.N.) degree a student must complete at least 120 semester hours of academic credit, maintaining a cumulative GPA of at least 2.00 on a 4.00 scale. Some majors have higher GPA requirements for graduation. Students must also complete all requirements for an academic major offered at the college and complete all required coursework delivering the learning outcomes of the Liberal Arts Core Curriculum.

Liberal Education in a Professional Program Context

The Association of American Colleges and Universities (AAC&U) defines a contemporary liberal education as:

An approach to college learning that empowers individuals and prepares them to deal with complexity, diversity, and change. This approach emphasizes broad knowledge of the wider world (e.g., science, culture, and society) as well as in-depth achievement in a specific field of interest. It helps students develop a sense of social responsibility; strong intellectual and practical skills that span all major fields of study, such as communication, analytical, and problem-solving skills; and the demonstrated ability to apply knowledge and skills in real-world settings. (AAC&U, “What is a Liberal Education?,” 2018, www.aacu.org)

Olivet College is committed to providing a liberal education for participants in our adult professional undergraduate programs. This liberal education is expressed through the educational goals and learning outcomes of the college that have been established for all undergraduate students:

1. **Effective Communication and Collaboration** — Strengthen Foundational Skills in Written Communication, Interpersonal Communication and Collaboration
2. **Critical Thinking** — Strengthen Foundational Skills in Critical Thinking and Quantitative Analysis
3. **Liberal Arts Knowledge** — Develop a Broad Foundation of Knowledge and Experience in the Liberal Arts
4. **Global Awareness** — Develop Cultural Understanding and Respect for Human Diversity
5. **Ethics and Responsibility** — Demonstrate Ethical Awareness, Individual Responsibility, and Social Responsibility
6. **Application of Knowledge** — Integrate and Apply Advanced Knowledge in an Academic or Professional Discipline

These educational goals are delivered in multiple ways to all students at the college, including students within the adult professional programs. At times these goals are delivered through particular courses in the humanities, social sciences, or natural sciences; at times they are integrated into courses within the professional program itself; at other times, they are met through internship and cooperative educational experiences. Information on the ways in which specific academic programs deliver the liberal educational goals and learning outcomes of Olivet College can be obtained through consultation with academic advisors within each program. Additional program-specific educational outcomes are required by the various programs of study at the college.

Criminal Justice Professional Program

Regina Armstrong, Ph.D., Program Director

To accommodate the scheduling needs of criminal justice working professionals Olivet College offers a mixed-delivery degree completion program in Criminal Justice. This program is open to officers who possess an Associate's Degree, completed a Michigan Commission on Law Enforcement Standards (MCOLES) Police Academy, and have at least two years of work experience in the field of Criminal Justice.

The Criminal Justice Professional Program offers courses through an online format with two face-to-face sessions on campus for each course. The on-campus sessions allow students to form relationships with each other as students complete the program.

Students seeking a Bachelor of Arts degree in the criminal justice professional program can earn advanced credit through the combination of an Associate's Degree, MCOLES Police Academy Training, and Credit for Life Experience. Transfer credit will be evaluated by the assistant dean for academic records. The total number of credits accepted cannot be determined until a full evaluation of official documentation has been completed.

Olivet College offers Credit for Life Experience to students who can document college-level knowledge gained through paid employment, special training or volunteer experience prior to the completion of their first semester at Olivet College (see Awarding of Academic Credit for more information). Olivet College also accepts up to a maximum total of 15 semester hours of credit for MCOLES training. The maximum total of credits earned through courses completed at other educational institutions, MCOLES training, and Credit for Life Experience is 90 semester hours.

Criminal Justice Professional Program Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students can identify issues in society and analyze, synthesize, and evaluate information to reach conclusions in criminal justice organizations and occupations through projects, debates, scenarios, and/or research papers.
- Students can identify ethical dilemmas and apply ethical principles to deter negative consequences through complex scenarios.
- Students can acknowledge differences, analyzing discriminatory behaviors, and formulating strategies to encourage positive relationships within the community.
- Students can write with entry-level competence in research papers, police reports, and/or pre-sentence investigation reports.
- Students can actively communicate and apply de-escalate techniques to the criminal justice setting as demonstrated in mock scenarios and internships.

Criminal Justice Professional Program Major Requirements

A bachelor of arts degree in the criminal justice professional program requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The criminal justice professional program major requires successful completion of the following courses as well as other courses required to meet the 120 semester hour degree requirement.

Complete each of the following (31 semester hours):

CJP 220	Terrorism & Homeland Security (3)
CJP 285	Legal Issues in Corrections (3)
CJP 320	Client Relations (3)
CJP 370	Police Administration (3)
CJP 401	Social Issues in Criminal Justice (3)
CJP 480	Emergency Management (3)
CJP 490	Senior Seminar in Criminal Justice (3)
ENG 249	Creative Non-Fiction Writing (3)
IDS 211	Civilization Studies (3)
IDS 251	Nature, Technology, and Humanity (3)
IDS 499	Criminal Justice Professional Seminar (1)

Bachelor of Science in Nursing Program

*Lorraine Manier, DNP, MSN-Ed, RN,
Program Director*

The nursing program at Olivet College leads to the bachelor of science degree in nursing (BSN). The RN-BSN degree completion program is designed to address the needs of currently working registered nurses and consists of upper-division 300/400-level courses delivered through a blended onsite/online program. For admission to the RN-BSN program for professional nurses, proof of satisfactory completion of an ADN degree program, NCLEX test, and current RN licensure is required.

The RN-BSN program serves professional nurses returning to college in the completion of a Bachelor of Science in Nursing degree. These individuals have completed their clinical nursing courses within an associate degree program and have earned their RN licensure prior to matriculating at Olivet College. The program is a hybrid of on-line and in-person classes offered at the worksite or in the community, thereby offering adult students the opportunity to individualized education that makes the Olivet experience so rewarding. The program provides access to the working adult in a convenient degree-completion program that is relationship-based yet accessible.

The Olivet College RN-BSN program is unique in its hybrid delivery providing personalized attention and focus on success. Many existing RN to BSN programs are offered strictly in an online format. Olivet College provides a blended program of both face-to-face classroom contact as well as an online component to the program to serve working nurses. Olivet College's nursing students receive active advisement, mentoring and career exploration.

Olivet's RN-BSN program serves working nurses within the Battle Creek and southwest Michigan geographical area. Students who complete their ADN-RN through the nursing program at Kellogg Community College are able to immediately and directly enroll in the Olivet College RN-BSN program, which will be delivered at sites in the Battle Creek area. These students are able to complete their BSN in a timely and efficient manner.

Graduates of the RN-BSN program will exhibit a high level of competence in the area of professional nursing and service to the community. The nursing program values student learning, critical thinking, oral and written communication skills and an understanding of a globally oriented world.

Bachelor of Science in Nursing Program Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students apply concepts from liberal arts to the practice of nursing through improved writing skills, enhanced empathy and increased cultural awareness.
- Students can demonstrate the ability to use critical thinking, management and leadership skills to advance the nursing profession and improve quality of care.
- Students apply current nursing research to establish a basis for evidenced-based nursing practice.
- Students articulate and demonstrate an understanding of the importance of the nurse advocate role to both the client and the profession of nursing.
- Students will demonstrate the knowledge and skill in information management as well as patient care technologies critical to the delivery of quality patient care.
- Students will apply nursing skills and knowledge to clients in a wide variety of settings.
- Students will develop and apply interpersonal relationships that provide for a more cohesive work environment and a seamless healthcare experience for the client.

Bachelor of Science in Nursing Program Major Requirements

A bachelor of science degree in nursing program requires 120 semester hours with a minimum overall grade point average of 2.0, and a minimum major grade point average of 2.0. The degree requires successful completion of the following courses as well as other courses required to meet the 120 semester hour degree requirement for degree completion requirements.

Complete each of the following (38 semester hours):

NUR 310	Applied Statistics and Research Methods (4)
NUR 320	Advanced Nursing Management and Leadership (4)
NUR 330	Pharmacology (3)
NUR 340	Community Health (4)
NUR 360	Biomedical Ethics (3)
NUR 410	Pathophysiology for Nurses (4)
NUR 420	Advanced Physical Assessment (4)
NUR 425	Healthcare Informatics (3)
NUR 430	Nursing Research (4)
NUR 435	Nursing Senior Capstone (4)
NUR 499	Nursing Seminar (1)

Course Descriptions

Criminal Justice Professional Program

CJP 220 Terrorism and Homeland Security

As Announced. 3 semester hours.

Prerequisites: Admission to the Criminal Justice Professional Program.

An introductory course in the social and political aspects and origins of international and domestic terrorism. Includes a historical review of the roots of terrorism worldwide and impacts on current conditions, as well as America's response to 9/11, the Patriot Act and its impact on American society, and the overall homeland security strategy.

CJP 285 Legal Issues in Corrections

As Announced. 3 semester hours.

Prerequisites: Admission to the Criminal Justice Professional Program.

Legal Issues provides the student with the basic understanding of legal issues surrounding the role of corrections personnel in the criminal justice field. Liability in the use of force, religious rights, medical care, and communication access are covered in depth.

CJP 320 Client Relations

As Announced. 3 semester hours.

Satisfies Service Learning requirement.

Prerequisites: Admission to the Criminal Justice Professional Program.

This course examines the impact and meaning of discrimination in the context of the criminal justice field. An in depth look at minorities in the prison system (prisoners and practitioners) will be addressed along with attitude formation and professional responsiveness by correctional personnel. In addition, this course will provide an opportunity to contribute to the greater community through volunteerism with at-risk youth in a non-profit organization.

CJP 370 Police Administration

As Announced. 3 semester hours.

Prerequisites: Admission to the Criminal Justice Professional Program.

An introduction to the concepts of administration of police administration with an emphasis on leadership and responsibility. Includes explorations of organizational culture and the impacts of politics, strategies for budgeting and communications, and differences between leadership and management. Critical issues in law enforcement as they relate to administration will be covered.

CJP 401 Social Issues in Criminal Justice

As Announced. 3 semester hours.

Satisfies Global Diversity requirement.

Prerequisites: Admission to the Criminal Justice Professional Program.

Current social issues that impact criminal justice professionals within the United States and other countries will be analyzed. Students will identify the legal ramifications regarding the social issues and develop strategies to deter issues in the future.

CJP 480 Emergency Management

As Announced. 3 semester hours.

Prerequisites: Admission to the Criminal Justice Professional Program.

The history and development of emergency management will be covered including the four phases of emergency management: preparedness, mitigation, response, and recovery. The purposes and objectives of the National Response Framework will be discussed. In addition, students will analyze a disaster and formulate steps to be taken which include the four phases of emergency management.

CJP 490 Senior Seminar in Criminal Justice

As Announced. 3 semester hours.

Satisfies Senior Experience requirement.

Prerequisites: Admission to the Criminal Justice Professional Program.

This course prepares the student for entry into the criminal justice system as a professional. Interviewing skills and a mock interview are used as learning tools to gain knowledge of the "real world."

Bachelor of Science in Nursing Program

NUR 310 Applied Statistics and Research Methods

Fall Semester. 4 semester hours.

Satisfies Mathematics Proficiency requirement with a grade of C or higher.

Prerequisite: General mathematics course completed as part of an associate's degree.

An introduction to applied statistics and the application of research methods in the health sciences is covered. This course is designed to prepare students to assess, interpret, analyze, apply and evaluate statistics and statistical methods commonly used in evidenced based practice and nursing research. Topics covered include statistical methods, levels of measurement, sampling, reliability, validity, frequencies, percentages, graphs, measures of central tendency, measures of dispersion, experimental design, sampling methods and common parametric and non-parametric tests, including analysis of variance, correlation and regression. Emphasis is placed on conducting and interpreting the application of findings from clinical trials, epidemiology, health policy, community and environmental health studies.

NUR 320 Advanced Nursing Management & Leadership

Spring Semester. 4 semester hours.

This course is a study of the planning processes used to analyze health care problems. Students will gain an overview of fiscal management and will use organization/team building theories to identify and participate in implementing changes to improve health care service. Includes a practicum experience for application of theory learned. This course will be delivered with a combination of both face to face and on-line sessions.

NUR 330 Pharmacology

Spring Semester. 3 semester hours.

This course will focus on principles of nursing management in pharmacologic issues along with core drug knowledge in the context of patient-related variables. Emphasis will include assessment of patient response to drug therapy, as well as potential adverse effects and drug interactions.

NUR 340 Community Health

Fall Semester. 4 semester hours.

Satisfies Service Learning and Global Diversity requirements.

This course offers a review of the health status of individual communities in comparison to the state and the nation, with a focus upon underserved and diverse populations. Content focuses on behavioral risk factors, chronic illnesses, communicable diseases, disease incidence and prevalence, preventable hospitalizations, indicators of lack of access to care, health care resource utilization, and wellness promotion/illness prevention. Students will complete a 40-hour service learning project as part of this course.

NUR 360 Biomedical Ethics

Fall Semester. 3 semester hours.

A study of the ethical principles, paradigms and values informing decisions with a focus on nursing and the health care professions. The course format will include numerous actual and hypothetical cases. Topics covered include physician-assisted suicide, organ transplantation, abortion, cloning and artificial reproduction, gender identity, termination of life-sustaining medical treatment, and the allocation of health care resources. The utilization of the medical ethics committee will also be discussed.

NUR 410 Pathophysiology for Nurses

Fall Semester. 4 semester hours.

Satisfies Natural World requirement.

This course focuses on disorders affecting cells, organs, and systems involved in the regulation and function of the human body. Topics include the effect of diseases on structures, functions and systems of the human body and the influence of genetics, environment, and age on these diseases.

NUR 420 Advanced Physical Assessment

Fall Semester. 4 semester hours.

This course focuses on advanced, comprehensive assessment of adult clients in a variety of healthcare settings. This course provides a basis for understanding the normal and the identification of abnormal health assessment findings. It builds on knowledge acquired through previous education and experience. Students use advanced assessment techniques, skills to collect, and analyze data. Data is then recorded using the most recent NANDA-approved nursing diagnoses.

NUR 425 Healthcare Informatics

Spring Semester. 3 semester hours.

This course offers a basic presentation of healthcare informatics in the clinical, financial, practice, and research realm. Content will focus on the relevance, application and impact of informatics in the health care arena along with the future role informatics will play in the provision of healthcare.

NUR 430 Nursing Research

Spring Semester. 4 semester hours.

Satisfies IDS 112 for program participants.

In this course students will develop and present a research-based project that provides practical applications of nursing theory. Topics may include health care problems in the community or a health-related issue in a chosen area of clinical practice.

NUR 435 Nursing Senior Capstone

Spring Semester. 4 semester hours.

Satisfies Senior Experience requirement.

This senior capstone course is a culminating educational experience in which the nursing student summarizes and synthesizes the learning in the entirety of the nursing degree program. As part of the course the student completes and makes public presentation of a project that demonstrates the application of evidence-based nursing practice. Students work in this capstone course will build upon the research conducted in the NUR 430 Nursing Research course.

NUR 499 Nursing Seminar

Fall Semester. 1 semester hour.

Cross listed with IDS 499 Nursing Seminar.

The objective of seminar is to help students successfully navigate their college experience, understand and build connections to supportive and professional communities and to prepare for their future careers. Through seminar, students will develop skills and abilities necessary for success in college and beyond. Seminar is an important mechanism for person growth and development and an essential point of connection for students and faculty mentors and as such seminar is required by all students in his or her declared major each semester.

Graduate Programs

Olivet College's graduate programs serve working adults who have successfully completed an undergraduate degree and who wish to complete graduate education in a specialized advanced area. Students enroll in courses offered through an online or blended online delivery approach and primarily enroll in one or two courses each term.

Admission, Financial Aid and Charges

Admission

Admission to Olivet College is determined after receipt and review of a student's official transcript and standardized test scores.

Students apply online at www.olivetcollege.edu via the Working Professionals and Graduate Studies application. There is no charge for submitting an application. Along with the application, students must submit an official transcript of a completed undergraduate degree from an accredited college or university to the Office of Admissions, Olivet College, 320 S. Main St., Olivet, MI 49076. Applications are reviewed by program directors and students are notified of his or her acceptance via their online admission status page.

Transfer Students

A student who is currently or was previously enrolled at another institution of higher education prior to applying for admission to Olivet College is considered a transfer student. Prospective transfer students must provide official transcripts from all accredited institutions attended, an official copy of their GMAT Test Score, and any other items required by the program of which they have applied.

Transfer Credits

The maximum number of transfer credits accepted toward a graduate degree at Olivet College is 24. Credit may be accepted from other academic institutions where students have earned a 3.0 or higher. Official transcripts from other institutions must be mailed directly to the Admissions Office for review and acceptance of courses. Further questions regarding transfer credit may be directed to the department of which the student applied.

Readmission

Upon receipt of an application for readmission, the Office of Admissions will seek clearance for readmission from the Office of Academic Affairs and Student Services (including collections, any outstanding balances, and financial aid status). Providing the student is cleared by all areas, the Office of Admissions will notify the student of his or her readmission status.

Financial Aid

Award Package

Olivet College will attempt to meet a student's financial need up to direct cost. A financial aid package will be awarded to all interested students and will only include need-based assistance for graduate students. Students will be notified of aid eligibility in a timely fashion upon receipt of the need analysis document or financial aid application from the student. Requests for any additional materials needed to finalize the financial aid package will be included with the award letter.

Eligibility

In order to be eligible to receive federal or state of Michigan financial aid, students must file a Free Application for Federal Student Aid (FAFSA) and comply with all federal, state of Michigan and Olivet College regulations and policies affecting financial aid. Students may apply after October 1 each year and all students are encouraged to apply no later than March 1. The FAFSA form can be completed online at www.fafsa.gov.

To receive federal or state financial aid graduate students must be enrolled for and attend a minimum of three semester hours per term. For purposes of financial aid, "half-time" is defined as being enrolled in at least three semester hours at the end of the drop period each term. "Full-time" is defined as being enrolled in six or more semester hours at the end of the drop

period each term. Students must not be in default of a Federal Student Loan(s) and must maintain satisfactory academic progress in order to be eligible for financial aid.

Eligibility for need-based aid is calculated using federal methodology with need being defined as the difference between cost of education and the amount the student and his or her family is expected to pay. Sources of graduate student aid are at the federal and state government level. Aid may be awarded as scholarships, grants, loans or a combination of any or all of these. Scholarships and grants are defined as “gift” aid and do not have to be repaid. Loans must be repaid in accordance with program specifications. For detailed policies regarding financial aid eligibility and awards, see Rights and Responsibilities.

Rights and Responsibilities

Olivet College reserves the right to change its financial aid policies at any time. Written or verbal representations by anyone contradictory to the policies stated in the Olivet College Academic Catalog are not binding. The college uses olivetc@olivetc.edu e-mail addresses as the primary source of communication method with students. Students are expected to check their e-mail on a regular basis for pertinent information. The following list of statements defines the rights assured, and the responsibilities required, of all students applying for and receiving financial aid while attending Olivet College during the academic year.

Annual Renewal of Financial Aid — Students who wish to qualify for federal and/or state aid, including federal loans, are required to file a Free Application for Federal Student Aid (FAFSA) each year to determine eligibility by the March 1 FAFSA deadline. The financial aid package may be adjusted annually based on the renewed FAFSA application.

Document Requirements — Students have the right to reject or accept any financial aid award. Students must electronically accept their financial aid award online at <https://my.olivetc.edu/ics>. Absolutely no aid will be released to the student’s tuition account until the awards are electronically accepted.

Outside Financial Aid Awards — Any recipient of outside scholarships or grants of \$100 or more that are not listed on the financial aid award letter must report the amount and source to Student Services. Adjustments in the aid package will occur only when it is necessary in order to comply with federal and state regulations. Any necessary adjustment to an individual’s award will first be made to the state of Michigan grant and then to student loans.

Tuition Remission — Tuition remission will apply to remaining tuition charges after all other resources (e.g., state and federal grants, scholarships) have been applied.

Sources of Financial Aid

Federal Aid

Graduate students can seek Unsubsidized Federal Direct Stafford Loans. Eligibility for these programs is determined by a methodology established by the United States Department of Education. In addition, Federal Direct Parent Loan (PLUS) exists for graduate students and parents of dependent students and is not based on need.

1. Federal Direct Stafford Loan

- **Unsubsidized** — a low interest loan with a current interest rate of 6.6 percent similar to the Federal Direct Stafford Loan (subsidized).

Maximum amounts for Federal unsubsidized loans for graduate students are \$20,500 per academic year with a total aggregate amount of \$138,500.

Federal Direct Parent Loan for Graduate Students (PLUS) — a loan available to graduate students. Eligible participants can borrow up to the cost of education. The interest rate is currently 7.6 percent as determined by the U.S. Department of Education. Applications are available online by visiting www.studentloans.gov. More detailed information on aid programs is available from Student Services.

Private Student Loan Options

Private loans are additional loan options beyond scholarships, grants and federal loans. Private loans provide a convenient alternative for many college students. Student Services assists students in finding private loan options. Olivet College recommends students research alternative sources of scholarships and grants before pursuing private loan options. Student Services certifies several private loans for students to help meet costs not covered by grants, scholarships and federal loans. A

list of private lenders Olivet College students have used in the past is available at www.olivetcollege.edu. This list is for informational purposes only and does not constitute an endorsement or preference by Olivet College. Borrowers may choose any lender, including one not included on this list.

Charges

Tuition and Fees

Graduate study is charged per semester hour each term at a rate of \$785 per semester hour. In addition to tuition graduate students are charged a \$100 technology fee per term enrolled.

Special Fees

The following are special fees currently in effect at Olivet College for graduate students. Additional fees may be added at the discretion of the college.

- **Audit Fee** — \$120 per semester hour.
- **Credit for Life Experience Fee** — an evaluation fee of \$50 is charged to students applying for credit under this program. Students are charged \$220 per semester hour granted under this program.
- **Finance Charge** — currently 12 percent (per year) for unpaid tuition and fee balances.
- **Late Registration Fee** — \$75.
- **Returned Check Fee** — \$25 for each occurrence.
- **Technology Fee** — \$100 per term registered
- **Transcript Fee** — no charge for currently enrolled students; \$5 per transcript if not currently enrolled.

Late Registration

Current students are required to register online during the designated registration period for each term. Students who fail to register during this period will be assessed a late registration fee. New or returning students who wish to register after the payment due date will not be eligible to register until the following requirements are fulfilled:

- A financial aid file is completed which includes the FAFSA and any required documentation.
- An entrance counseling session is held.
- Any Direct Loan Master Promissory Note is signed.
- Payment in full is made, or acceptable payment arrangement is established.
- Late Registration Form with appropriate signatures is submitted to Student Services.

Payment of Accounts

Approximately two weeks before the initial tuition bill is due each term, students will receive a statement of account at their billing address as well as forms to complete if necessary including but not limited to outside sources of funding and payment plan options. Please see www.olivetcollege.edu for specific term due dates. **Students will be dropped from course registration if payment is not made by the specified due dates.**

Terms of Payment

Payment for each term is due approximately one week prior to the beginning of the term. A student's account must be in good standing to continue registration in future terms. Final grades will be withheld if an account is not paid in full. A one percent finance charge is assessed each month on an unpaid balance that is 30 days past due. Failure to make payment when due cancels the student's privilege of attending classes. **Diplomas, record of grades, academic transcripts, letters of honorable dismissal, or recommendation letters will not be granted to students who have outstanding balances with the college.**

Payment Options

Olivet College accepts cash, checks, Visa, MasterCard, American Express, Discover and Olivet College-approved tuition payment plans. Credit card and e-check payments may be made online at <https://my.olivetcollege.edu/ICS/>. Students must create a PIN number to allow a parent or guardian to make online payments within this system.

Olivet College Payment Plans

Olivet College offers installment payment plans for the balance of tuition accounts not covered by financial aid. Please visit the website for terms of the payment plans available. Registration for a payment plan may be done through the online portal at my.olivetcollege.edu. All payment plans require a \$30 activation fee.

Defaulting on Payment Plans – Students and parents or guardians who default on payment plans will not be allowed to re-register for payment plans. Additionally, upon default of a payment plan, students will be removed from classes and full payment for the term will be due immediately.

Payment of Balances Due After Leaving Olivet College

Students who have left Olivet College with a balance due on their student account will need to make satisfactory payment arrangements immediately by contacting Student Services to arrange payment. It is the policy of Olivet College to refer unpaid balances to a collection agency after 90 days. Transcripts and other official records will not be released for students who fail to meet their financial obligations to the college.

International Students

Prospective international students who wish to apply for a Federal I-20 Certificate of Eligibility for Non-Immigrant Student Status and students with immigrant status via issuance of a Federal I-9 are required to prepay all estimated charges pertaining to one full year of study as a prerequisite to formal admittance to the college and again prior to each subsequent year of study. Proof of external scholarship(s), sponsorship(s) or financial aid is required if it is to be considered as part of the annual payment.

Refund Policy

In order for a student to receive a refund from his or her student account in any term, all of the following requirements must be met:

- The student's account must show a credit balance;
- The student must have indicated on his or her award letter that he or she wishes to have his or her credit balance refunded;
- All financial aid requirements must be met;
- If student has been awarded a Pell Grant, the student must have this paperwork on file in Student Services;
- If the student has a Michigan Tuition Grant, a student's name must appear on the verification roster; and
- Any loan proceeds must be received by Olivet College.

The refund process will begin after the drop period each term. Only the Chief Financial Officer of the college is authorized to make adjustments on the refund provisions, and all such requests should be directed to him or her.

Tuition and Fee Adjustment Policy (Upon Formal Withdrawal)

Upon formal withdrawal from the college prior to the end of a term, a student may be eligible for a tuition and fee adjustment. The adjustment will be based upon the date on which Student Services is informed in writing of the withdrawal by the student (see Withdraw/Leave of Absence under Academic Procedures).

Academic withdrawal and financial withdrawal are distinct and separate procedures, each with its own policy. For instance, a student withdrawing after the drop period may receive a grade of "W" (see Academic Procedures). However, the student would not receive a tuition and fee adjustment.

The college policy for tuition and fee adjustment for students who financially withdraw is in accordance with federal regulations, and is as follows:

Tuition and Fees for Undergraduate students — Olivet College will adjust tuition and fees on the following basis:

- Prior to the end of drop period, the student will receive a full tuition adjustment;
- During the 9 calendar days following the drop period, the student will receive a 50 percent tuition adjustment;
- Withdrawal after 9 calendar days following drop period results in no tuition adjustment.

Tuition and Fees for Graduate students — Olivet College will adjust tuition and fees on the following basis:

- Prior to the end of drop period, the student will receive a full tuition adjustment;
- During the 9 calendar days following the initial course begin date, the student will receive a 50 percent tuition adjustment;
- Withdrawal after 9 calendar days following initial course begin date results in no tuition adjustment.

Financial Aid Adjustment Policy

This policy applies to students who receive financial aid assistance while enrolled at Olivet College. Olivet College complies with the U.S. Department of Education and Michigan Department of Education regulations regarding refunds of student charges and financial aid. Examples of all policies are available at the student's request in Student Services, Mott 205.

Students who drop from full-time to part-time status will have their tuition prorated based on the criteria outlined for an institutional withdrawal. When a student's enrollment status drops below full time (6 semester hours), it may necessitate a reduction in financial aid.

If a student receiving Title IV (Federal) Financial Aid withdraws from the college, his or her funds must be adjusted in accordance with the policy established by the U.S. Department of Education. This calculation may result in the student owing the college. The adjustment policy is as follows:

- The percentage of Federal Financial Aid that has been earned by the student is equal to the percentage of the term that the student completed as of the withdrawal date. If this date occurs after the completion of 60 percent of the term, the student is considered to have earned 100 percent of the Federal Financial Aid funds for that term and no Federal funds must be returned.
- The percentage of unearned Federal Financial Aid must still be returned regardless of whether the student is eligible to receive an adjustment of a portion of college charges (tuition, fees, room or meal plan). The return of Federal Financial Aid funds will be in the following order:
 - Federal Unsubsidized Stafford Loan
 - Federal Direct PLUS (Parent) Loan
 - Other federal loan or grant assistance
- In addition to Federal Financial Aid adjustments, the institution will distribute remaining aid back to its source in the following order:
 - Private aid
 - The student

Private aid generally has criteria and guidelines pertaining to withdrawals specific to the funding source and these criteria and guidelines will be honored.

In addition, students will have funds returned to them only if remaining aid and cash payments exceed charges as determined under the Tuition and Fee Adjustment Policy.

Graduate Program Information and Degree Requirements

To graduate from Olivet College with a master's degree a student must complete at least 36 semester hours of degree program requirements while maintaining a cumulative GPA of at least 3.0 on a 4.0 scale.

Master of Business Administration in Insurance

John S. Homer, Ph.D. and Jackie Looser, M.B.A.

MBA Program Co-Directors

The Master of Business Administration in Insurance (MBA) degree was developed in response to interest from alumni and corporate employers. The goal is to provide a quality education for current insurance professionals that will lead to improvements in insurance industry practices and preserve the fundamental principle of “uberrima fides” (utmost good faith). This program utilizes blended distance learning technology (synchronous and asynchronous) that will allow students to see and speak with faculty online during classes. The program takes advantage of experts in the appropriate fields as adjunct faculty located throughout the United States as well as faculty at Olivet College.

Consideration for admission to the MBA program is given to individuals who have completed: 1) an undergraduate degree from an accredited college or university earning a 3.0 or higher (4.0 scale) overall grade point average, 2) at least two years of professional experience in the field of insurance or risk management (after earning the undergraduate degree), and 3) earned a score of 500 or higher on the Graduate Management Admissions Test (GMAT). The GMAT requirement is waived for persons holding the CPCU (Chartered Property Casualty Underwriter) designation. In addition to these requirements prospective students must supply two letters of recommendation from professionals who can comment on the applicant's abilities, talent and aptitude for graduate study. These letters must be received directly from the professional.

Master of Business Administration in Insurance courses are delivered through a blended online approach featuring live, interactive video and audio, where students and faculty can view and talk to each other in real time, as well as the use of Blackboard software to post assignments, submit work, test, and participate in discussion threads. This requires access to a broadband or DSL Internet connection, Webcam, microphone and earphones. Physical attendance at Olivet College is not required.

Courses are scheduled in four nine-week terms each academic year (fall, winter, spring, and summer). Each course meets online at least one evening per week.

Master of Business Administration in Insurance Learning Outcomes

With the completion of this degree program, the following learning outcomes can be expected:

- Students will be able to identify the ethical standards of the insurance industry and demonstrate the ability to integrate and apply them into industry practice.
- Students will be able to analyze and apply current insurance theories, concepts, industry best practices, and quantitative techniques to formulate strategies for optimal organizational performance.
- Students will be able to interpret quantitative analytics and utilize data to evaluate and select insurance products that support industry best practices.
- Students will be able to demonstrate awareness of the insurance industry professional culture and apply cultural understanding and respect for human diversity to industry practice.
- Students will be able to produce graduate-level written documents, and to demonstrate advanced communication abilities and effective collaboration skills applicable to the insurance industry.

Master of Business Administration in Insurance Requirements (48 semester hours)

A total of 48 credits must be completed within seven years to earn the degree. Each course is 3 credit hours. Students must maintain a 3.0 or higher grade point average to continue in the program and to graduate with the MBA degree.

Complete each of the following courses (36 semester hours):

MBA 800	Insurance & Risk Management (3)
MBA 808	Management & Organizational Behavior (3)
MBA 809	Strategic Marketing (3)
MBA 810	Managerial Economics (3)
MBA 811	Corporate Accounting (3)
MBA 812	Business & Insurance Law (3)
MBA 820	Quantitative Analysis and Decision Making for Management (3)
MBA 828*	Managing a Diverse Work Force (3)
MBA 830*	Ethics & Leadership (3)
MBA 835*	Property-Casualty Insurance Contracts (3)
MBA 840*	Financial Management of Property-Casualty Insurers (3)
MBA 890	Strategic Management of Property-Casualty Insurers (3)

Complete 12 semester hours from the following courses:

MBA 802	Personal Financial Planning (3)
MBA 803*	Global Insurance & Risk Management (3)
MBA 821*	Advanced Spreadsheets & Databases (3)
MBA 844*	Reinsurance Principles & Practices (3)
MBA 853*	Employee Benefits (3)
MBA 854*	Risk Assessment (3)
MBA 855*	Risk Control (3)
MBA 856*	Risk Financing (3)
MBA 863*	Surplus Lines Insurance Operations (3)
MBA 882	Variable Topics (3)

Thesis Option

Six elective credits may be earned by completion of a thesis.

NOTE: Course numbers followed by an asterisk (*) have prerequisites. See course descriptions for details.

Course Descriptions

Master of Business Administration in Insurance Business Administration Department

MBA 800 Insurance & Risk Management

3 semester hours.

An introduction to the concept of risk, the process of risk management, and the field of insurance, including fundamental doctrines, historical background, social value, economic influence, loss exposures and protection, insurance regulation, insurance carriers, and overview of insurance operations such as reinsurance, marketing, underwriting, and claims adjusting.

MBA 802 Personal Financial Planning

3 semester hours.

This course examines individual and family financial planning, including needs analysis, wealth accumulation, and retirement planning. Needs include basic personal lines property-liability insurance, individual life, health and disability insurance.

MBA 803 Global Insurance & Risk Management

3 semester hours.

Prerequisites: MBA 800.

The study of the major challenges and cross functional issues facing managers in insurance and risk management businesses with activities and interests around the world.

MBA 808 Management & Organizational Behavior

3 semester hours.

The principles of management and administrative theory are learned in case study and lecture formats. Students understand issues involved with managing large organizations. They also develop an appreciation for other management and organizational issues including planning, human behavior, organizational structure, interpersonal skills, and related topics.

MBA 809 Strategic Marketing

3 semester hours.

The study of strategic marketing decisions and the tools to make more informed decisions. A focus on the management of risk and allocation of scarce company resources in the search for a competitive advantage in the marketplace.

MBA 810 Managerial Economics

3 semester hours.

A study of the effects of fiscal and monetary policies on economic performance; how to interpret both domestic and international economic indicators; an emphasis on issues of demand and supply, and various forms of equilibrium conditions; the relationship between market structure and firm performance; and issues relating to transaction costs, managerial incentive conflicts, and the economic value of information.

MBA 811 Corporate Accounting

3 semester hours.

Use of accounting data as a management tool and how to evaluate financial statements; issues of profit planning and budgeting, and working capital management; application of the capital asset and option pricing models to corporate financial decisions; how risk determines the required rate of return. Students make value maximizing capital budgeting decisions under uncertainty.

MBA 812 Business & Insurance Law

3 semester hours.

A study of the legal framework for business decision making, principles of general business law, contracts and agency, application to insurance and risk management, historical legal development in the insurance industry.

MBA 820 Quantitative Analysis and Decision Making for Management

3 semester hours.

The study of the application of quantitative tools to analyze data using a variety of software, including spreadsheets and specialized statistical and simulation packages, to conduct and present applied business research and evaluate the quality of research of others.

MBA 821 Advanced Spreadsheets & Databases

3 semester hours.

Prerequisites: a basic spreadsheet and database course.

The study of advanced spreadsheet and database functions. Functions include: advanced queries, custom forms, custom reports and graphs, relationships, macros, application code in visual basic, database management, multiple worksheets, scenarios and data table management.

MBA 828 Managing a Diverse Workforce

3 semester hours.

Prerequisites: MBA 800.

Examines the research and practical implementation of current diversity issues, from management, psychological and legal perspectives. Surveys US laws, heightens the awareness of diversity issues, and studies management approaches to leveraging diversity in the workplace.

MBA 830 Ethics & Leadership

3 semester hours.

Prerequisites: MBA 800.

An exploration of the ethical philosophies found in the world of business, including an examination of corporate social responsibility. Interactive group learning is designed to enhance skills in critical thinking. Concrete dilemmas invite participants to reflect on their own moral values and analyze them in a safe environment.

MBA 835 Property-Casualty Insurance Contracts

3 semester hours.

Prerequisites: MBA 800, MBA 812.

The examination and analysis of common property-casualty insurance contracts, underwriting considerations, and application to loss scenarios.

MBA 840 Financial Management of Property Casualty Insurers

3 semester hours.

Prerequisites: MBA 800, MBA 811.

The application of theories and methodologies acquired in financial management of the specific needs of property-casualty insurance companies. Students analyze insurer financial statements, learn how to use financial data to evaluate the performance of property-casualty insurance companies, construct strategies designed to avoid insolvency, ensure adequate reserving, and meet the future capital needs of the insurance company.

MBA 844 Reinsurance Principles & Practices

3 semester hours.

Prerequisites: MBA 800.

An introduction to reinsurance, and an examination of the types of reinsurance and reinsurance program design, reinsurance placement process, common reinsurance treaty clauses, quota share treaties, surplus share treaties, property per risk excess of loss treaties, casualty excess of loss treaties, catastrophe reinsurance, aggregate excess of loss treaties, reinsurance audits, reinsurance regulation, reinsurance aspects of the NAIC annual statement, and reserves.

MBA 853 Employee Benefits

3 semester hours.

Prerequisites: MBA 800.

An in-depth study of employee benefit plans such as group insurance and pensions with special consideration given to financing and current issues.

MBA 854 Risk Assessment

3 semester hours.

Prerequisites: MBA 800.

The examination of the process of risk management for a private firm, in-depth, with a focus on the identification and analysis of loss exposures, examination of alternatives to traditional insurance, and the use of forecasting and cash flow analysis to make the risk management decision.

MBA 855 Risk Control

3 semester hours.

Prerequisites: MBA 854.

A study of the framework of risk control, crisis management planning, controlling fire losses, protecting the health potential of personnel, safer and more productive workplaces, rehabilitation management, controlling losses, motivating and monitoring risk control activities, and system safety.

MBA 856 Risk Financing

3 semester hours.

Prerequisites: MBA 854.

A study of insurance as a risk financing technique, excess and umbrella liability, reinsurance and risk financing, captives, self-insurance, retrospectively rated plans, finite and integrated risk insurance plans, and capital market products.

MBA 863 Surplus Lines Insurance Operations

3 semester hours.

Prerequisites: MBA 800.

The examination of the fundamentals of surplus lines insurance operations, insurance regulation, surplus lines insurance marketing, new product and program development, underwriting, ratemaking, claims functions, reinsurance, financial analysis of insurers and intermediaries, and insurance cycles and the surplus lines market.

MBA 882 Variable Topics

3 semester hours.

The examination of selected areas of concern or interest not intensively covered in other courses. The focus will be substantive as well as analytical. Topics may include such areas as further investigation into reinsurance, claims, commercial underwriting, surplus lines insurance, employee benefits, estate planning, ethics, financial analysis and management of insurance companies, risk management alternatives – financing or control, international risk management, or any other insurance topics where there is student interest in or business community need. May be repeated for credit with a different topic.

**MBA 890 Strategic Management of Property
Casualty Insurers**

3 semester hours.

An integrative course in strategic planning and setting of policies, using concepts and skills developed in earlier courses. Taken in the last semester of the student's program.

Trustees, Alumni Council, Administration, Faculty, Staff

Board of Trustees

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Timothy Hodge '83, D.O., Vice Chair, Mason
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Melanie Engels '08, Saline
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Rod Hathaway '81, Wayland
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Paul Kennedy, Lansing
Justin Klamerus '99, Grand Blanc
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Kelly Rossman-McKinney, Lansing
John J.H. Schwarz, M.D., LL.D., Battle Creek
Karen Wilson Van Hentenryck '81, South Lyon

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Dennis Daugherty '70, Mattawan
Branden Dyer '14, Charlotte
Melanie Engels '08, Saline
Barron Evans, '77, Ann Arbor
Kimberly Flitton '93, Eaton Rapids
Pamela Heos '77, Lansing
Craig Jenkins, Jr. '08, Allegan
Camille Lavey '76, Lansing
Mauricio Palli '07, Chicago, Ill.
Daine Pavloski '13, Olivet
Beth (Mitchell) Romeo '12, Portage
Eric Thomas '94, Auburn Hills
Sue Topping '77, East Lansing
Woody Wilson, Jr. '69, Albion

Emeriti Faculty

Emily H. Byrens, 1975–1987; 2001–2002

Associate Professor Emerita. B.A., Michigan State University; S.M.M., Union Theological Seminary.

Carol A. Breed, 2001-2016

Professor Emerita of Insurance and Risk Management. B.A., Olivet College; J.D., Thomas M. Cooley Law School.

Joel J. Epstein, 1968–1999

Professor Emeritus of History. B.A., Queens College; M.A., University of Michigan; Ph.D., Rutgers University.

Richard C. Fleming, 1961–1994

Professor Emeritus of Biology. B.A., Kalamazoo College; M.A., University of Kansas; Ph.D., Michigan State University; Sc.D. (Hon.), Olivet College.

Michael R. Hubbel, 1985–1989; 1995–2011

Professor Emeritus of Insurance and Risk Management. B.A., Michigan State University; M.B.A., The College of Insurance.

Jare T. Klein, 1968-2003

Head Wrestling Coach Emeritus; Professor of Health, Physical Education, Recreation and Sport. B.S., M.A., Western Michigan University.

Gary A. Morrison, 1967–1999

Professor Emeritus of Civilization Studies. B.A., Kalamazoo College; M.A., Western Michigan University.

Donald C. Rowe, 1968-2011

Professor Emeritus of Art. B.S., Illinois Institute of Technology; M.F.A., University of Hartford.

Linda Jo Scott, 1978–1998

Professor Emerita of English. B.A., Yankton College; M.A., Ph.D., Emory University.

Clair Stevens, 2009

Professor Emeritus of Insurance and Risk Management. Olivet College; J.D., Thomas M. Cooley Law School.

Arthur R. Stevens, 1956–1982

Professor Emeritus of Political Science. A.B., Tufts University; M.A., Fletcher School of Law and Diplomacy; Ph.D., Michigan State University; Sc.D. (Hon.), Olivet College.

Donald E. Walker, 1965-2009

Professor Emeritus of History. A.B., Indiana University; M.A., University of South Dakota; Ph.D., Michigan State University.

President's Cabinet

Steven M. Corey, Ph.D., 2010

President. B.S., California State University at Fresno; M.S., Arizona State University; M.B.A., Cumberland University; Ph.D., University of Arizona.

Suresh Acharya, 1999

Assistant Vice President for Technology. B.A., Olivet College, 1999.

Delstene Atkinson, 2015

Special Assistant to the President. BA., DePaul University, 1982.

Karen Chaney, Ph.D., 2008

Dean of Faculty; Chair, Liberal Arts Core Program; Associate Professor of Religious Studies and Ethics. B.A., Michigan State University, 1980; M.Div., Harvard Divinity School, 1987; Ph.D., Graduate Theological Union, 2007.

Maria G. Davis, Ph.D., 1994

Provost and Dean of the College; Professor of Biology. B.S., Siena Heights College, 1983; M.S., Bowling Green State University, 1985; Ph.D., Michigan State University, 1989.

Martin Hanifin, J.D., 2017

Vice President for Finance and Administration. B.A., Norwich University, 1986; M.A., University of Virginia, 1987; M.P.A., University of Oklahoma, 2007; J.D., University of Virginia School of Law, 1993.

William “B. J.” Hull, 2012

Vice President for Advancement. B.A., Alma College, 1995; M.B.A., Michigan State University, 2008.

Lisa Lehman, 2006

Vice President for Admissions. B.A., Olivet College, 2002.

Linda Logan, Ph.D., 1997

Vice President and Chief Inclusion Officer; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

Michele McCauley, 2017

Executive Director of Communications and Marketing. B.A., M.A., Michigan State University, 1985, 1987.

Ryan Shockey, 2013

Athletic Director. B.S., Anderson University, 2006; M.A., Indiana Institute of Technology, 2009.

Barbara A. Spencer, 1998

Executive Assistant to the President.

Faculty

Regina Armstrong, 2006

Director, Criminal Justice Program; Associate Professor of Criminal Justice. B.S., M.S., Ferris State University, 1997, 2006; Ph.D., Capella University, 2015.

Laura A. Barlund-Maas, 1988

Associate Professor of English. B.A., Olivet College, 1988; M.A., Vermont College of Norwich University, 1994.

Ross Bohms, 2008

Associate Professor of Mathematics. B.A., Olivet College, 1971; M.A., Michigan State University, 1975.

Dustin Byrd, 2008

Associate Professor of Humanities. B.A., M.A., Western Michigan University, 2000, 2004; Ph.D. Michigan State University, 2017.

Karen Chaney, 2008

Dean of Faculty; Chair, Liberal Arts Core Program; Associate Professor of Religious Studies and Ethics. B.A., Michigan State University, 1980; M.Div., Harvard Divinity School, 1987; Ph.D., Graduate Theological Union, 2007.

Charles Crowley, 2018

Associate Professor of Health and Human Performance. B.S., M.B.A, Lincoln University, 1996, 1997; Ph.D., Florida State University, 2004.

Maria G. Davis, 1994

Provost and Dean of the College; Professor of Biology. B.S., Siena Heights College, 1983; M.S., Bowling Green State University, 1985; Ph.D., Michigan State University, 1989.

Meredith Dodson, 2016

Assistant Professor of Writing; Writing Program Director. B.A., Kalamazoo College, 2002; M.A., Western Michigan University, 2008; M.F.A., Georgia College & State University, 2009.

Cynthia Eller, 2001

Associate Professor of Art. B.F.A., M.F.A., University of Michigan, 1989, 1991.

Michael F. Fales, 1992

Director of Service Learning and Campus Ministries; Assistant Professor of Interdisciplinary Studies. B.A., Olivet College, 1975; M.Div./M.Min., Earlham School of Religion, 2007.

Patrick Fields, 2008

Associate Professor of Biology. B.S., University of California, Davis, 1977; M.A., University of California, Berkeley; 1983; Ph.D., Michigan State University, 1996.

Timothy S. Flynn, 2002

Professor of Music. B.Mus., George Mason University, 1986; M.Mus., Ph.D., Northwestern University, 1987, 1997.

Michael Fredericks, 2002

Associate Professor of Computer Science. B.B.A., Northwood University, 1998; M.S., Central Michigan University, 2007.

Lisa Furman, 2011

Director of Assessment; Assistant Professor of Music and Education. B.M.E., Michigan State University, 1998; M.M.E., University of Michigan, 2008; Ph.D., University of Michigan, 2012.

Kirk Hendershott-Kraetzer, 1999

Professor of Humanities. B.A., Hope College, 1987; M.F.A., Western Michigan University, 1990; Ph.D., Michigan State University, 1999.

John S. Homer, 1979

Program Director, Master of Business Administration in Insurance Program; Professor of Economics. B.A., Western Michigan University, 1968; M.A., Ph.D., University of Hawaii, 1969, 1991.

Thomas R. Humphreys, 2015

Director, Insurance and Risk Management Program; Assistant Professor of Insurance and Risk Management. B.A., Michigan State University, 1987; M.B.A., Kaplan University, 2014.

Nick Juday, 2004

Chair, Health and Human Performance Department; Associate Professor of Health and Human Performance. B.A., Manchester of Indiana College, 1996; M.A., Western Michigan University, 2000.

Ramona Kime, 1984; 2010

Chair, Arts and Humanities Department; Professor of Music. B.A., Olivet College, 1980; Ph.D., University of Oklahoma, 1998.

Leah R. Knapp, 1990

Professor of Biology. B.S., Cook College at Rutgers University, 1981; D.V.M., Michigan State University, 1986.

Craig Korpela, 2000; 2010

Associate Professor of History and Political Science. B.A., University of Michigan, 1984; M.A., Oakland University, 1990; Ph.D., Western Michigan University, 2010.

Areerat Lertchaipitak, 2016

Assistant Professor of Business Administration. B.A., Kasetsart University, Bangkok, 2004; M.S., West Texas A&M University, 2008; M.S., Texas Tech University, 2011; Ph.D., Texas Tech University, 2016.

Susanne M. Lewis, 2004

Chair, Natural and Physical Sciences Department; Associate Professor of Chemistry. B.S., Regis College, 1996; Ph.D., University of New Hampshire, 2004.

Linda Logan, Ph.D., 1997

Vice President and Chief Inclusion Officer; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

Jackie M. Looser, 2014

Assistant Professor of Accounting. B.A., M.B.A., University of Illinois, 2003, 2008.

Nicole Magie, 2013

Assistant Professor of Social Sciences; Archivist. B.A., Ball State University, 1999; M.A., New Mexico State University, 2004; Ph.D., Michigan State University, 2014.

Lorraine Manier, 2018

Assistant Professor of Nursing; Director of Nursing Education. B.S.N., M.S.N.-Ed., Marian University, 1995, 2010; D.N.P., Grand Canyon University, 2018.

John Moore, 2014

Assistant Professor of Psychology. B.S., M.S., University of Derby, 2001, 2005; M.S., Ph.D., Loughborough University, 2006, 2009.

Samantha Myers, 2008

Assistant Professor of Humanities. B.A., Western Michigan University, 2003; M.A., Indiana State University, 2006.

Cynthia Noyes, 1995

Chair, Social Science Department; Professor of Sociology/Anthropology; Director of the Betsy Dole Women's Resource Center. B.A., University of Illinois, Urbana, 1978; J.D., University of New Hampshire School of Law, 1984.

Eakamon Oumtrakool, 2016

Assistant Professor of Business Administration. B.B.A., Kasetsart University, Bangkok, 2006; M.S., West Texas A&M University, 2008; M.S., Texas Tech University, 2014; Ph.D., Texas Tech University, 2016.

Michael Oyster, 2012

Chair, Business Administration Department; Assistant Professor of Business Administration. B.A., Olivet College, 1977; M.S., Purdue University, 1992.

Daine Pavloski, 2017

Assistant Professor of Media Studies. B.A., Olivet College, 2013; M.A., Michigan State University, 2016.

Kathryn Perry, 2012

Assistant Professor of Health and Human Performance. B.A., Western Michigan University, 2003; M.Ed., Grand Canyon University, 2008.

Janine Peters, 2002

Chair, Mathematics and Computer Science Department; Associate Professor of Mathematics and Computer Science. B.S., Lawrence University, 1986; M.A., Wayne State University, 1988.

Blake Reed, 2016

Assistant Professor of Chemistry. B.S., Alma College, 2010; Ph.D., Wayne State University, 2016.

Phil Reed, 2003

Associate Professor of Criminal Justice; Director of Campus Safety. B.A., Hope College, 1977; M.P.A., Western Michigan University, 2001.

Michael Sherzer, 2010

Assistant Professor of Criminal Justice; Director of Judicial Affairs. B.S., Northern Michigan University, 1984; M.P.A., Western Michigan University, 1996; FBI National Academy, 2004.

Nancy Van Hoozier, 1992

Associate Professor of Health and Human Performance. B.S., Fort Hays State University, 1985; M.Ed., University of Kansas, 1992.

Marcus Wasilevich, 2011

Assistant Professor of Biology. B.A., B.S., Hope College, 1996; Ph.D., Tulane University, 2011.

Michael Weglarz, 2015

Assistant Professor of Insurance and Risk Management. B.A., Central Michigan University, 1990; M.A., University of Phoenix, 1997.

Gary Wertheimer, 1986

Professor of Art. B.A., Brooklyn College, 1974; M.F.A., University of Michigan, 1986.

Marco Wiedenhoef, 2008

Associate Professor of Physics and Mathematics. Diplom Physicist, Technische Universität, Berlin, 1997; Ph.D., Western Michigan University, 2003.

Arthur E. Williams, 1997

Professor of Theater. B.A., M.A., University of Maryland, 1977, 1979; Ph.D., Ohio State University, 1984.

Joanne A. Williams, 1998

Associate Professor of Journalism and Mass Communication; Faculty Advisor for *The Echo*. B.S., University of Maryland, College Park, 1980; M.A., California State University, 2003.

John H. Wilterding, 1996; 2000

Professor of Biology and Chemistry. B.S., University of Wisconsin, Stevens Point, 1988; M.S., Ph.D., Michigan State University, 1992, 2000.

Staff

Suresh Acharya, 1999

Assistant Vice President for Technology. B.A., Olivet College, 1999.

Lisa Ash, 2018

Head Coach Cheer, Dance Stunt. B.A., Siena Heights University, 2015.

Delstene Atkinson, 2015

Special Assistant to the President. B.A., DePaul University, 1982.

Brad Baker, 2012

Campus Safety Officer. B.A., Olivet College, 2011.

Bruce Baker, 2018

Recruiting Coordinator/Assistant Coach for Track & Field and Cross Country. B.A., Olivet College, 2018.

Nicole Baker, 1996

Assistant Dean for Academic Records. B.A., Olivet College, 1995.

Cynthia Ballard, 2005

Housekeeper.

Joseph Barrs, 2017

Director of Enrollment Data and Analytics, B.A., B.S., M.B.A., Lake Superior State University, 1996, 1997, 1998.

Elaine Bell, 2013

Housekeeper.

Andrew Benkovsky, 2015

Assistant Men's and Women's Track and Field and Cross Country. B.A.; Olivet College, 2015.

Matthew Bennett, 2012

Maintenance Tradesperson.

Brittany Berry, 2017

Head Coach Women's Lacrosse; Assistant Coach Women's Basketball. B.S., Hope College, 2015.

Jennifer Betts, 2013

Housekeeper.

Brandon Brissette, 2009

Head Wrestling Coach. B.A., Wartburg College, 2005; M.A., Heidelberg College, 2008.

Lori A. Britton, 1982

Transfer Student Advisor; Library Circulation Desk Manager.

Darrick Brown, 2015

Head Softball Coach. B.S., Western Michigan University, 2013.

Lynn Brown, 2016

Assistant Softball Coach.

Matthew Brown, 2015

Regional Director of Development. B.A., Lakeland University, 2005.

Richard Brown, 2016

Assistant Softball Coach.

Robert Brownell, 2017

Head Coach Women's and Men's Swimming & Diving.

Sylvia Burkett, 2003

Bookstore and Mailroom Manager.

Kelly Collins, 2011

Campus Safety Officer. B.A., Olivet College, 2010.

Christopher Crosby, 2010

Maintenance Tradesperson.

Andrew DeBruyn, 2014

Head Men's and Women's Tennis Coach. B.A., Spring Arbor University, 2012.

Luke Dewitt, 2017

Assistant Coach Women's Volleyball. B.A., Olivet College, 2017.

Shelby Dixon, 2016

Assistant Baseball Coach. B.A., Transylvania University, 2014.

Gayl Dotts, 2014

Customer Service Specialist. B.A., Olivet College, 1978.

Jeremy Duby, 2013

Director of Bands. B.M., Wayne State University, 2004; M.M., Oakland University, 2010.

Steve Ernst, 2016

Head Men's Basketball Coach. B.A., Olivet College, 1991.

Judy M. Fales, 1992

Director of Burrage Library; International Students Co-Advisor. B.A., University of Georgia, 1976; M.L.S., North Carolina Central University, 2014.

Debra K. Farmer, 1986

Business Office Specialist; Junior Accountant/Accounts Payable/Student Loan Processor.

Amanda Farr-Smith, 2016

Assistant Men's and Women's Track and Field Coach.

Michelle Fasano, 2016

Assistant Athletic Trainer. B.S. Iowa State University, 2012; M.A.T., East Carolina University, 2015.

Kaylee Finney, 2016

Assistant Men's and Women's Track and Field Coach.

Carol Flanigan, 2014

Director of Annual Giving and Donor Services. B.A., Kalamazoo College, 2004.

Thomas Gary-Homes, 2017

Campus Safety Officer and Assistant Football Coach. B.A., Olivet College, 2017.

DeShawn Gilbert, 2018

Assistant Football Coach.

Dana Gill, 2016

Assistant Director of Annual Giving. B.A., Olivet College, 2011.

Terri L. Glasgow, 2013

Director of Human Resources. B.S., Western Michigan University, 1981; J.D., Thomas M. Cooley Law School, 1993.

Leonard Gleaves, 2018

Assistant Football Coach. B.S., Ohio Wesleyan University.

Taylor Gorr, 2016

Content Specialist. B.A., Olivet College, 2016.

Charles A. Graessle, 1980

Director of Institutional Research; Professor of Psychology. B.A., University of Illinois at Chicago Circle, 1970; M.A., Ph.D., University of Illinois, 1971, 1978.

Caleb Grummet, 2015

Head Strength and Conditioning Coach. B.A., Olivet College, 2015.

Shawn Hagadon, 2014

Administrative Assistant to Vice President for Student Life; Housing Coordinator. A.A., Stenotype Institute, 2005.

Martin Hanifin, J.D., 2017

Vice President for Finance and Administration. B.A., Norwich University, 1986; M.A., University of Virginia, 1987; M.P.A., University of Oklahoma, 2007; J.D., University of Virginia School of Law, 1993.

Jasmine Hardy, 2015

Coordinator for Student Success. B.A., Olivet College, 2004.

Sandra K. Harmon, 2002

Housekeeper.

Myles Harper, 2018

Associate Director of Stewardship and Donor Engagement. B.A., Oakland University, 2017.

Michael Hebenstreit, 1999

Housekeeper.

Brian Heisler, 1992

Maintenance Tradesperson.

Christine D. Heisler, 1995

General Services Supervisor.

Geoffrey M. Henson, 2002

Sports Information Director. B.A., Baldwin Wallace University, 2001.

Margaret Heppner, 2007

Executive Assistant to the Provost.

Matthew Holtz, 2015

Head Men's Lacrosse Coach. B.S., Michigan State University, 1996.

Brenda Hopkins, 1980

Chartwells Dining Services.

William “B. J.” Hull, 2012

Vice President for Advancement. B.A., Alma College, 1995; M.B.A., Michigan State University, 2008.

Dylan Hunt, 2017

Assistant Football Coach.

Zach Ingles, 2015

Head Women’s Basketball Coach.

David Jackson, 2016

Head Men’s and Women’s Bowling Coach.

Libby Jean, 2006

Director of Student Services. B.A., M.A., Davenport University, 2000, 2008.

Jamalia Johnson, 2016

Admissions Representative. B.S., Michigan State University, 2015.

Bryce Katz, 2014

System and Network Technician. A.A.S., Kellogg Community College, 2002.

Andrew Kreichelt, 2018

Athletics Business Operations Manager. B.A., Hope College, 2013; M.A., Wayne State University, 2017.

Cameron Lake, 2014

Information Technology Management Technician. B.S., Grand Valley State University, 2012.

Michael Lazusky, 2016

Assistant Athletic Director; Assistant Football Coach. B.S., M.E., Shippensburg University, 1994, 1995.

Lisa Lehman, 2006

Vice President for Admissions. B.A., Olivet College, 2002.

Richard Lehman, 2013

Student Account Specialist. B.A., Olivet College, 2012.

Linda Logan, Ph.D., 1997

Vice President and Chief Inclusion Officer; Professor of Sociology and Anthropology. B.A., Saginaw Valley State University, 1988; M.A., Central Michigan University, 1991; Ph.D., Michigan State University, 1997.

Chad Loveless, 2016

Assistant Junior Varsity Men’s Basketball Coach.

Karen Lutzke, 2010

Head Men’s and Women’s Track and Field and Cross Country Coach; B.S., Michigan State University, 1985.

Bill Maas, 1989–1995; 2002

Head Men’s and Women’s Golf Coach; NCAA Compliance Coordinator; Academic Counselor. B.A., Olivet College, 1989.

Kathryn Madden, 2017

Administrative Assistant for Admissions. B.S., Michigan State University, 2003.

Warren Maloney, 2013

Associate Head Football Coach; Defensive Coordinator for Football. B.A., Franklin College, 1983.

Michele McCauley, 2017

Executive Director of Communications and Marketing. B.A., M.A., Michigan State University, 1985, 1987

Jason Meadows, 2003

Interim Vice President for Student Life; Shipherd Hall Director. B.A., Olivet College, 2003; M.A., Spring Arbor University, 2006.

Andrew Merchant, 2014

Head Baseball Coach. B.A., Alma College, 2000.

Megan Merchant, 2012

Senior Woman Administrator, Director of Volleyball; Head Women’s Volleyball Coach. B.S., Great Lakes Christian College, 2009.

Greg Miller, 2012

Campus Safety Officer.

Erica Moats, 2007

Information Technology Services Coordinator. B.A., Olivet College, 2017.

Daniel Montanye, 2016

Head Men’s Soccer Coach. B.B.A., M.S., University of Wisconsin-Whitewater, 2011, 2014.

Dana Moore, 2016

Regional Director of Development. B.B.A., Western Michigan University, 1993; M.A., University of Michigan, 1998.

Joel Moore, 2018

Director of Choral Activities. B.A., M.A., Western Michigan University, 1998, 2003.

Dan Musielewicz, 2012

Head Football Coach. B.S., Hillsdale College, 2005; M.A., Concordia University of Irvine, California, 2012.

Stuart Noble, 2016

Assistant Men's and Women's Tennis Coach.

Ione Ormsbee, 2010

Housekeeper.

James Ormsbee, 2014

Housekeeper.

Justin Otis, 2012

Housekeeper.

Kelly Parker, 2012

Associate Director of Graduate Business Programs. B.A., Olivet College, 2005.

Kelly Patmore, 2017

Residence Hall Director. B.A., Olivet College, 2014.

Samantha Pearl, 2016

Director of Alumni Engagement.. B.A., Olivet College, 2000.

Hunter Perry, 2018

Assistant Football Coach.

Daniel Peterson, 2015

Head Athletic Trainer. B.S., Concordia University, 2013.

Marty Pierson, 2002

Maintenance Tradesperson.

Kyle Radde, 2016

Assistant Men's Volleyball Coach.

Douglas Reynolds, 2010

Maintenance Tradesperson.

Jacob Richards, 2018

Community Service Coordinator. B.A., Olivet College, 2018.

Brad Rumsey, 2012

Football Offensive Coordinator. B.A., Hillsdale College, 2008.

Ferdinand Sanders, 2017

Admissions Representative. B.A., Spring Arbor University, 2014.

Jacob Schuler, 2004

Assistant Dean for Student Life; Blair Hall Director. B.A., Kansas State University, 2004.

Austin Schippers, 2017

Digital and Social Media Coordinator. B.S., Grand Valley State University, 2017.

Joey Shepherd, 2018

Academic Accommodations Coordinator. B.A., Berea College, 2014; M.A., Morehead State University, 2018.

Ryan Shockey, 2013

Athletic Director. B.S., Anderson University, 2006; M.A., Indiana Institute of Technology, 2009.

Dan Simrell, 2016

Football Quarterback Coach.

Barbara J. Smith, 1989

Maintenance Tradesperson. B.F.A., Michigan State University, 1982.

Cathy Smith, 2006

Executive Assistant for Advancement.

Javier Smith, 2016

Assistant Football Coach. B.A., Olivet College, 2015.

Larry Smith, 2005

College Success Coach; Inclusion and Diversity Committee Chair; Assistant Football Coach. B.A., Wayne State University, 1982; M.A., Grand Valley State University, 2000.

Barbara A. Spencer, 1998

Executive Assistant to the President.

Lonnie Spencer, 2016

Assistant Men's and Women's Golf Coach.

Craig Stanton, 2013

Maintenance Tradesperson.

Alyssa Stepter, 2017

Residence Hall Director. B.S., Central Michigan University, 2015; M.S., Michigan State University, 2017.

Jared Stratz, 2014

Assistant Director of Admissions. B.S., Calvin College, 2012.

DiAnn Strauss, 2017

Housekeeper.

Leslie Sullivan, 2008

Registrar.

Andrea Terry, 2017

Associate Director of Admissions. B.S., M.A., Michigan State University, 1999, 2003.

Blake Thornton, 2015

Grounds Supervisor. B.S., Heidelberg University, 2011.

La'Rae Trice, 2015

Gospel Choir Director. B.B.A., Belmont University, 2012; M.B.A., The University of Buckingham, 2016.

Bailey Tyler, 2018

Financial Aid Specialist. B.A., Olivet College, 2017.

Maria VanArman, 2009

Financial Aid Officer.

Sarah Vanden Heuvel, 2008

Assistant Director of Student Services. B.A., Olivet College, 2008.

Alex Vick, 2016

Assistant Athletic Trainer. B.S., University of Nevada, 2012; M.A., University of Nebraska, 2014; M.Ed., Iowa State University, 2016.

Michelle Wallenberg, 2012

Gift and Data Management Specialist.

Tamyra S. Walters, 1990

Director of Event Coordination; Physical Plant Manager. B.A., Olivet College, 1980.

Lisa Webb, 1997

Assistant Director of Human Resources. B.A., Olivet College, 2000.

James Weidman, 2016

Director of Admissions for Adult Professionals and Graduate Programs. B.A., M.A., Spring Arbor University, 1987, 2010.

Melvin White, 2015

Assistant Women's Basketball Coach.

Jeremiah Williams, 2016

Assistant Head Men's Basketball Coach. B.A., Canisius College, 2015.

Jennifer Willis, 2014

Controller. B.B.A., M.B.A., Davenport University, 2010, 2013.

Adam Wilson, 2016

Assistant Wrestling Coach. B.A., Olivet College, 2011; M.A., Upper Iowa University, 2014.

Tim Wise, 2018

Groundskeeper.

Joy Wiseman, 2013

Senior Regional Director of Development. B.A., Western Michigan University, 1982.

Elizabeth Wood, 2018

Housekeeper.

Tom Wyman, 2014

Football Recruiting Coordinator. B.A., Trine University, 2012.

Eric Young, 2015

Director of Dining Services, Chartwells Food Service.